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USER MANUAL

Access Authorization Request (AAR) System

for

Requestor & Approver

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VERSION HISTORY

DATE	VERSION	DESCRIPTION	PREPARED BY	REVIEWED BY	SHEET AFFECTED
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1 ABOUT ACCESS AUTHORIZATION REQUEST (AAR) SYSTEM

Access Authorization Request (AAR) system is used for staff to request a new access, changes of roles and revoke access to UEMG application.

There are 3 user roles of AAR system:

- Requestor
- Approver (Supervisor, Recommended, System Owner/Head of Finance)
- Admin

Each user has own privilege and user access level.

Module	Access Level		
	Requestor	Approver	Admin
Dashboard	/	/	/
New Request	/		
View Request	/		
Approval Request		/	
Request Summary			/
User Management			/

The users can access AAR through the URL, <https://apps.uemnet.com/aar/login.aspx>

Simply open new browser either Internet Explorer (IE), Microsoft Edge or Google Chrome and enter the URL in the URL Address.

The URL will redirect to AAR Login page. See Figure 1.

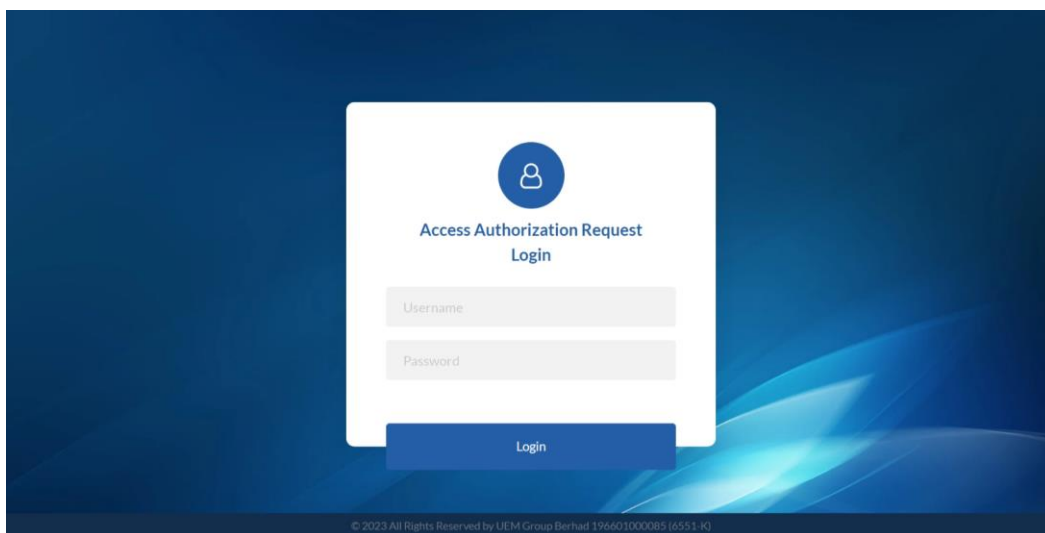


Figure 1: Login Page

2 LOGIN

Refer Figure 1 and follow the steps below to access the AAR:

- Step 1 Enter the username and password in the appropriate text fields.
- Step 2 Click 'Login' button.

Once the login successful, it will redirect to AAR Dashboard page. See Figure 2.

3 REQUESTOR

3.1 DASHBOARD

Dashboard displays statistic of access authorization request based on available applications. Users can view total number of access requests, total number of approved requests, total number of pending access requests and total number of rejected access requests.



Figure 2: Dashboard Page for Requestor

3.2 NEW REQUEST

New Request page is an access authorization request form where user/requestor can submit new access authorization request. Click [New Request](#) on the side bar and access authorization request form will be displayed. See Figure 3 and Figure 4.

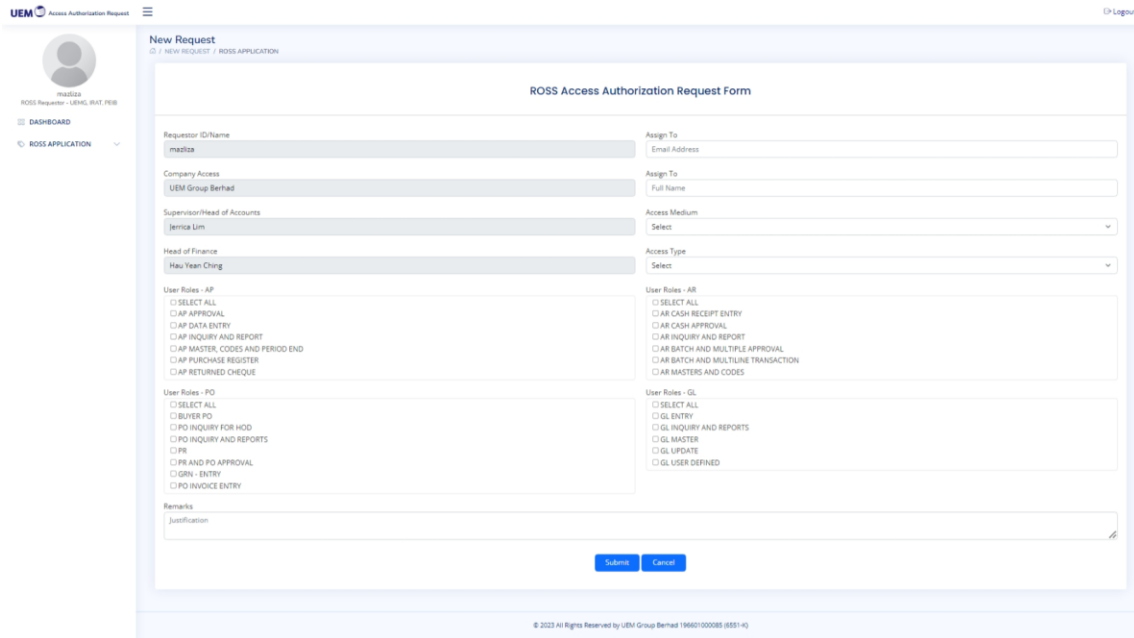


Figure 3: New Request Page for ROSS Application

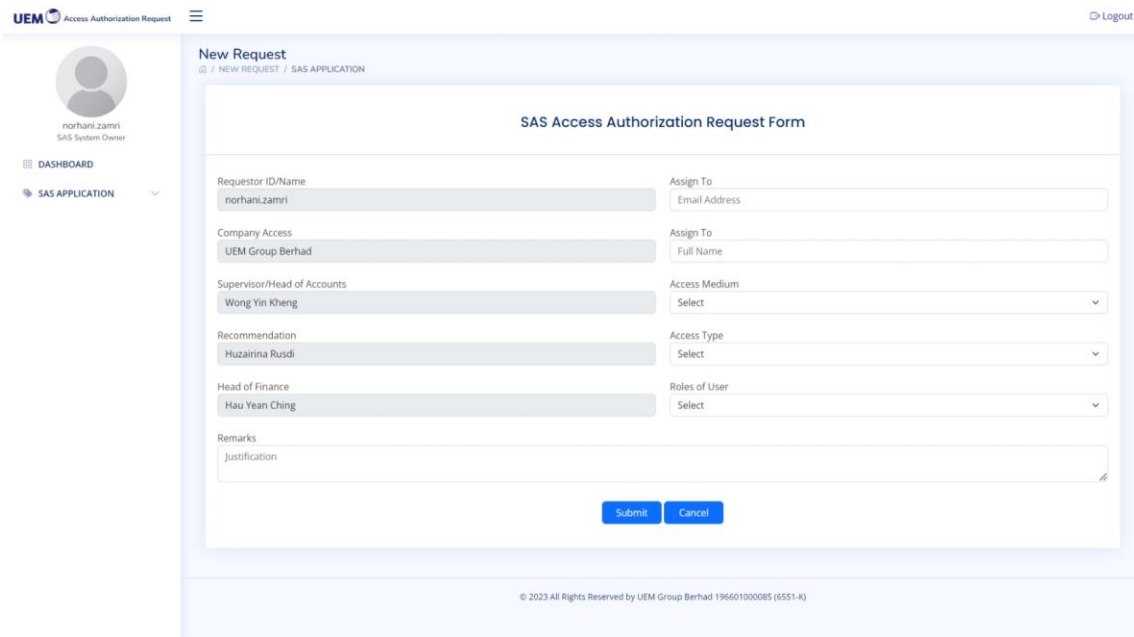


Figure 4: New Request Page for SAS Application

Follow the steps below to create new access authorization request:

- Step 1 Enter user email address (assign to).
- Step 2 Enter user full name (assign to).
- Step 3 Select access medium.
- Step 4 Select access type.
- Step 5 Select user role/s.
- Step 6 Enter remark (optional).
- Step 7 Click [Submit](#) button to save new authorization access request.
Or
Click [Cancel](#) button to cancel new authorization access request.

3.3 VIEW REQUEST

View Request page contains a list of access authorization requested by the requestor. User/Requestor can search their requested access authorization, add new request, open/download the list into Excel format and view the details of specific requested access authorization. See Figure 6 and Figure 7.

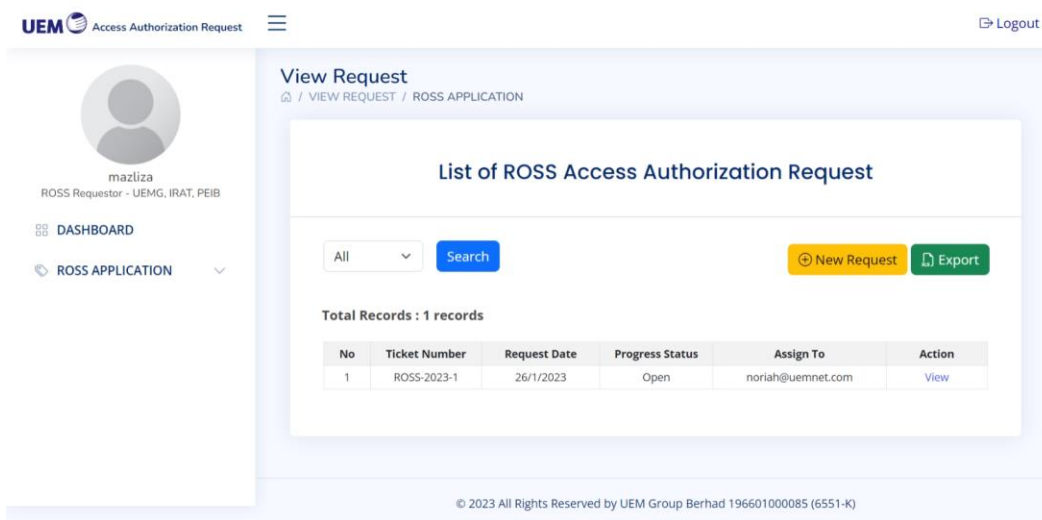


Figure 6: View Request Page for ROSS Application

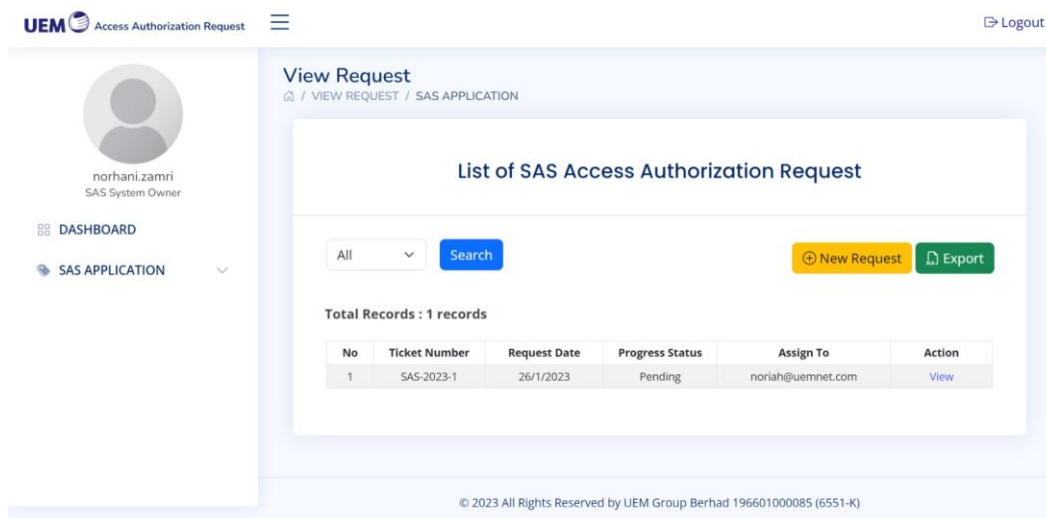


Figure 7: View Request Page for SAS Application

3.3.1 Search Requested Access Authorization

Refer Figure 6 and Figure 7, follow the steps below to search and display the result:

- Step 1 Select search option from dropdown list.
- Step 2 Option *Assign To*: Enter the requested user's email address in the displayed text box.
OR
Option *Status*: Select status option displayed on another dropdown list.
- Step 3 Click [Search](#) button to display the search result.

3.3.2 New Request

Refer Figure 6 and Figure 7, follow the step below to add new access authorization request:

- Step 1 Click [New Request](#) button and access authorization request form will be displayed.

3.3.3 Export to Excel

Refer Figure 6 and Figure 7, follow the step below to open/download list of requested access authorization into Excel format:

- Step 1 Click [Export](#) button and the list of access authorization request will be opened/downloaded in Excel.

3.3.4 View Details

Refer Figure 6 and Figure 7, follow the steps below to view specific access authorization details:

- Step 1 Click [View](#) link button and details page will be displayed as shown in Figure 8 and Figure 9.
- Step 2 Click [Close](#) button to go back to View Request page.

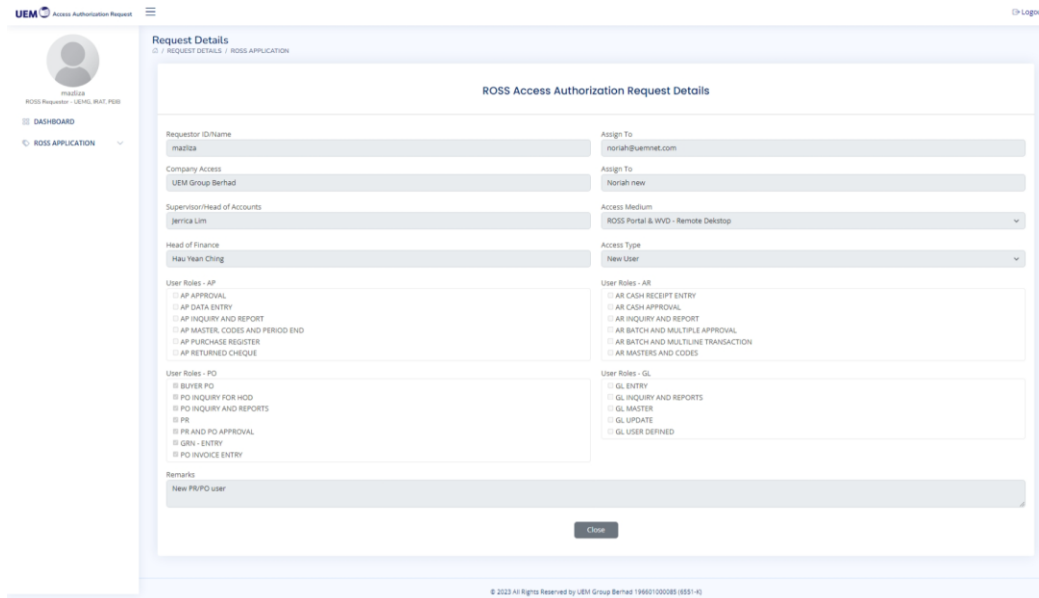


Figure 8: View Page for ROSS Application

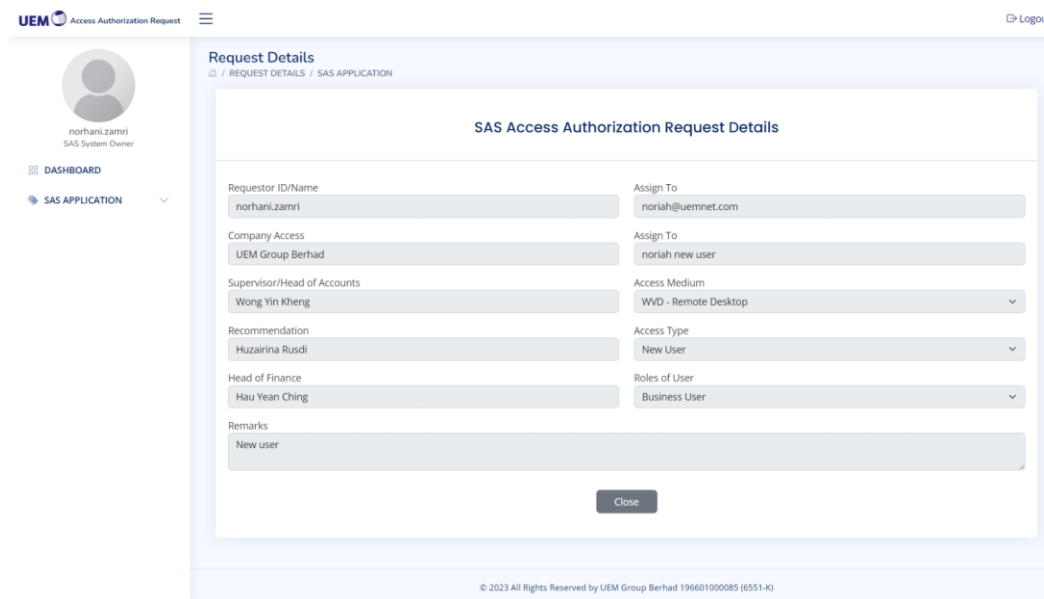


Figure 9: View Page for SAS Application

4 APPROVER

4.1 DASHBOARD

Dashboard displays statistic of access authorization request based on available applications. User can view total number of access requests, total number of approved requests, total number of pending access requests and total number of rejected access requests.



Figure 10: Dashboard Page for Approver

4.2 APPROVAL REQUEST

Approval Request page contains a list of access authorization request approval. User/Approver can search specific requested access authorization, open/download the access authorization request approval into Excel format, view the details of a specific requested access authorization, view approver remarks and approve/reject their pending request approval. See Figure 11 and Figure 12.

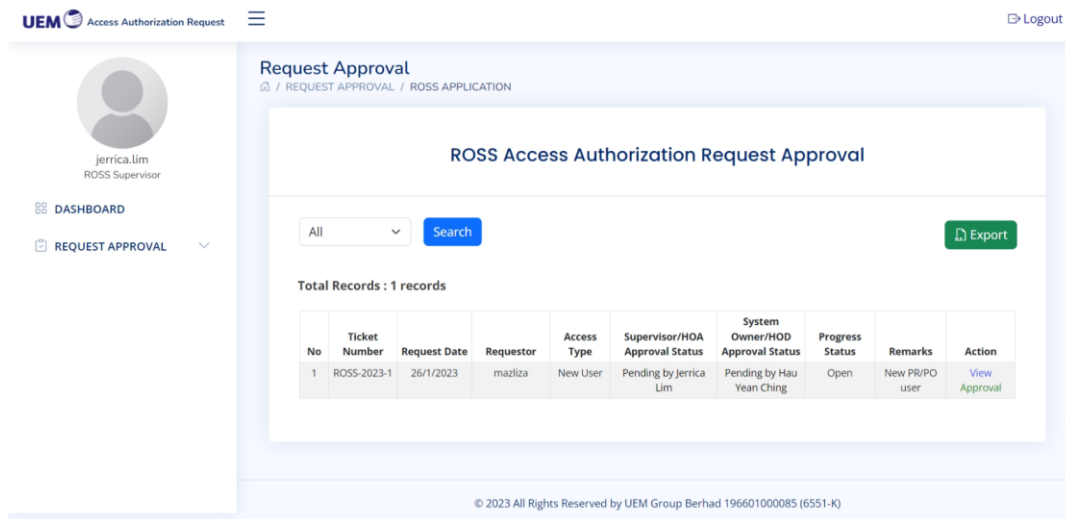


Figure 11: Approval Request Page for ROSS Application

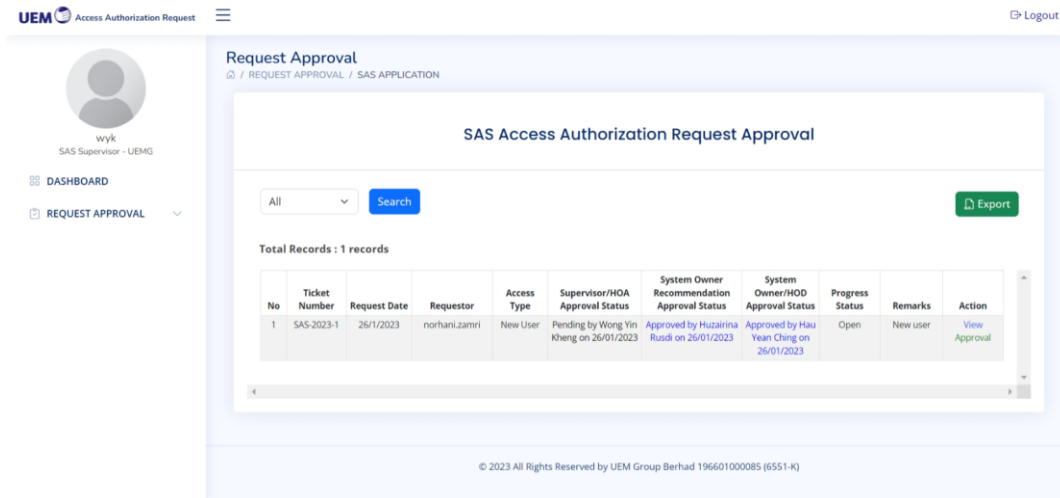


Figure 12: Approval Request Page for SAS Application

4.2.1 Approval Submission

Refer Figure 11 and Figure 12, follow the steps below to approve/reject access authorization request:

- Step 1 Click [Approval](#) link button and access request approval modal dialog box will be displayed as shown in Figure 13.
- Step 2 Enter justification/comment (optional) and click [Approve](#) button to approve.
OR
Enter justification/comment and click [Reject](#) button to reject.

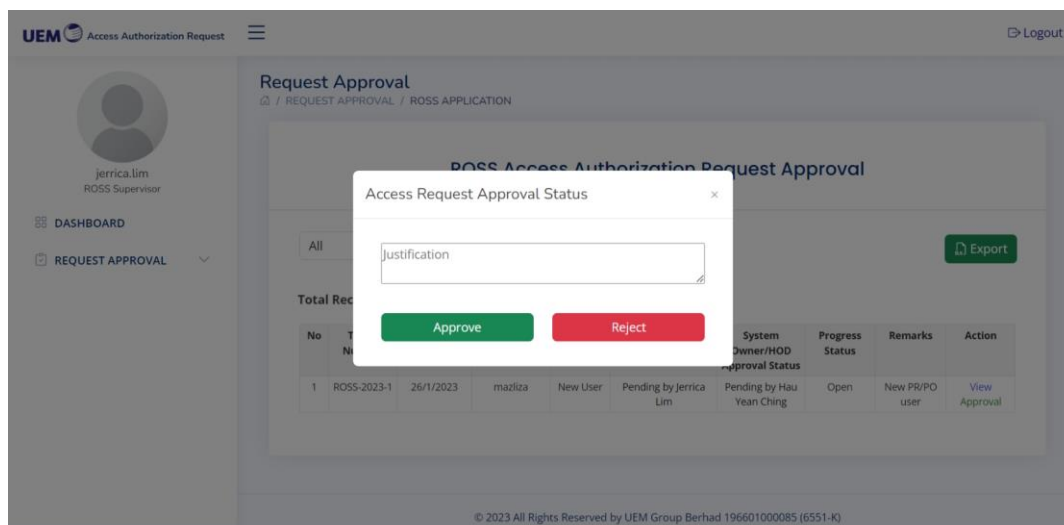


Figure 13: Access Request Approval Modal

4.2.2 Search Requested Access Authorization Request Approval

Refer Figure 11 and Figure 12, follow the steps below to search and display the result:

- Step 1 Select search option from dropdown list.
- Step 2 Option *Requestor ID*: Select requestor ID option displayed on another dropdown list.
OR
Option *Assign To*: Enter the requested user's email address in the displayed text field.
OR
Option *Status*: Select status option displayed on another dropdown list.
- Step 3 Click [Search](#) button to display the search result.

4.2.3 Export to Excel

Refer Figure 11 and Figure 12, follow the step below to open/download the list of requested access authorization request approval into Excel format:

- Step 1 Click [Export](#) button and the list of access authorization request approval will be opened/downloaded in Excel.

4.2.4 View Details

Refer Figure 11 and Figure 12, follow the step below to view the details of a selected access authorization request:

- Step 1 Click [View](#) link button and details page will be displayed as shown in Figure 8 and Figure 9.
- Step 2 Click [Close](#) button to go back to Approval Request page.

4.2.5 View Approver Remark/Comment

Refer Figure 11 and Figure 12, follow the step below to view remark/comment of approver:

- Step 1 Click [Approval Status](#) link button and a modal dialog box will be displayed as shown in Figure 14.

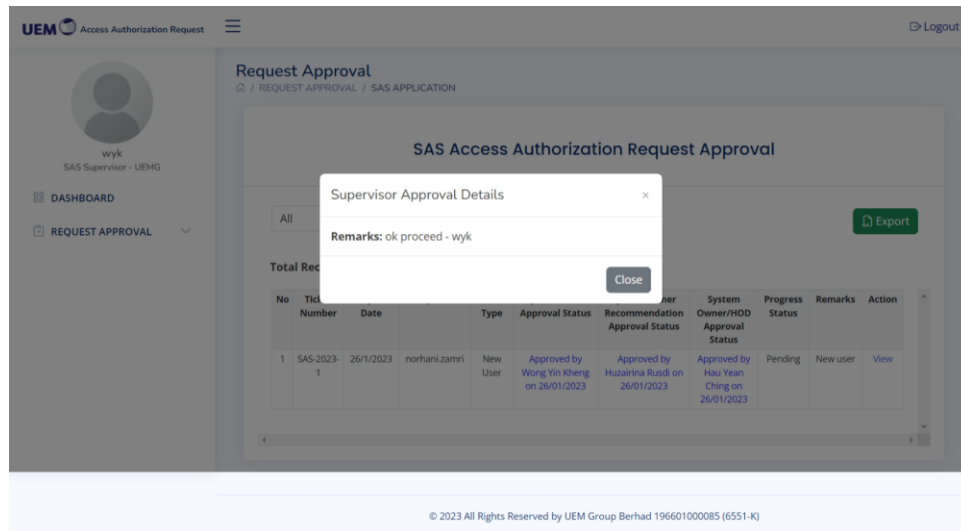


Figure 14: Approval Details Modal

5 LOGOUT

Click [Logout](#) button at the top menu to logout from Access Authorization Request (AAR), and it will go back to the login page.