



### **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, <u>https://apps.uemnet.com/aar/login.aspx</u>

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.

	Access Authorization Request Login
	Username
	Password
	Login
000	22 All Binter Research by LEM ComeRevised 192401000085 (ASS). (A

Figure 1: Login Page



# 2 LOGIN

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

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

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

### **3 R**EQUESTOR

### 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.

UEM C Access Authorization Request	=		G-Logout	UEM C Access Authorization Request	=		C Logout
					Dashboard		
		ROSS	Number of Access Authorization Request -			SAS	Number of Access Authorization Request - SAS
ROSS Regester - UEMG, RAT, PEIR	Total Access Request	Total Approved Request	RUSS	SAS System Owner	Total Access Request	Total Approved Request	12 1- 08- 06- 04 02-
	Total Pending Request	Total Rejected Request	22 2 Period Approval Pointed		Total Pending Request	Total Rejected Request	9 Pedro Aprove Payend
	10 2023 All	Rights Reserved by UEM Group Berhad 1966010	100085 (6551-K)		6 2023 AI	Rights Reserved by UEM Group Berhad 19660	1000085 (6551-40

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.

UEM C Access Authorization Request	New Request     A PULSE / ROSS APPLICATION		⊖ Logout
masiza ROSS Requestor - UEHG, IRAT, PEB		ROSS Access Authorization Request Form	
III DASHBOARD			
$\otimes$ ross application $\qquad \lor$	Requestor ID/Name maziiza	Assign To Email Address	
	Company Access	Assien To	
	UEM Group Berhad	Full Name	
	Supervisor/Head of Accounts	Access Medium Select	-
	Head of Finance	Access Type	
	Hau Yean Ching	Select	× .
	User Roles - AP	User Roles - AR	
	SELECT ALL	SELECT ALL     CASE SECTION ENTRY	
	□ AP DATA ENTRY		
	AP INQUIRY AND REPORT	AR INQUIRY AND REPORT	
	AP MASTER, CODES AND PERIOD END     AP PURCHASE REGISTER		
	O AP RETURNED CHEQUE	□ AR MASTERS AND CODES	
	User Roles - PO	User Roles - GL	
	O SELECT ALL	- SELECT ALL	
	D PO INQUIRY FOR HOD	G LEVING AND REPORTS	
	PO INQUIRY AND REPORTS	G L MASTER	
	PR AND PO APPROVAL		
	GRN - ENTRY		
	PO INVOICE ENTRY		
	Remarks		
	Justification		
		Submit Cancel	
		6 2023 all Dates Basenard hu (IRM Coven Bannard 1986/1020008 (8551.a))	

Figure 3: New Request Page for ROSS Application

UEM C Access Authorization Request	=		⊖ Logout
	New Request @ / New Request / SAS APPLICATION		
norhani.zamri SAS System Owner		SAS Access Authorization Request Form	
B DASHBOARD			
	Requestor ID/Name	Assign To	
SAS APPLICATION	norhani.zamri	Email Address	
	Company Access	Assign To	
	UEM Group Berhad	Full Name	
	Supervisor/Head of Accounts	Access Medium	
	Wong Yin Kheng	Select	~
	Recommendation	Access Type	
	Huzairina Rusdi	Select	×
	Head of Finance	Roles of User	
	Hau Yean Ching	Select	~
	Remarks		
	Justification		
			. 10
		Submit Cancel	
		© 2023 All Rights Reserved by UEM Group Berhad 196601000085 (6551-K)	

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 7Click Submit button to save new authorization access request.OrClick 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.

UEM C Access Authorization Request						G→ Logout
	View Req	UEST / ROSS APPLI	CATION			
mazliza ROSS Requestor - UEMG, IRAT, PEIB		List	of ROSS Acc	cess Authori	zation Request	
DASHBOARD     ROSS APPLICATION	All	✓ Searc	h		① New Reque	est 🗋 Export
	Total R	ecords : 1 records	ê.			
	No	Ticket Number	Request Date	Progress Status	Assign To	Action
	1	ROSS-2023-1	26/1/2023	Open	noriah@uemnet.com	View
		© 20	23 All Rights Reserve	d by UEM Group Berha	d 196601000085 (6551-K)	

Figure 6: View Request Page for ROSS Application



	View Req	UEST / SAS APPLIC	ATION			
norhani.zamri SAS System Owner		Lis	t of SAS Acc	ess Authoriz	ation Request	
DASHBOARD     SAS APPLICATION	All Total R	Searce ecords : 1 records	h		• New Reque	st 🗋 Export
	No	Ticket Number	Request Date	Progress Status	Assign To	Action
	1	SAS-2023-1	26/1/2023	Pending	noriah@uemnet.com	View

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.

	Request Details		
mazlīza ROSS Requestor - UEMG, IRAT, PEIB		ROSS Access Authorization Request Details	
33 DASHBOARD		Andrea We	
$\odot$ ROSS APPLICATION $\qquad \lor$	maziza	noriah@uemnet.com	
	Company Access	Assign To	
	UEM Group Berhad	Noriah new	
	Supervisor/Head of Accounts	Access Medium	
	Jerrica Lim	ROSS Portal & WVD - Remote Dekstop	Υ.
	Head of Finance	Access Type	
	Hau Yean Ching	New User	~
	User Rules - AP An APPROVAL AP OCAL BATTRY AP ANQUIRS AND REPORT AP ANGUNES CODES AND PERIOD END AP PERIONAGE REGISTER AP APTENDED CHECUL	User Roles - AR AC CASH-AVRIDON, AR CASH-AVRIDON, AR EXCENSION REPORT AR EXCENSION AND REPORT AR EXCENSION AND MULTILUE PROGRAMON AR EXCENSION AND MULTILUE PROGRAMON AN EXCENSION CODES	
	User Rales - PO = Birds PC = PO ROUMY FOR HOD = PO ROUMY AN ORPORTS = PR = Res. NO ROUMPEONL = ORNOCCE BIRTHY = PO NONCCE BIRTHY	UNER RAIS - GL GL UNERAL GL UNE	
	Remarks		
	Hen PNPO user	Class	
		& 2022 Ali Rights Reserved by UEM Group Berned 196601000085 (8551-4)	

Figure 8: View Page for ROSS Application

UEM C Access Authorization Request	≡	G	Logout
norhanizami Fot Sanara Denar	Request Details	SAS Access Authorization Request Details	
DASHBOARD Sas Application ~	Requestor ID/Name norhani.zam/ri Company Access UEM Group Berhad Supervisor/Head of Accounts Wong Yin Kheng Recommendation Huzarina Rusdi Head of Finance Hau Yean Ching Remarks New user	Assign To noriah@wennet.com Assign To noriah new user Access Medium WrO - Remote Desktop ~ Access Type New User ~ Roles of User Business User ~	
		© 2023 All Rights Reserved by UEM Group Berhad 196601000085 (6551-K)	

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.

	Dashboard (a) / DASHBOARD				Dashboard (a) / DASHBOARD		
IPICALIN 8055 Exervisor III DASHBAND III REQUEST APPROVAL	5	ROSS Numb		Number of Access Authorization Request -	SAS		Number of Access Authorization Request - SA:
	Total Access Request	Total Approved Request	RUSS	SAS Service - LEMS	Total Access Request	tool Approved Request     Totol Approved Request     O	12 1 88 86 84
	Total Pending Request	Total Rejected Request			Total Pending Request	Total Rejected Request	Perding Agenoved Pagen

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.

UEM C Access Authorization Request	≡	≡									
	Request Approval										
jerrica.lim ROSS Supervisor	ROSS Access Authorization Request Approval										
88 DASHBOARD 한 REQUEST APPROVAL · · ·	All	All  Search  Total Records : 1 records									
	No	Ticket Number	Request Date	Requestor	Access Type	Supervisor/HOA Approval Status	System Owner/HOD Approval Status	Progress Status	Remarks	Action	
	1	ROSS-2023-1	26/1/2023	mazliza	New User	Pending by Jerrica Lim	Pending by Hau Yean Ching	Open	New PR/PO user	View Approval	
				© 2023 All Rig	its Reserved	by UEM Group Berha	ad 196601000085 (6	5551-K)			

Figure 11: Approval Request Page for ROSS Application



IEM C Access Authorization Request	=											⊖ Logout	
	Reque:	Request Approval											
vryk SAS Supervisor - UEMG DASHBOARD PREQUEST APPROVAL V	A	All v Search										rt	
	N	Ticket Number	Request Date	Requestor	Access Type	Supervisor/HOA Approval Status	System Owner Recommendation Approval Status	System Owner/HOD Approval Status	Progress Status	Remarks	Action	^	
	1	SAS-2023-1	26/1/2023	norhani.zamri	New User	Pending by Wong Yin Kheng on 26/01/2023	Approved by Huzairina Rusdi on 26/01/2023	Approved by Hau Yean Ching on 26/01/2023	Open	New user	View Approval		
	٩											*	
				٥	2023 All Righ	its Reserved by UEM G	roup Berhad 19660100	0085 (6551-K)					

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.

	Ξ	⊖ Logout
9	Request Approval	
jerrica.lim ROSS.Supervisor	Access Request Approval Status	
B DASHBOARD		
🖹 REQUEST APPROVAL 🛛 🗸	Au Justification	irt
	Total Rec	
	No T Approve Reject System Progress Remarks Action Ni Dwner/HOD Status 	
	1 ROSS-2023-1 26/1/2023 maxiza New User Pending by Jerrica Pending by Hau Open New PR/PO View Lim Yean Ching user Approx	at
	© 2023 All Rights Reserved by UEM Group Berhad 196601000085 (6551-K)	

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.

	≡										⊖ Logout
	Request Approval @ / request approval / sas application										
wyk SAS Supervisor - UEMG	SAS Access Authorization Request Approval										
I DASHBOARD ② REQUEST APPROVAL	Supervisor Approval Details ×										
	Remarks: ok proceed - wyk Total Rec										
	No Tick Number	Date		Туре	Approval Status	Recommendation Approval Status	System Owner/HOD Approval Status	Progress Status	Remarks	Action	*
	1 SAS-2023 1	26/1/2023	norhani.zamri	New User	Approved by Wong Yin Kheng on 26/01/2023	Approved by Huzairina Rusdi on 26/01/2023	Approved by Hau Yean Ching on 26/01/2023	Pending	New user	View	
	*										* *
			© 2023 A	ll Rights F	Reserved by UEM G	roup Berhad 196601	000085 (6551-K	)			

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.