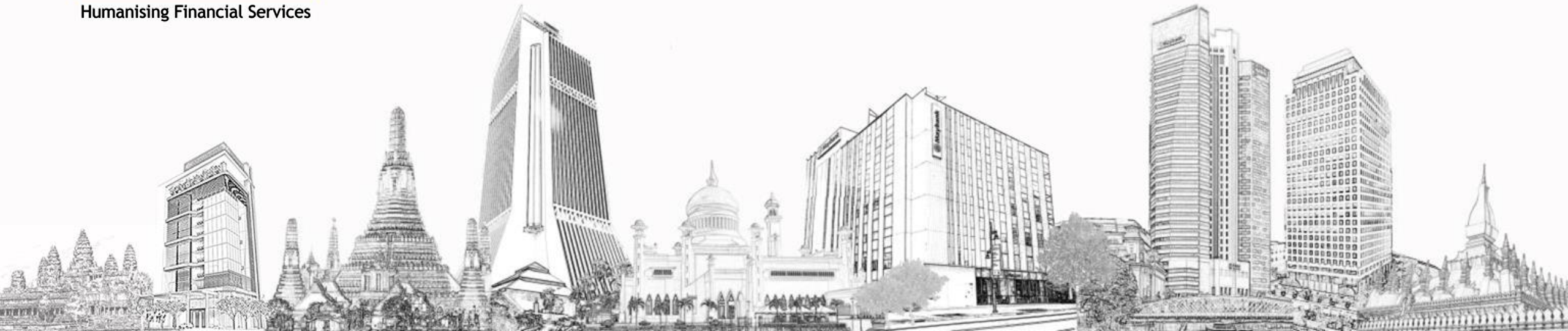


# SYSTEM ADMIN USER GUIDE



Humanising Financial Services





## System Admin Maker

- [User ID activation \(Enable/ Disable ID\)](#)
- [Reset Password](#)

SYSTEM ADMIN MAKER	
Function	Remarks
Enable/ Disable ID	Allowed to Enable /Disable ID for all User except :- 1) System Admin Maker (M) 2) System Admin Checker ( C )
Reset Password	Allowed to Reset Password for all User except :- 1) Authoriser 2) System Admin Maker (M) 3) System Admin Checker ( C )

## System Admin Checker

- [Approval](#)

# System Admin Maker

User ID activation (Enable / Disable ID)



Navigation menu: Home, Tasklist, Portfolio, Cash, Services, **Administration**, Reporting

1 Click on **Administration**

Sub-menu: Template Maintenance, Template Inquiry, Notification Setup, Statutory Body, Biller Registration, Beneficiary Registration, Direct Debit Registration, **Corporate Administration**

2 Click on **Corporate Administration & Select User Status maintenance**

User Status Maintenance

User ID:

3 Click **Search**

## Search Result

Corporate Name	Corp ID	User ID	User Name	User Status	Reference No.	Token ID	Provider	Instance
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT10A</a>	ROSELINE SHARON SHYMALA DISABLED	Inactive	-		MY	Global
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT10D</a>	MOHD NAZRI B ISMAIL	Inactive		2688614777	MY	Global
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT11A</a>	JASARUDIN BIN SAHAK	Active	-	3422078534	MY	Global

4 Select **Inactive User ID**

# System Admin Maker

## User ID activation (Enable / Disable ID)- Continued



Organisation Name <b>CASH MANAGEMENT DEPARTMENT</b>	Corp ID <b>MJMGMT</b>
User ID <b>MYMJMGMT10D</b>	User Name <b>MOHD NAZRI B ISMAIL</b>
User Group <b>MAKER</b>	User Role <b>Maker</b>
Mobile Number <b>+60133524068</b>	Phone <b>-</b>
Email <b>mohdnazri.i@maybank.com.my</b>	Status Reason <b>Deactivated</b>
User Status <b>Inactive</b>	Linked <b>No</b>
User Linking Type <b>Main User</b>	
Reference No. <b>-</b>	

Click **Activate** 5

### ■ Token Details

Serial Number  
2688614777

### ■ Action

Request Type  
**Activate**

6 Confirm Request Type  
- **Activate User ID**

Click **Submit** 7

\*\*\*\*\* TASK SUBMITTED TO CHECKER FOR APPROVAL\*\*\*\*\*

&

# System Admin Maker

## Reset Password



Navigation menu: Home, Tasklist, Portfolio, Cash, Services, **Administration**, Reporting

1 Click on **Administration**

Sub-menu: Template Maintenance, Template Inquiry, Notification Setup, Statutory Body, Biller Registration, Beneficiary Registration, Direct Debit Registration, **Corporate Administration**

2 Click on **Corporate Administration** & Select **User Status maintenance**

User Status Maintenance form:

User ID:

3 Click **Search**

### Search Result

Corporate Name	Corp ID	User ID	User Name	User Status	Reference No.	Token ID	Provider	Instance
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT10A</a>	ROSELINE SHARON SHYMALA DISABLED	Inactive	-		MY	Global
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT10D</a>	MOHD NAZRI B ISMAIL			2688614777	MY	Global
CASH MANAGEMENT DEPARTMENT	MJMGMT	<a href="#">MYMJMGMT11A</a>	JASARUDIN BIN SAHAK	Active	-	3422078534	MY	Global

# System Admin Maker

## Reset Password - Continued



Organisation Name  
**CASH MANAGEMENT DEPARTMENT**

User ID  
**MYMJMGMT12D**

User Group  
**VIEWER VN ACCOUNTS,MAKER,VIEWER**

Mobile Number  
**+60123716454**

Email  
**nazira.a@maybank.com**

User Status  
**Active**

User Linking Type  
**Main User**

Reference No.  
**260119062317034243**

Corp ID  
**MJMGMT**

User Name  
**NAZIRA AZMAN**

User Role  
**Maker , Verifier**

Phone  
**-**

Status Reason  
**-**

Linked  
**No**

5 Click Reset Password

Reset Password Deactivate

### Token Details

Serial Number  
-

### Action

Request Type  
**Reset Password**

6 Select your preferred **Distribution Channel** - To receive your **New Password**

Distribution Channel \*

Please Select

Please Select

Email

SMS

7 Click Submit

Submit






\*\*\*\*\* TASK SUBMITTED TO CHECKER FOR APPROVAL\*\*\*\*\*

# System Admin Checker


Approval



### You Have

Task	Count
 New Task	228
 Returned	111
 Pending Reviewer	26
 Pending Authorisation	18
 Pending Releaser	0

### Alert

 New Alerts	0
--	---

### Task List

Corporate Name  
CASH MANAGEMENT DEPAR

Product/Function: Please Select | Status: Pending Authorisation

Account Number:  | Value Date/ File Header Date: From  To

Reference:

Product	Reference No	Provider	Value Date	Grouping Reference
<input type="checkbox"/>	User Status Maintenance	150326149278		

**1** Click Pending Authorisation

**2** Select Reference No

# System Admin Checker

Approval



	new	old
Organisation Name		CASH MANAGEMENT DEPARTMENT
Corp ID		MJMGMT
User ID		MYMJMGMT100
User Name		MOHD NAZRI B ISMAIL
User Role		
User Group		MAKER
Mobile Number		+60133524068
Phone		
Email		mohdnazri.i@maybank.com.my
User Status		Inactive
Status Reason		
Serial Number		2688614777
Request Type	Reset Password	

**Verify Information 3** →

**User Activities**

User	Activities	Date and Time	Remarks
NURHIDAYATI BT MOHD TAHER	Submit	26 Mar 2016 19:42:09 MY (UTC+08:00)	

Remarks max. 500 characters

[Back](#)

Group

Return

Reject

Approve

[Next Approval](#)

**4 Click Approve**

\*\*\*\*\* TASK APPROVED BY THE CHECKER\*\*\*\*\*



# THANK YOU



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