How to create a new User Group?

Login as System Administrator (XXXXXXcad)	
Step 1. Go to **User Access Management** > **User Management** > Click on "**User Group**"	**Step 2.** Click on "**Add**"
Step 3. Enter **User Group Code** > Enter **User Group Name** > Select your **Role**	**Step 4.** Tick the **Accessible Functions** > Tick on the account number at the **Select Accounts** section > 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.

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**"

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