

CIB Guide for System Administrator to Update User Group for Trade Finance Module

2 Steps:

1. Edit User Group by System Administrator
2. Approve Edit User Group by System Authorizer

1: Edit User Group

STEP 1: Log in as System Administrator.

The screenshot shows the AffinOnline.com website interface. At the top, there is a navigation menu with links for Account Management, Trade Finance, Corporate Payment, Bulk Payment, Government Bulk Payment, Corporate System Admin, Message Centre, and Change Password. A red 'Logout' button is visible in the top right corner. Below the navigation bar, the user is logged in as 'Hi sysadmin'. A sidebar on the left contains a menu with options: Account Management, Trade Finance, Corporate Payment, Bulk Payment, Corporate System Admin, and Message Centre. The main content area displays a 'Welcome SYSTEM ADMINISTRATOR !' message with a timestamp of 25/07/2016 14:38:54. Below the welcome message, there is a list of system notices and updates, including information about GST implementation and beneficiary bank listings. At the bottom of the page, there is a footer with various links and a copyright notice for 2014 Affin Bank Berhad.

STEP 2: Click Corporate System Admin Menu.

The screenshot shows the AffinOnline.com website interface with the 'Corporate System Admin' menu item highlighted in a red box. The navigation menu at the top includes links for Account Management, Trade Finance, Corporate Payment, Bulk Payment, Government Bulk Payment, Corporate System Admin, Message Centre, and Change Password. A red 'Logout' button is visible in the top right corner. Below the navigation bar, the user is logged in as 'Hi sysadmin'. A sidebar on the left contains a menu with options: View User Group, Add User Group, View User Profile, and Add User Profile. The main content area displays a breadcrumb trail: Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports. At the bottom of the page, there is a footer with various links and a copyright notice for 2014 Affin Bank Berhad.

STEP 3: Click View User Group



Account Management Trade Finance Corporate Payment Bulk Payment Government Bulk Payment **Corporate System Admin** Message Centre Change Password Logout

Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports

Hi sysadmin,

View User Group

- View User Group
- Add User Group
- View User Profile
- Add User Profile

Search By

User Group Code : All

User Group Name :

Search

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STEP 4: Click Search Button and Proceed to Click User Group Name



Account Management Trade Finance Corporate Payment Bulk Payment Government Bulk Payment **Corporate System Admin** Message Centre Change Password Logout

Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports

Hi sysadmin,

View User Group

- View User Group
- Add User Group
- View User Profile
- Add User Profile

Search By

User Group Code : All

User Group Name :

Search 1

Search Result

Date: 25/07/2016 14:38:08
User Group Code : All

Results : 1 - 2 of 2 record(s)

<input type="checkbox"/>	User Group Code	User Group Name	Role	Status	User Listing
<input type="checkbox"/>	MakerTrade01	MakerTrade 2	Maker	Active	View
<input type="checkbox"/>	Observer	ObserverTrade	Observer	Active	View

Results : 1 - 2 of 2 record(s)

Print Add Delete

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STEP 5: Tick Trade Finance

Hi sysadmin,

- View User Group
- Add User Group
- View User Profile
- Add User Profile

View User Group

User Group Details

User Group Code : MakerTrade01

User Group Name :

Role : Maker

Select Service Select Account

Accessible Functions

Account Management

Own Account Overview

Other Account Overview

Transaction History

Statement Download

Gfmas Daily Statement Download

Cheque Management

Cheque Status Inquiry

Stop Cheque Payment

Cheque Book Request

Bulk Payment

Auto Pay

Corporate IBG

KWSP Payment

SOCSO Payment

LHDN Payment

Trade Finance

Facility Limit Inquiry

Trade Product Inquiry

STEP 6: Proceed to Click Next to Proceed

Bill Payment	100070017143 - WIN WIN SDN BHD	999,999,999.00	Add/Remove Accounts
Financial Payment	110070036347 - WIN WIN SDN BHD	0.00	Add/Remove Accounts
Exchange (FPX)	100070017143 - WIN WIN SDN BHD	999,999,999.00	Add/Remove Accounts
DagangNet FPX	100070017143 - WIN WIN SDN BHD	999,999,999.00	Add/Remove Accounts
Bulk Payment			
Auto Pay	No Account Found.		Add/Remove Accounts
Corporate IBG	No Account Found.		Add/Remove Accounts
KWSP Payment	N/A	N/A	
SOCSSO Payment	N/A	N/A	
LHDN Payment	N/A	N/A	
Trade Finance			
Facility Limit Inquiry	N/A	N/A	
Trade Product Inquiry	N/A	N/A	
Secured Message			
Compose Message	N/A	N/A	
Inbox	N/A	N/A	
Sent Message	N/A	N/A	

[Back](#)
[Print](#)
[Next](#)

STEP 7: Proceed to Click Confirm under Preview

affinOnline.com

[Account Management](#)
[Trade Finance](#)
[Corporate Payment](#)
[Bulk Payment](#)
[Government Bulk Payment](#)
[Corporate System Admin](#)
[Message Centre](#)
[Change Password](#)
[Logout](#)

Home : [User Access Management](#) : [Workflow Setup](#) : [Corporate Daily Limit](#) : [Account Registration](#) : [Transaction Status & Authorization](#) : [Reports](#)

Hi sysadmin,

- [View User Group](#)
- [Add User Group](#)
- [View User Profile](#)
- [Add User Profile](#)

Update User Group - Preview

User Group Details

User Group Code : MakerTrade01

User Group Name : MakerTrade

Role : Maker

[Select Service](#)
[Select Account](#)

Accessible Functions

Account Management

Own Account Overview

Other Account Overview

Transaction History

Statement Download

Gfmas Daily Statement Download

Cheque Management

Cheque Status Inquiry

Stop Cheque Payment

Cheque Book Request

<input checked="" type="checkbox"/> Trade Finance
<input checked="" type="checkbox"/> Facility Limit Inquiry
<input checked="" type="checkbox"/> Trade Product Inquiry
<input type="checkbox"/> Government Bulk Payment
<input type="checkbox"/> Pension Daily File
<input type="checkbox"/> JANM
<input type="checkbox"/> 1GFMAS
<input checked="" type="checkbox"/> Corporate Payments Transaction Status and Authorization
<input checked="" type="checkbox"/> Transaction Status
<input checked="" type="checkbox"/> Transaction Cancellation
<input checked="" type="checkbox"/> Bulk Payment Transaction Status and Authorization
<input checked="" type="checkbox"/> Transaction Detail Report
<input checked="" type="checkbox"/> Transaction Status
<input checked="" type="checkbox"/> Transaction Cancellation
<input type="checkbox"/> Government Bulk Payment Transaction Status and Authorization
<input type="checkbox"/> Transaction Status
<input type="checkbox"/> Transaction Cancellation
<input type="checkbox"/> 1GFMAS EFT Payment File Report
<input checked="" type="checkbox"/> Secured Message
<input checked="" type="checkbox"/> Compose Message
<input checked="" type="checkbox"/> Inbox
<input checked="" type="checkbox"/> Sent Message

STEP 8: Edit User Group is successfully sent for approval



- View User Group
- Add User Group
- View User Profile
- Add User Profile

Update User Group - Acknowledgement

Transaction is successfully sent for approval.

User Group Details

User Group Code : MakerTrade01
 User Group Name : MakerTrade
 Role : Maker

Accessible Functions

- Account Management
 - Own Account Overview
 - Other Account Overview
 - Transaction History
 - Statement Download
 - Gfmas Daily Statement Download
- Cheque Management

2: Approve Edit User Group

STEP 1: Log in as System Authorizer

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Account Management Trade Finance Corporate Payment Bulk Payment Government Bulk Payment Corporate System Admin Message Centre Change Password Logout

Home

Hi sysautho,

Account Management	Welcome SYSTEM AUTHORIZER ! 25/07/2016 14:43:48 <hr/> <ul style="list-style-type: none">• Please be advised that Authorizer/ Approver is not encouraged to perform any authorisation during 12.00am till 1.00am due to system update.• Trade Finance Service is available daily from 7.00am until 11.00pm.• Your last successful login was 06/06/2016 14:38:01• Your last failed login was 06/06/2016 10:53:00• With effect from 1st April 2015, Goods and Services Tax (GST) will be implemented. As a GST registered company, AFFINBANK / AFFIN ISLAMIC will be charging GST at 6% for all taxable supplies made to you on or after 1st April 2015 onwards.• GST charges for Standing Instruction (SI) Interbank GIRO (IBG), and Bulk Payment Module (Autopay and Corporate IBG) will only be reflected in Today's Transaction and Transaction History once payment is transacted.• Listing of beneficiary banks under IBG members.• Listing of beneficiary banks under RENTAS members. <p>Note : The Pending Transactions & Rejected Transactions are based on your company overall transaction.</p> <p>Corporate System Admin Pending approval(s)</p>
Trade Finance	
Corporate Payment	
Bulk Payment	
Corporate System Admin	
Message Centre	

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STEP 2: Click pending approval(s)

affinOnline.com

Account Management Trade Finance Corporate Payment Bulk Payment Government Bulk Payment Corporate System Admin Message Centre Change Password Logout

Home

Hi sysautho,

Account Management	Welcome SYSTEM AUTHORIZER ! 25/07/2016 14:43:48 <hr/> <ul style="list-style-type: none">• Please be advised that Authorizer/ Approver is not encouraged to perform any authorisation during 12.00am till 1.00am due to system update.• Trade Finance Service is available daily from 7.00am until 11.00pm.• Your last successful login was 06/06/2016 14:38:01• Your last failed login was 06/06/2016 10:53:00• With effect from 1st April 2015, Goods and Services Tax (GST) will be implemented. As a GST registered company, AFFINBANK / AFFIN ISLAMIC will be charging GST at 6% for all taxable supplies made to you on or after 1st April 2015 onwards.• GST charges for Standing Instruction (SI) Interbank GIRO (IBG), and Bulk Payment Module (Autopay and Corporate IBG) will only be reflected in Today's Transaction and Transaction History once payment is transacted.• Listing of beneficiary banks under IBG members.• Listing of beneficiary banks under RENTAS members. <p>Note : The Pending Transactions & Rejected Transactions are based on your company overall transaction.</p> <p>Corporate System Admin Pending approval(s)</p>
Trade Finance	
Corporate Payment	
Bulk Payment	
Corporate System Admin	
Message Centre	

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STEP 3: Click Transaction Date, Time

Hi sysautho,

- Transaction Status
- Transaction Pending Authorization

Transaction Pending Authorization

Search By

Function :

Action :

Transaction Date : From To

Summary

Function	Total Pending Authorization
User Group	1
Total	1

Search Result

Date: 25/07/2016 14:44:11

Function Type : ALL , Action : ALL

Results : 1 - 1 of 1 record(s)

Transaction Date, Time	Function	Short Description	Action	Approval Status
25/07/2016 14:40:45	User Group	MakerTrade01 - MakerTrade	Update	Created

Results : 1 - 1 of 1 record(s)

STEP 4: Input Comment and Proceed to Click Approve

Hi sysauth,

Transaction Status

Transaction Pending Authorization

Transaction Pending Authorization

Details - User Group

User Group Code : MakerTrade01

User Group Name : MakerTrade

Role : Maker

Select Service

Accessible Functions

Account Management

Own Account Overview

Other Account Overview

Transaction History

Statement Download

Gfmas Daily Statement Download

Cheque Management

Cheque Status Inquiry

Stop Cheque Payment

Cheque Book Request

Payment Services

Own Fund Transfer

Third Party Fund Transfer

Interbank Giro (IBG)

Secured Message

Compose Message	N/A
Inbox	N/A
Sent Message	N/A

Comments : okay

Authorization History

Results : 1 - 1 of 1 record(s)

Transaction Date, Time	User ID	Role	Action	Status	Comments
25/07/16 14:40:45	sysadmin	System Administrator	Create	Successful	

Results : 1 - 1 of 1 record(s)

STEP 5: Click OK to approve

The screenshot shows a web application interface with a confirmation dialog box overlaid on top. The dialog box, titled "172.17.150.106 says:", contains the text "Are you sure you want to approve this record?". It has two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue square and a blue arrow pointing to it from the right. Below the dialog box, the main interface is partially visible, showing a table with columns for "Transaction Date, Time", "User ID", "Role", "Action", "Status", and "Comments". The table contains one record with the following data:

Transaction Date, Time	User ID	Role	Action	Status	Comments
25/07/16 14:40:45	sysadmin	System Administrator	Create	Successful	

Below the table, there is a "Back" button. Above the table, there is a "Comments" field with the text "okay" and "Approve" and "Reject" buttons. The interface also shows various menu items like "Financial (FPX)", "Dagangan", "Bulk Payment", "Auto Payment", "Corporate IBG", "KWSP Payment", "SOCISO Payment", "LHDN Payment", "Trade Finance", "Secured Message", "Compose Message", "Inbox", and "Sent Message".

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STEP 6: Congratulations! User Group has been updated!

Hi sysautho,

Transaction Status

Transaction Pending Authorization

Transaction Pending Authorization

Transaction is successfully approved.

Acknowledgement - User Group

User Group Code : MakerTrade01

User Group Name : MakerTrade

Role : Maker

Select Service

Accessible Functions

- Account Management
- Own Account Overview
- Other Account Overview
- Transaction History
- Statement Download
- Gfmas Daily Statement Download
- Cheque Management