AGRONetBIZ Section 4:
Approver

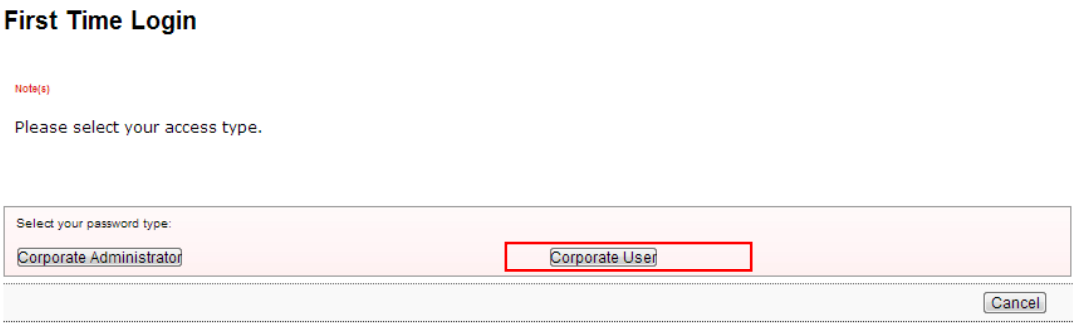
4.1 Username and Password

- In order to use AGRONetBIZ, Appover is required to do First Time Login.
- Appover needs a Username and a temporary password for First Time Login.
- Appover gets his/her Username and temporary password from CA after the CA has created his/her role as Initiator.

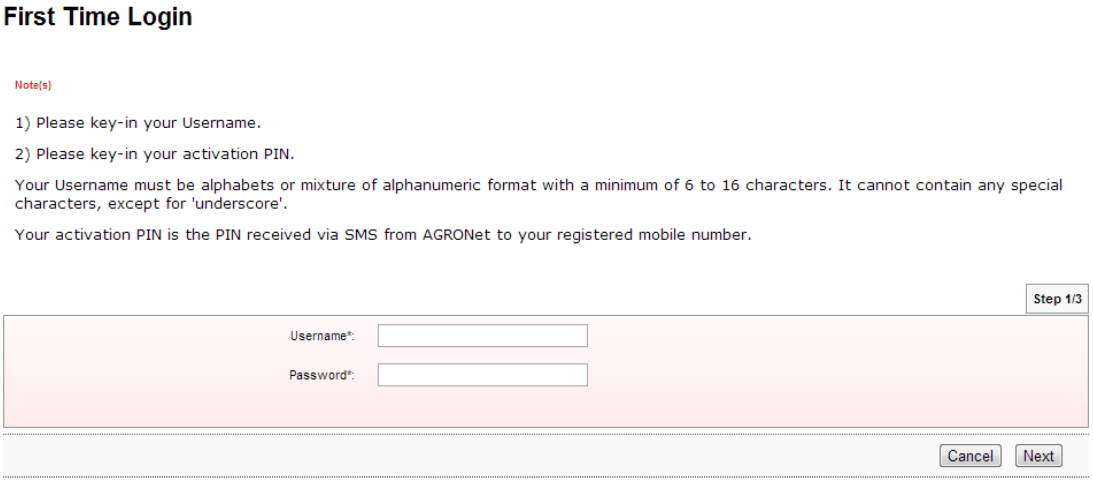
4.2 First Time Login (FTL)

1. Select First Time Login at AGRONetBIZ website.

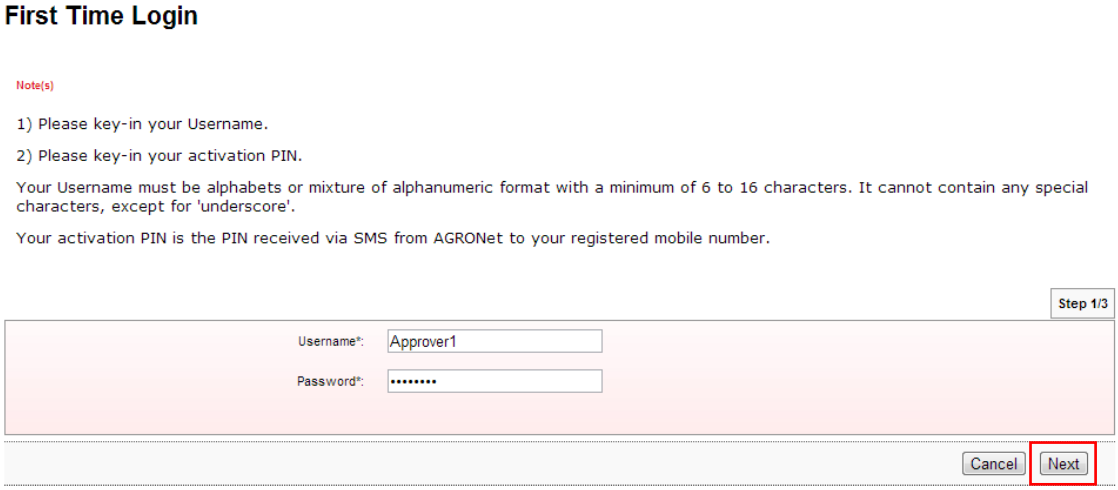
2. Click on “Corporate User” as below.



3. The system shows as below.

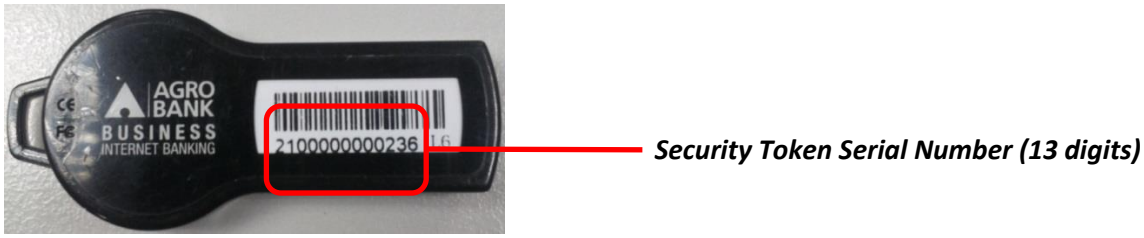


4. Key in Username to Username box; temporary password to Password box; and clicks “Next” as below.



5. The system request Security Token Serial Number as below.

First Time Login

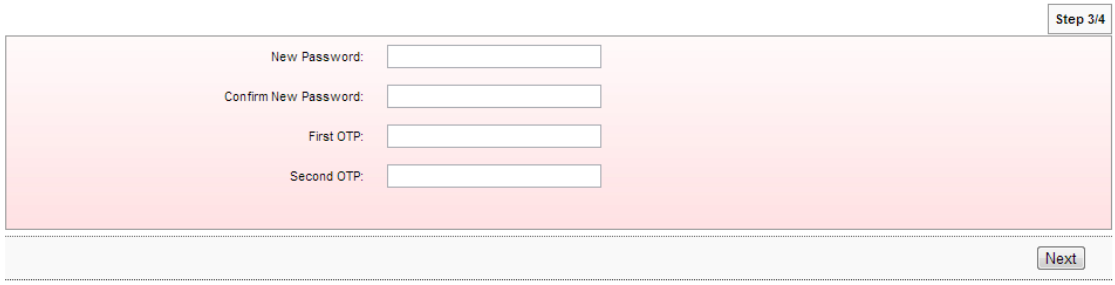


6. Key in **2100000000236** to the box as below.

First Time Login

7. The system request New Password; Confirm Password; First OTP (press token button for first time to display 6-digits Security Token PIN) and Second OTP (press token button for second time to display 6-digits Security Token PIN) as below.

First Time Login



Sample: 6-digits Security Token PIN

8. Key in as requested in step 5 and click “Next” as below.

9. The system shows First Time Login is successful.

10. Click on “Proceed to Login” to go back to AGRONetBIZ website.

11. Currently, Approver is allowed to do normal login to access AGRONetBIZ.
12. Please continue to Login at **paragraph 4.3**.

4.3 Login

1. Access to AGRONetBIZ website as below

2. Key in Username to box highlighted “Enter your Username” and the new Password to box highlighted “Enter your Password” as below.

3. Tick “Security Token” box and the system request Security Token PIN as shown by the arrow as below.

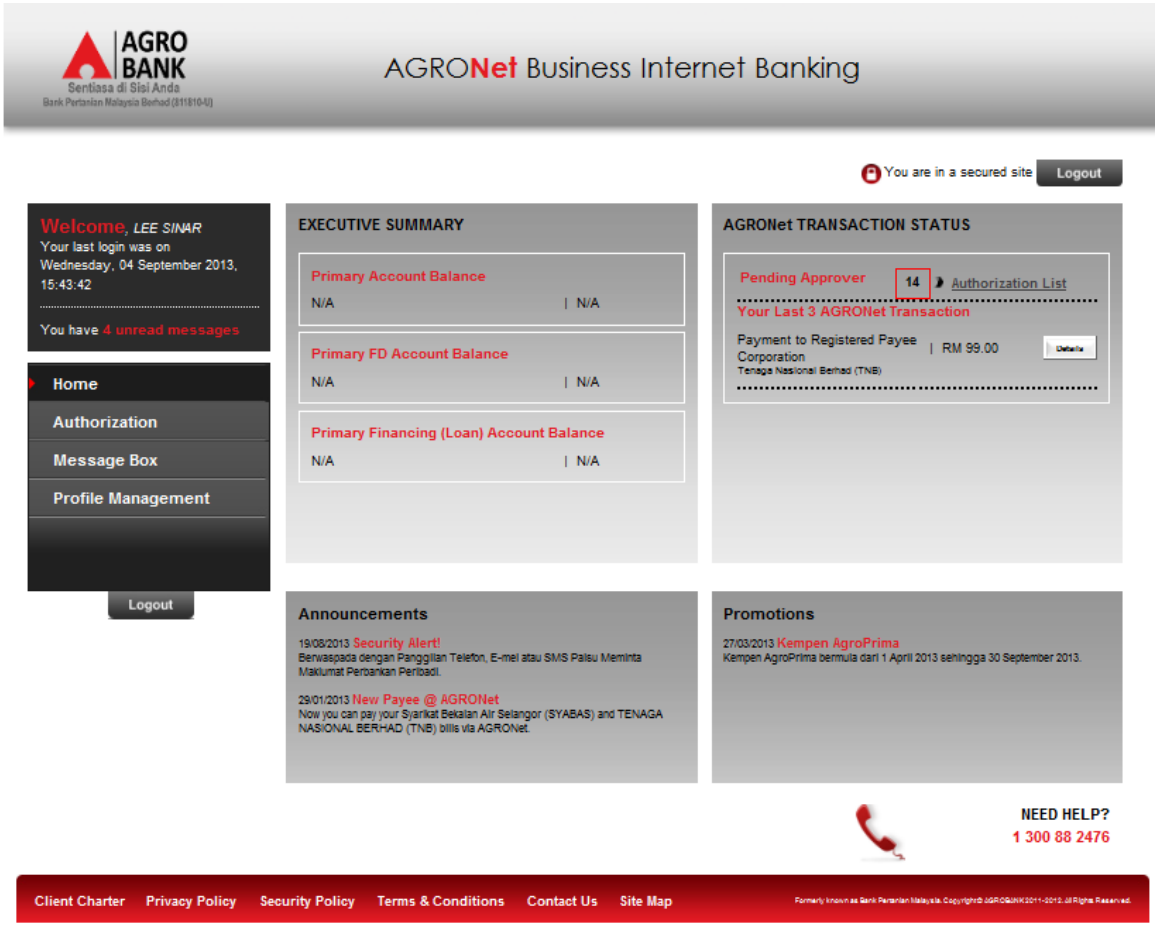
4. Press Security Token button and the token will generate Security Token PIN number at the screen.

5. For example, the token generates 6 digits of Security Token PIN number as below.

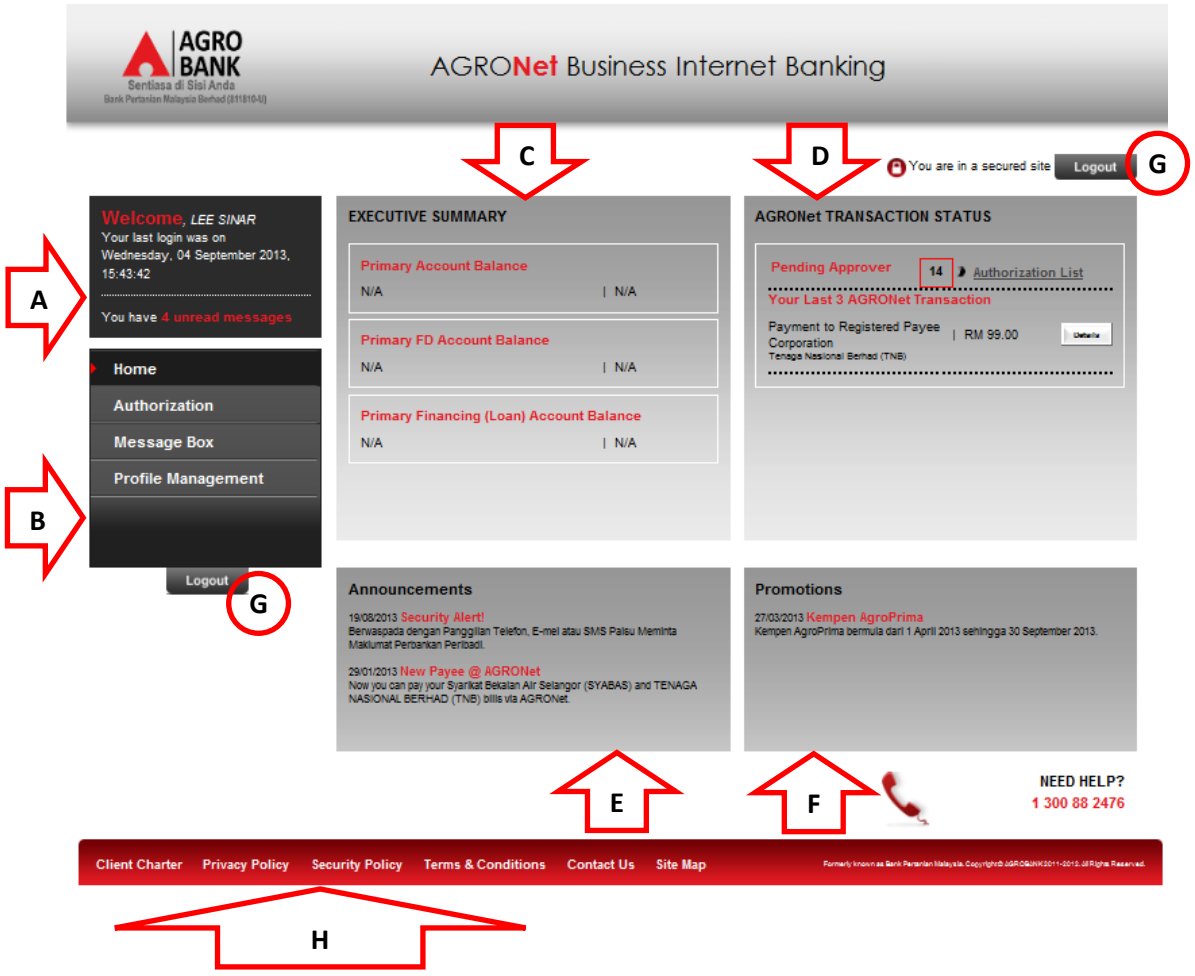
6. Key in **335484** to the Security Token box shown by the arrow as below.

7. Click “Login” as below.

8. The system displays landing page of AGRONetBIZ as below.

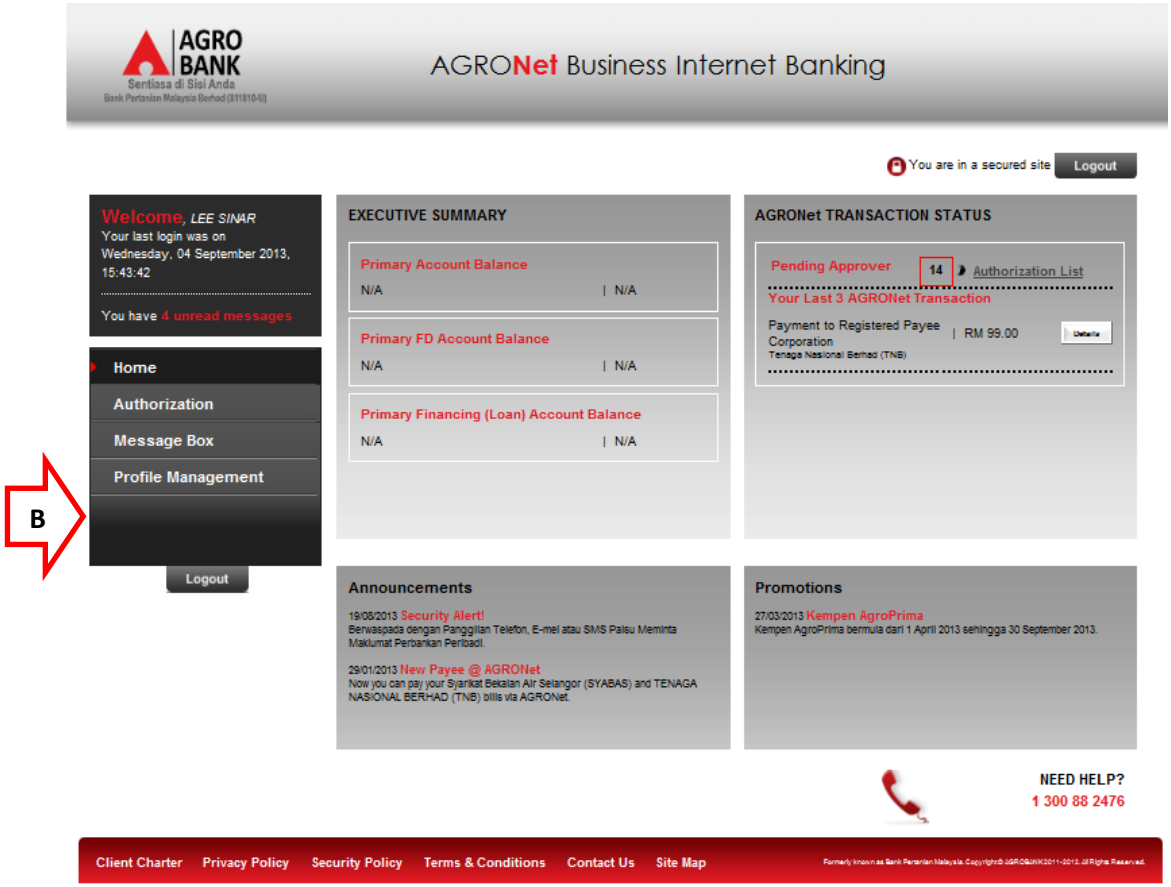


9. Main information in the landing page are as below:



Reference	Description
A	This box shows display name of the user, when last login and number of unread messages in the Message Box.
B	This box shows functions are allowed to the user.
C	This box shows Executive Summary of accounts balance.
D	This box shows number of transactions pending for approval and last 3 Agronet transactions.
E	This box shows announcements published by the bank
F	This box shows promotion carried out by the bank
G	This buttons for logout from AGRONetBIZ
H	This link shows Client Charter, Privacy Policy, Security Policy and Term & Conditions of AGRONetBIZ when clicking the links.

10. Refer to B, the functions are allowed to execute by Initiator in AGRONetBIZ as below:

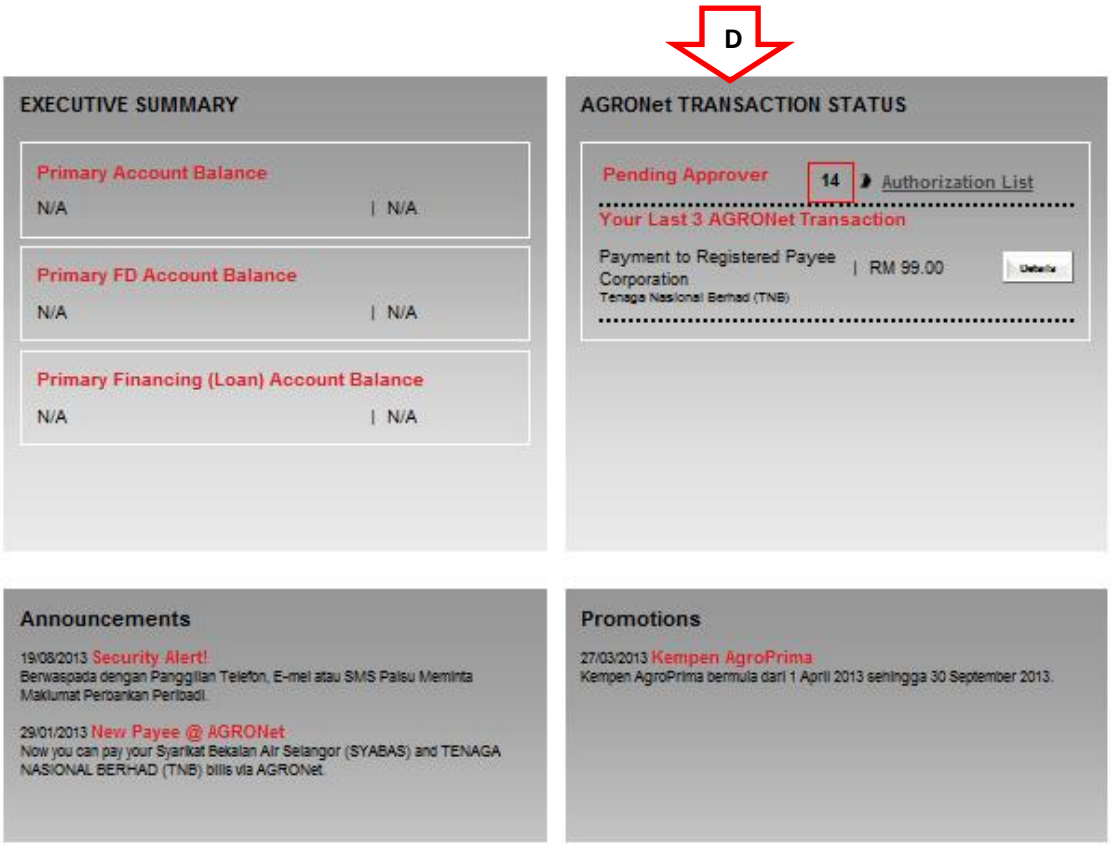


Function	Description	For Details, Refer To :
Home	The user goes to landing page of AGRONetBIZ when clicking the “Home” button.	Step 8
Authorization	Allow the user to approve or reject transaction.	**Paragraph 4.4**
Message Box	Allow the user to read message send by the bank and delete the message.	**Paragraph 4.5**
Profile Management	Allow user to change their display name and their password.	**Paragraph 4.6**

11. Please see details of the functions in the next **Paragraph**.

4.4 Function – Authorization

1. Ensure the user in the landing page as step 8 in the Paragraph 4.3.
2. Refer to D as below, number of transaction pending approval are 14.



3. Click “Authorization”.
4. The system shows list of 10 transactions pending for approval as below.

IB Reference No.	Transaction Date	Transaction Type	From Account To Account	Amount
0000001794	04/09/2013 08:49:39	New Bill Payments	2007021000068279 28774600	RM 79.45
0000001793	04/09/2013 08:32:49	Favourite Interbank GIRO Transfer	2007021000068279 200659100013144 2	RM 444.00
0000001791	03/09/2013 19:23:57	New Interbank Transfer	2007021000068279 200659100013144 2	RM 555.00
0000001790	03/09/2013 19:06:37	Favourite 3rd Party Account Transfer	2007021000068279 200049100009083 5	RM 222.00
0000001787	03/09/2013 18:51:05	New 3rd Party Account Transfer	2007021000068279 200007100012765 0	RM 200.00
0000001668	23/08/2013 16:21:54	New 3rd Party Account Transfer	1005491000012750 200238100000942 0	RM 1.00
0000001666	23/08/2013 16:20:12	New 3rd Party Account Transfer	1007021000055938 200238100000942 0	RM 1.00
0000001664	23/08/2013 16:18:55	New 3rd Party Account Transfer	1007021000055938 200238100000942 0	RM 1.00
0000001311	23/07/2013 14:35:45	New 3rd Party Account Transfer	2007021000068286 100549100001172 3	RM 1.00
0000001309	23/07/2013 14:34:26	Favourite 3rd Party Account Transfer	2007021000068279 100549100001172 3	RM 1.00

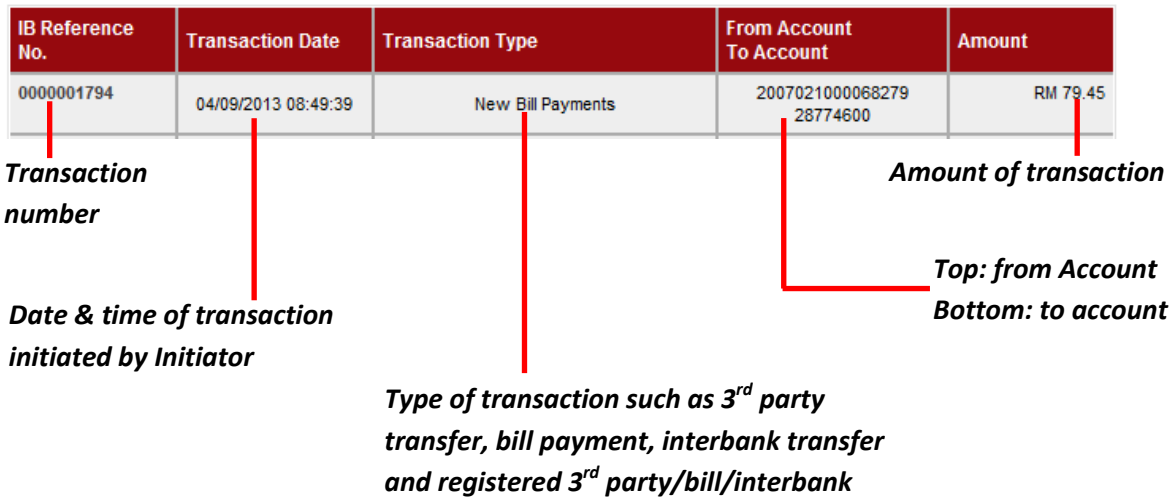
First < Previous 1 2 Next > Last

5. To see remaining list of 4 transactions pending for approval, click “Next” as below.

IB Reference No.	Transaction Date	Transaction Type	From Account To Account	Amount
0000001305	23/07/2013 14:28:55	New 3rd Party Account Transfer	2007021000068286 100549100011723	RM 1.00
0000001095	18/07/2013 11:05:14	New Interbank Transfer	100549100012750 13231232	RM 10.00
0000001094	18/07/2013 11:04:53	Favourite Interbank GIRO Transfer	100549100012750 164892025468	RM 12.00
0000000893	16/07/2013 12:06:25	New Interbank Transfer	100549100012750 13231231232321	RM 21.00

First < Previous 1 2 Next > Last

6. Explanation for the list as below:



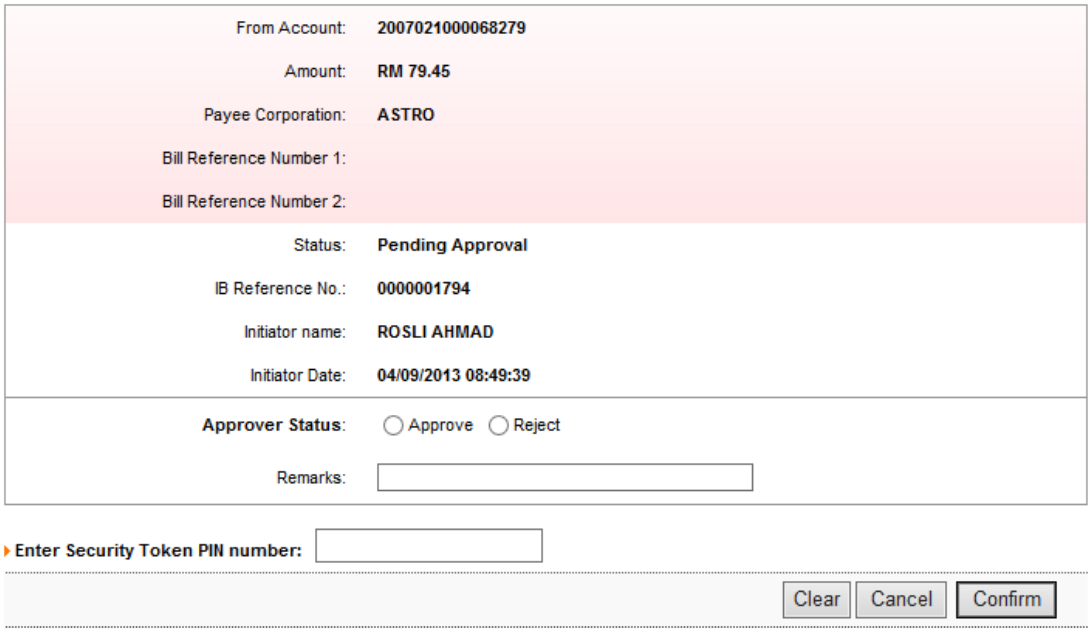
7. To see details of transaction, click transaction number at “IB Reference No” column.

8. For example, click transaction reference number **0000001794** as below.

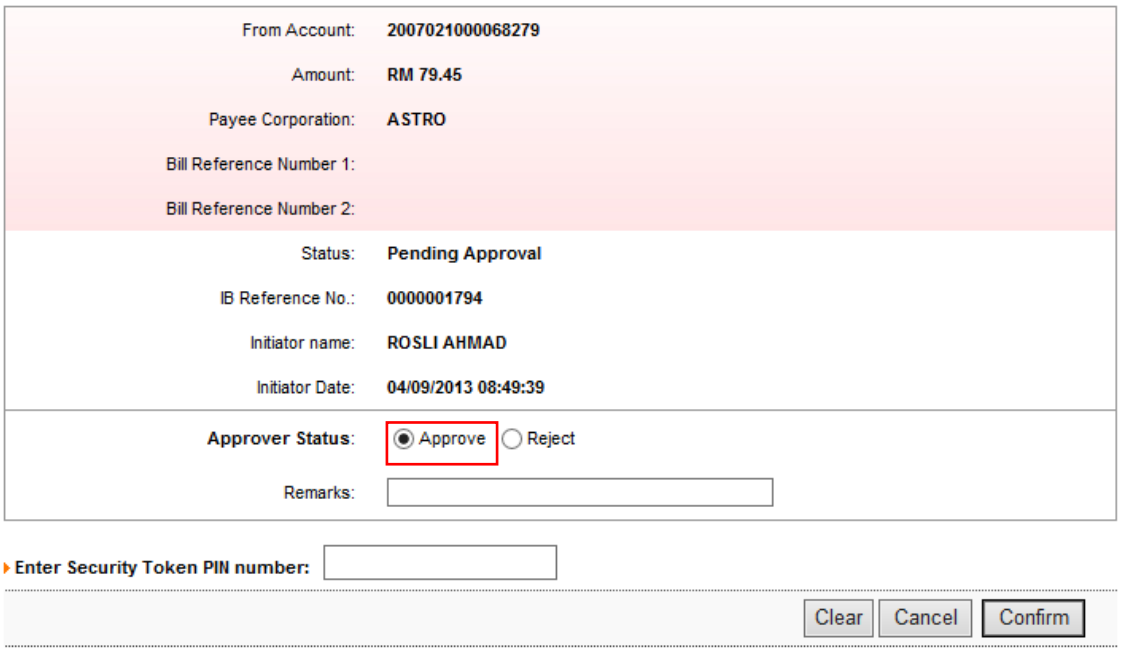
IB Reference No.	Transaction Date	Transaction Type	From Account To Account	Amount
0000001794	04/09/2013 08:49:39	New Bill Payments	2007021000068279 28774600	RM 79.45
0000001793	04/09/2013 08:32:49	Favourite Interbank GIRO Transfer	2007021000068279 200659100013144 2	RM 444.00
0000001791	03/09/2013 19:23:57	New Interbank Transfer	2007021000068279 200659100013144 2	RM 555.00
0000001790	03/09/2013 19:06:37	Favourite 3rd Party Account Transfer	2007021000068279 200049100009083 5	RM 222.00
0000001787	03/09/2013 18:51:05	New 3rd Party Account Transfer	2007021000068279 200071000127650	RM 200.00
0000001668	23/08/2013 16:21:54	New 3rd Party Account Transfer	1005491000012750 2002381000009420	RM 1.00
0000001666	23/08/2013 16:20:12	New 3rd Party Account Transfer	1007021000055938 2002381000009420	RM 1.00
0000001664	23/08/2013 16:18:55	New 3rd Party Account Transfer	1007021000055938 2002381000009420	RM 1.00
0000001311	23/07/2013 14:35:45	New 3rd Party Account Transfer	2007021000068286 1005491000011723	RM 1.00
0000001309	23/07/2013 14:34:26	Favourite 3rd Party Account Transfer	2007021000068279 1005491000011723	RM 1.00

First < Previous 1 2 Next > Last

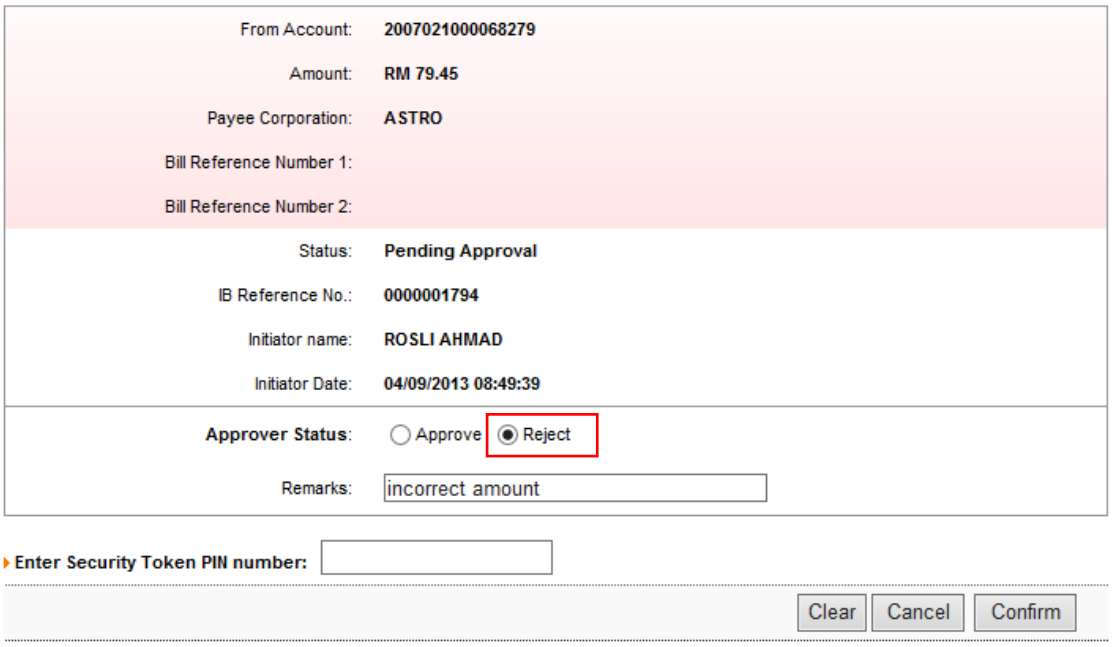
9. The system shows details of the transaction **0000001794** as below.



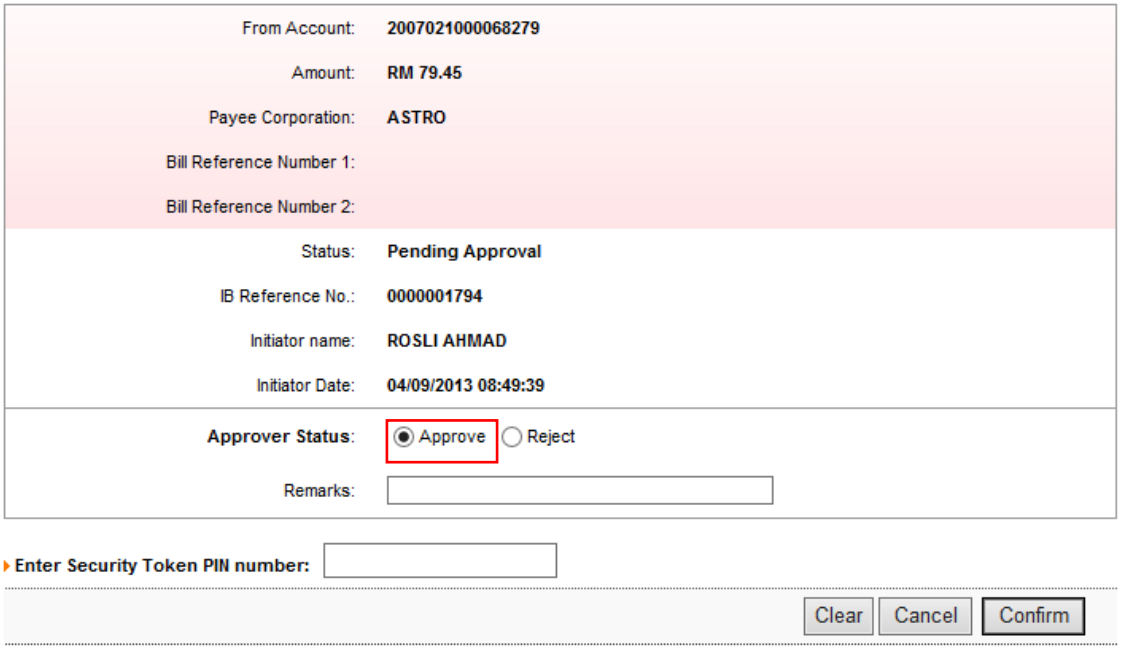
10. To approve transaction **0000001794,** tick the round button for **Approve** as below.



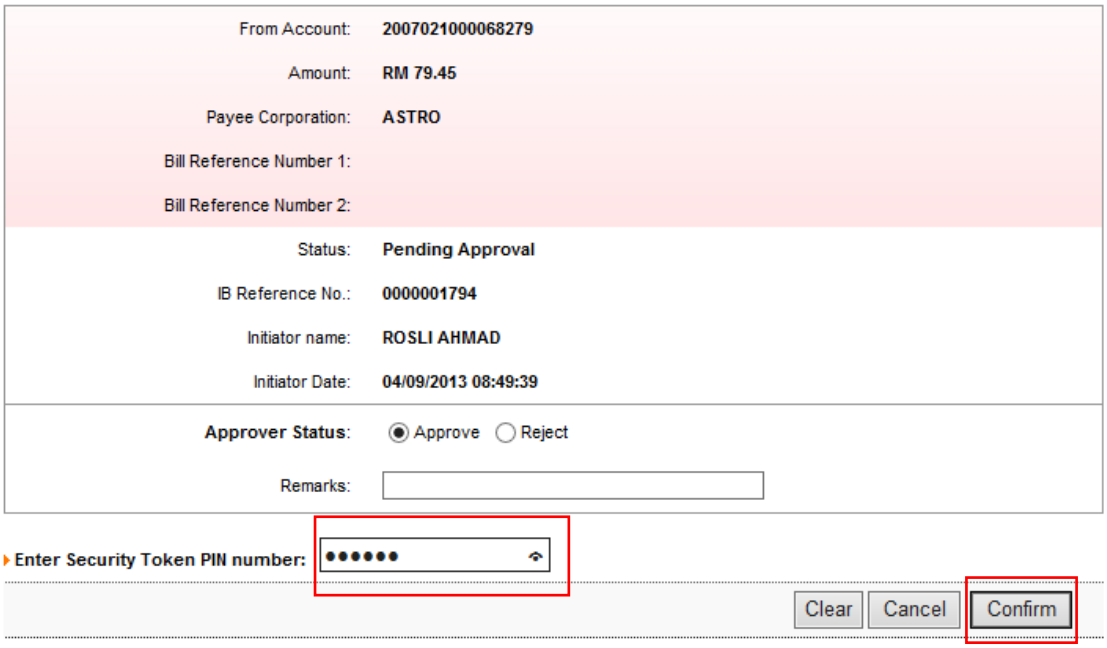
11. To reject transaction **0000001794,** tick the round button for **Reject**. Approver can put comment why the transaction rejected in the Remarks box as below.



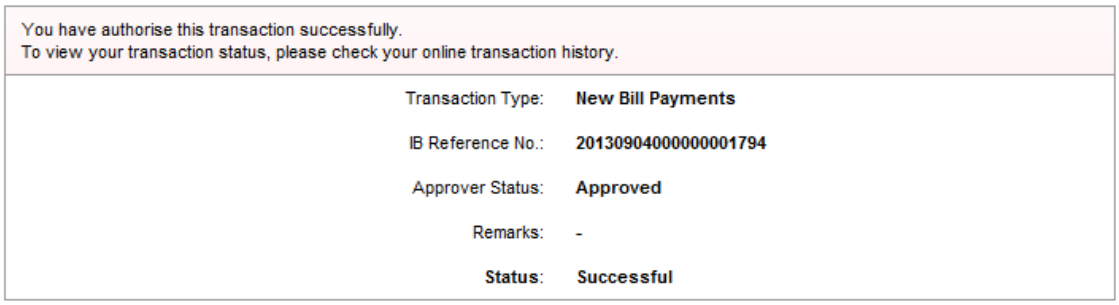
12. For example, Approver approves transaction **0000001794** and tick the round button for **Approve**.



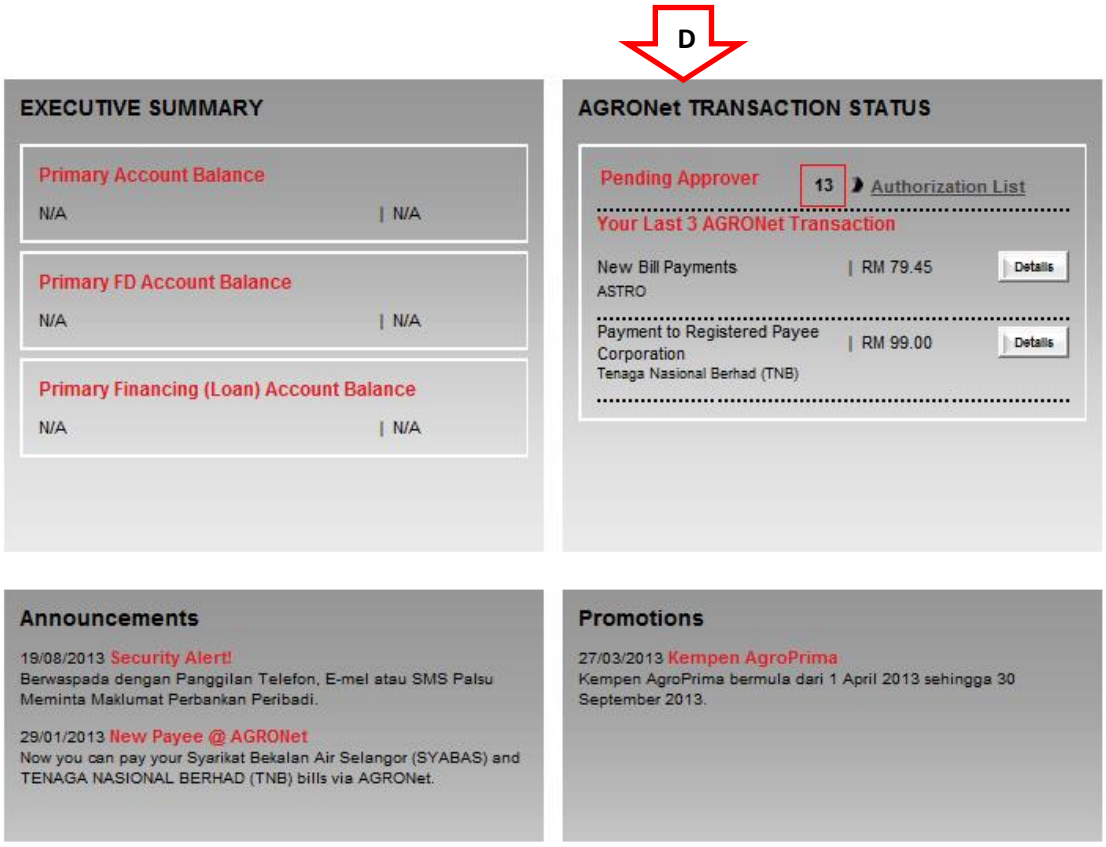
13. Next, Approver key in 6 digits Security Token PIN number at the box and click “Confirm” as below.



14. The system shows transaction **0000001794** is successful.



15. Click "Home" and payment for ASTRO (transaction **0000001794**) **shows** at the Agronet Transaction Status as refer to D below.

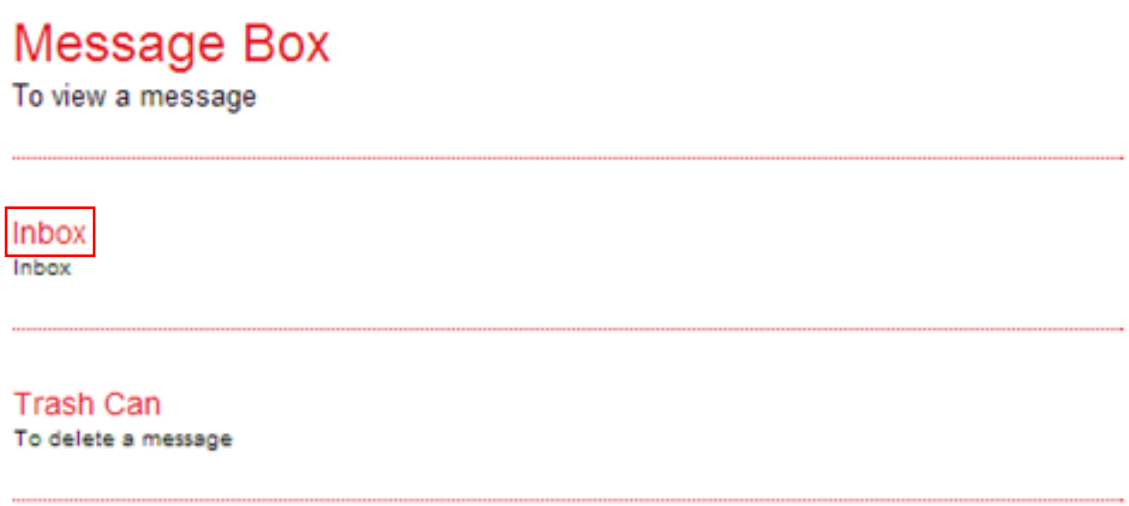


16. To approve other transaction, please repeat step 8 to 14 as above.

4.5 Function – Message Box

4.5.1 Inbox

1. Ensure the user in the landing page as step 5 in the Paragraph 3.3.
2. Click “Message Box”.
3. The system shows as below.



4. Click “Inbox” as above.
5. The system shows Inbox as below.

6. Message with indication of “New” means that the message is unread by the user. For the sample, **TESTING** and **Service Maintenance** are new messages.
7. Message without indication of “New” means that the message is has been read by the user. For the sample, **Security Alert!** has been read by the user.
8. To read message content, go to Read Message.
9. To delete message content, go to Delete Message.

Read Message

1. To read message content, click on any message subject as below.

2. For example to read message content of **Security Alert!**, click on **Security Alert!**.
3. The system shows content of the message as below.

4. To go Inbox as step 5, click “Back to inbox”.
5. To print the shown message to your printer, click “Print”.

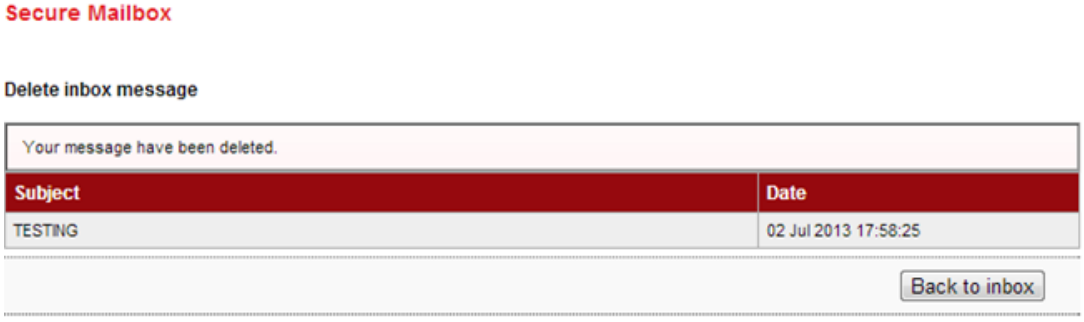
Delete Message

1. To delete message, tick the box at left side as below.

2. For example to delete message **TESTING**, tick the box as below and click “Delete”.

3. The system shows delete inbox message and click “Confirm” to confirm delete as below.

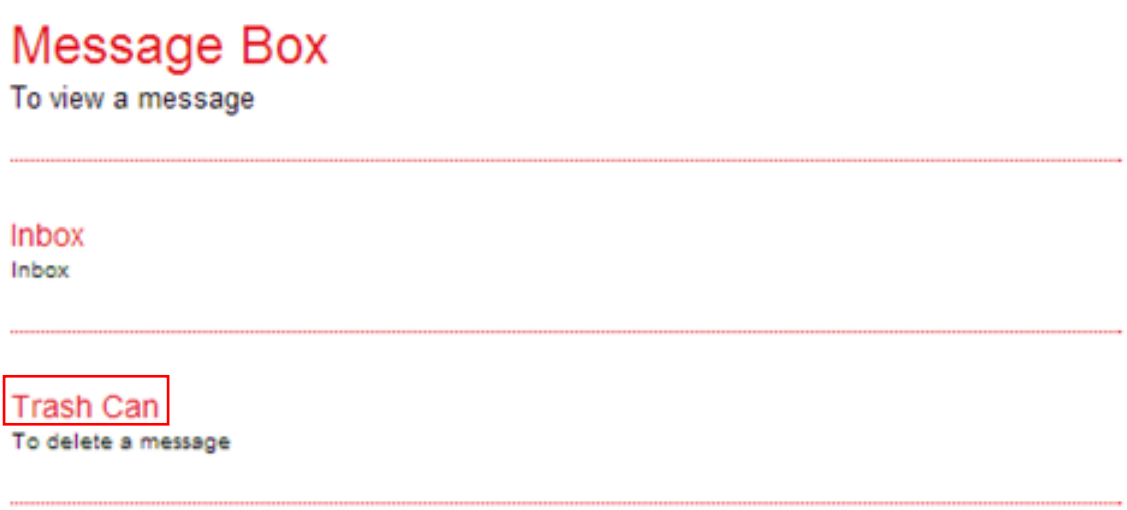
4. The system shows deleted the message to Trash Can is successful as below.



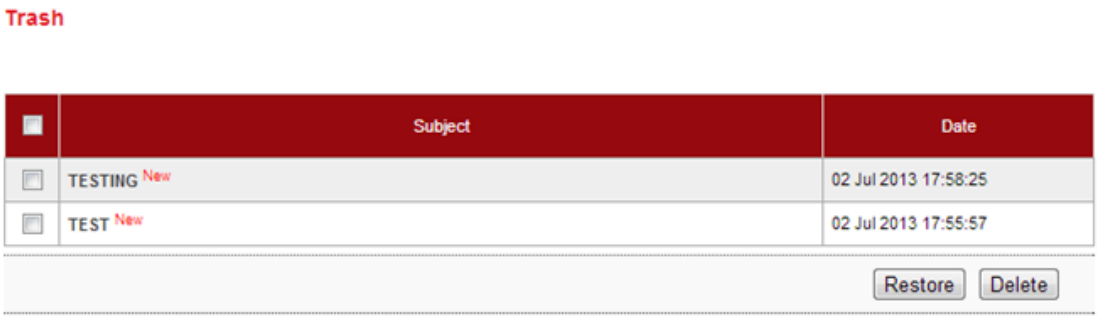
6. To go Inbox as step 1, click “Back to inbox”.

4.5.2 Trash Can

1. Click “Message Box”.
2. The system shows as below.



3. Click “Trash Can” as above.
4. The system shows the deleted message **TESTING** in the Trash Can as below.

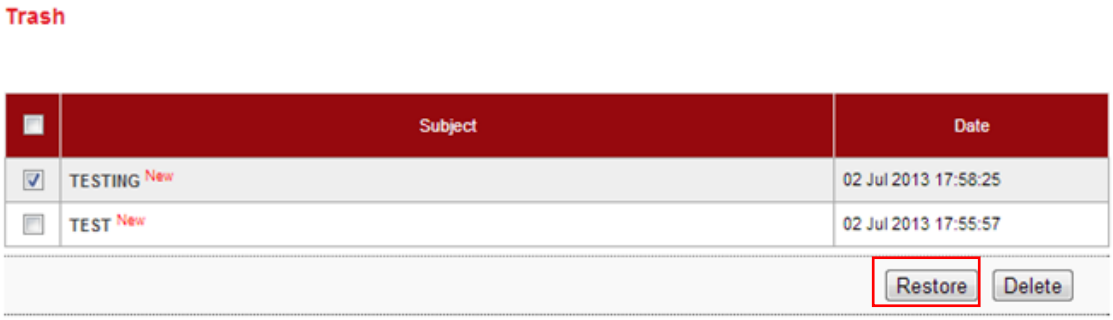


5. To read restore message, go to Restore Message.
6. To permanent delete message, go to Permanent Delete Message.

Restore Message

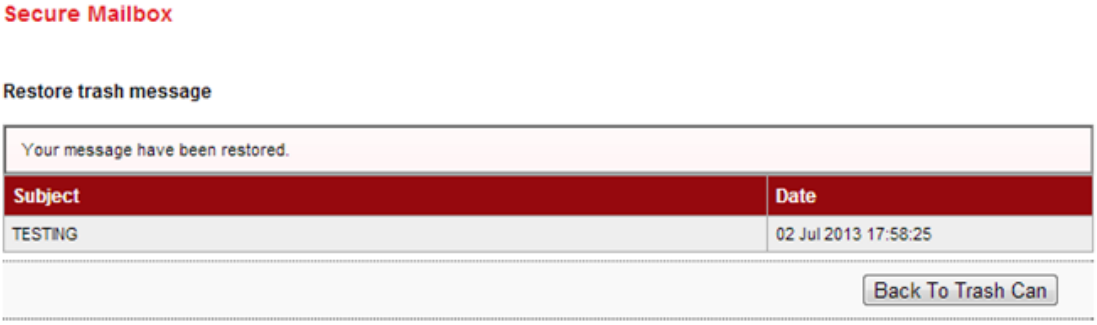
1. To restore message, tick the box at left side as below.

2. For example to restore message **TESTING**, tick the box as below and click “Restore”.



3. The system shows restore trash message and click “Confirm” to confirm restore as below.

4. The system shows the message restored to Inbox is successful as below.

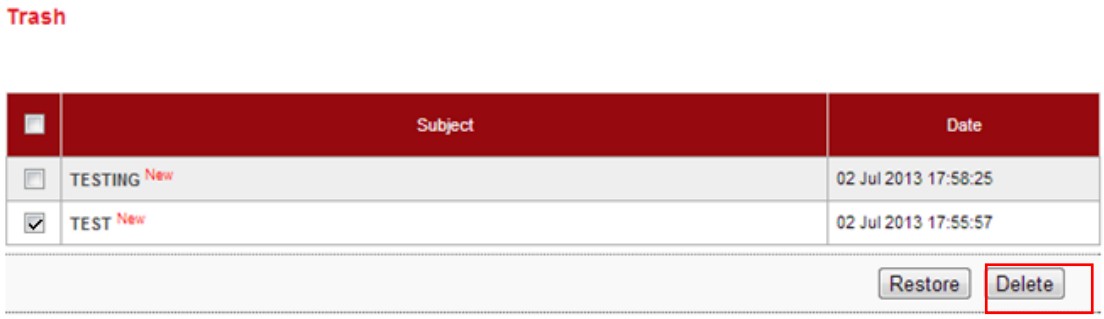


5. To go Trash Can as step 1, click “Back To Trash Can”.

Permanent Delete Message

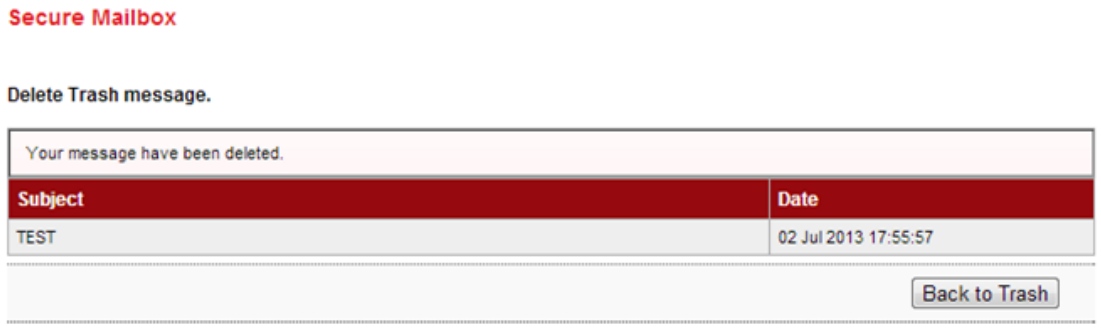
1. To permanent delete message, tick the box at left side as below.

2. For example to restore message **TEST**, tick the box as below and click “Delete”.



3. The system shows delete trash message and click “Confirm” to confirm permanent delete as below.

4. The system shows permanent deleted the message is successful as below.

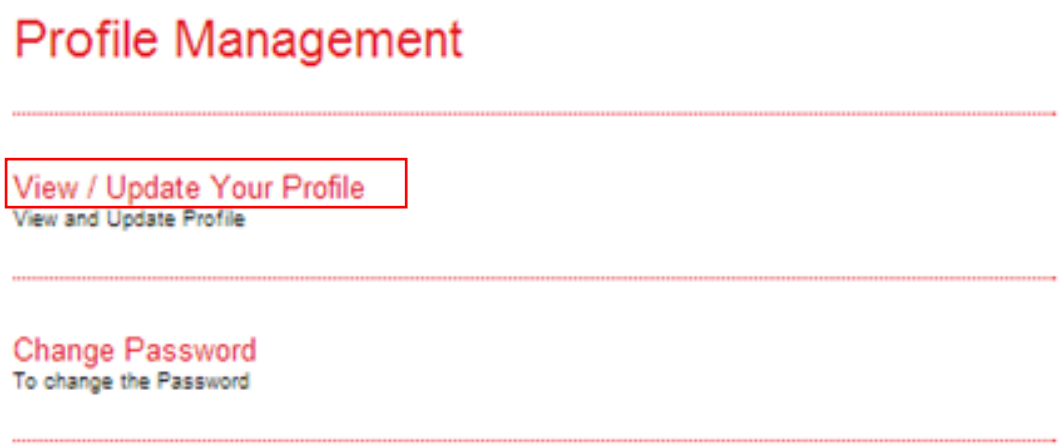


5. To go Trash Can as step 1, click “Back to Trash”.

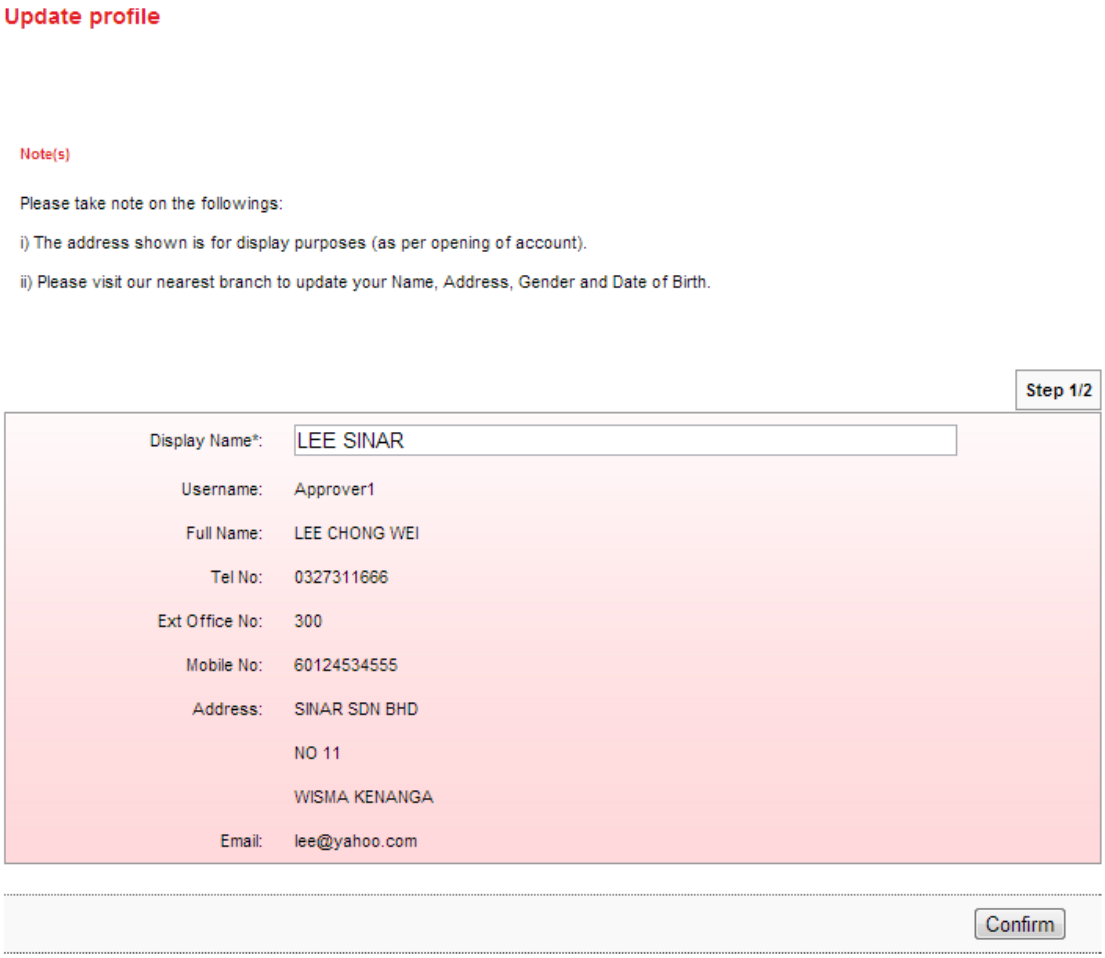
4.6 Function – Profile Management

4.6.1 View/Update Your Profile

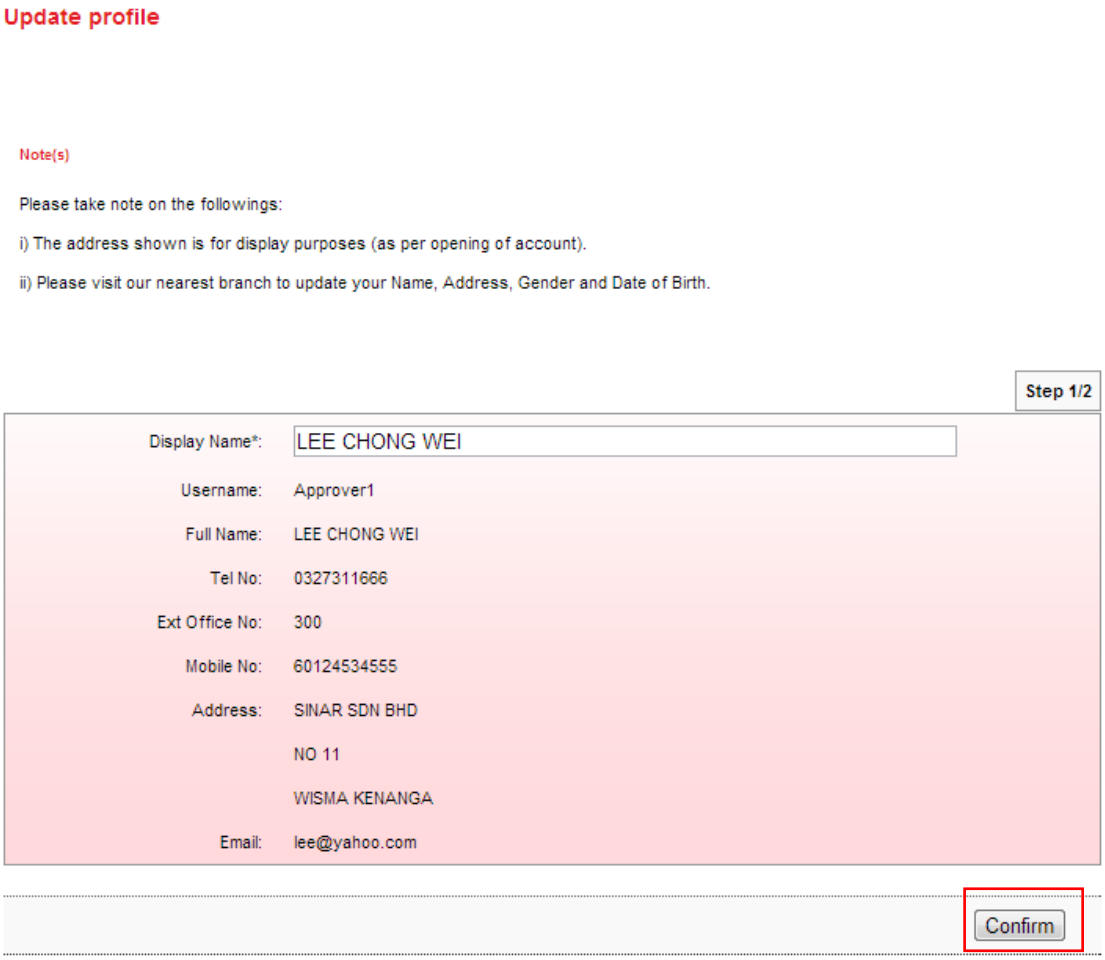
1. Ensure the user in the landing page as step 5 in the Paragraph 4.3.
2. Click “Profile Management”.
3. The system shows as below.



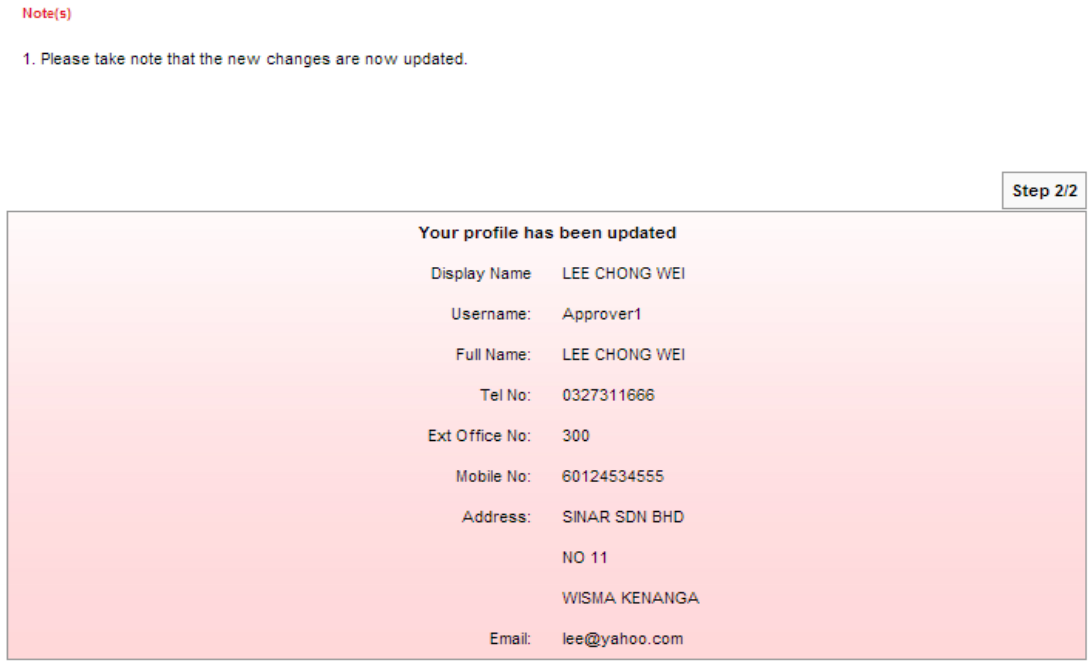
4. Click “View/Update Your Profile” as above.
5. The system shows the user profile **LEE SINAR** as below.



6. To change Display Name **LEE SINAR** to **LEE CHONG WEI**, type **LEE CHONG WEI** in the Display Name box and click “Confirm” as below.

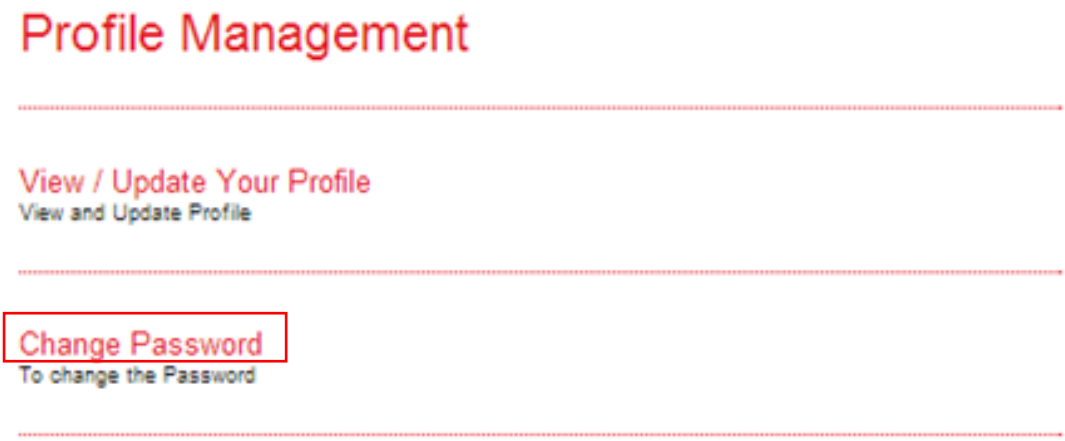


7. The system shows Display Name **LEE CHONG WEI** has been updated.

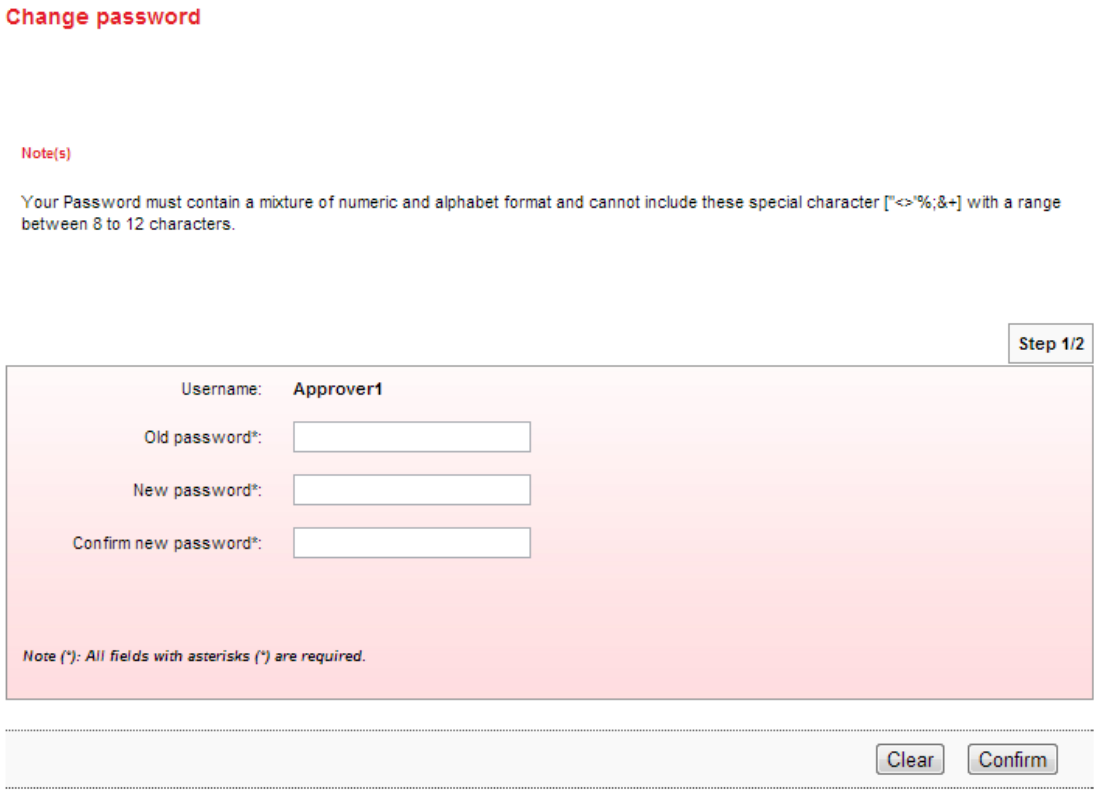


4.6.2 Change Password

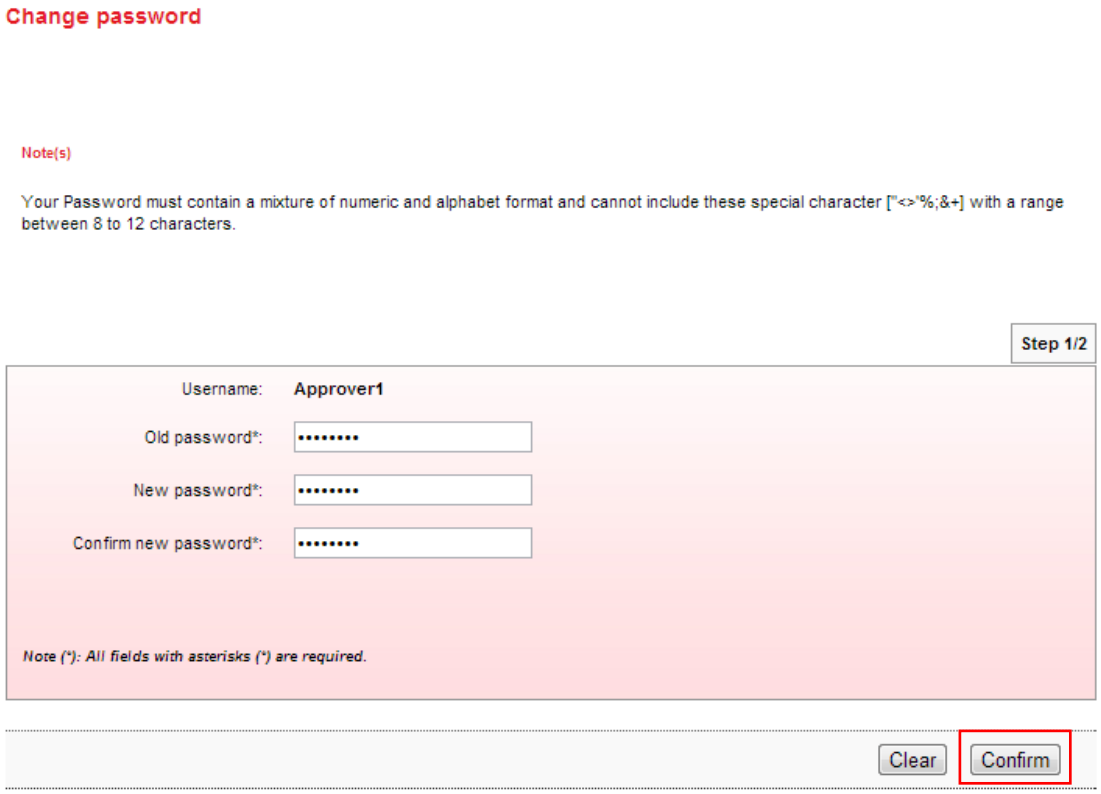
1. Click “Profile Management”.
2. The system shows as below.



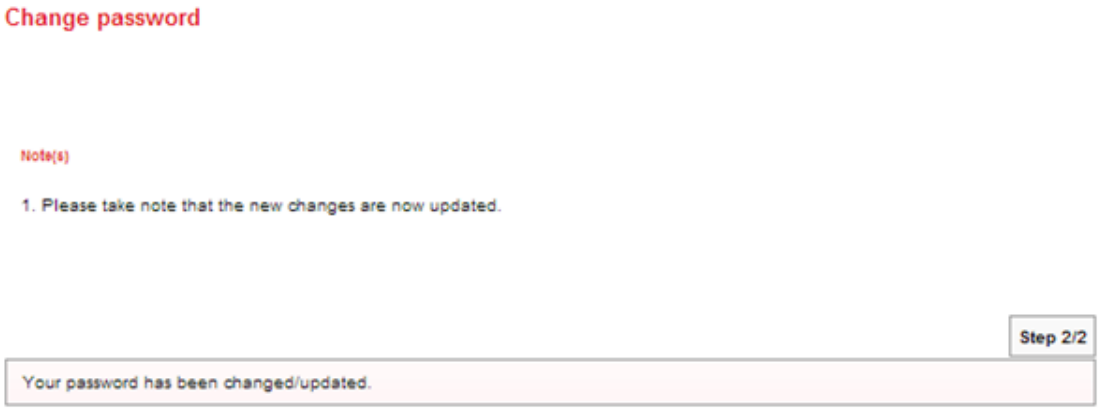
6. Click “Change Password” as above.
7. The system shows Change Password page as below.



8. To change new password for user, the user must provide old password and new password to the system.
9. Key in old password to Old password box; new password to New password box and Confirm new password box; and click “Confirm” as below.



10. The system shows the user password has been updated.



4.7 Reset Password/Unlock Account For Approver

Reset Password is required for the user in circumstance as below:

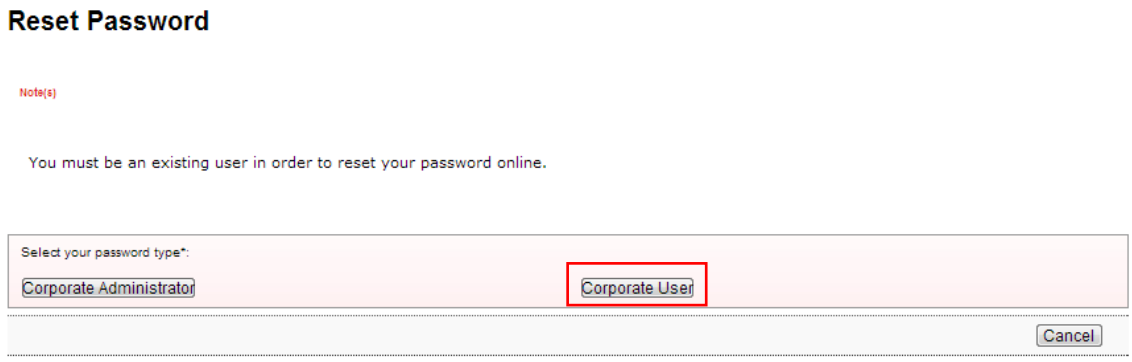
i. User forget password
ii. User account is locked

Steps for resetting password as below:

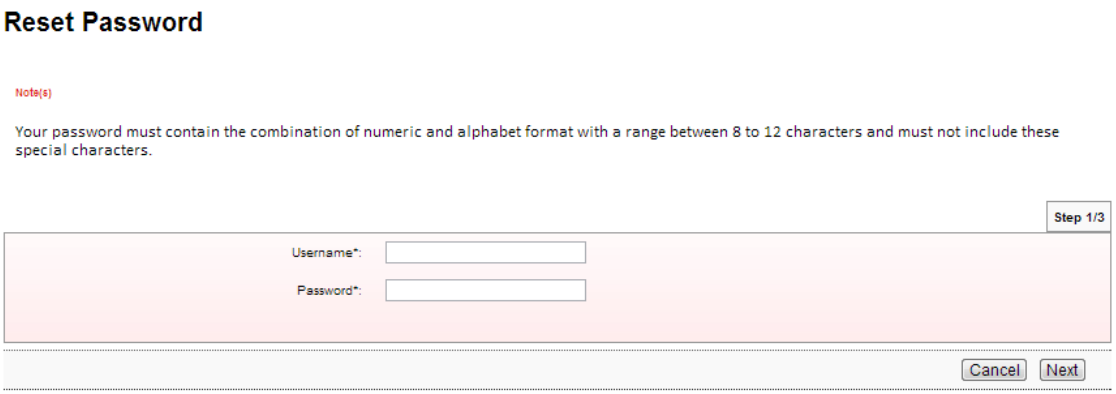
1. The user informs CA if he/she forgets password or account is locked.
2. CA do reset the user password as below:
   i. CA login to AGRONetBIZ website
   ii. CA click “IB Service Management”
   iii. CA click “User Maintenance”
   iv. CA choose Username of the user and click “Reset Password”
   v. CA key in new password for the user.
   vi. The system shows reset password of the user is successful.

3. Once completed step 2, CA give new password to the user.
4. The user selects Reset Password at AGRONetBIZ website as below.

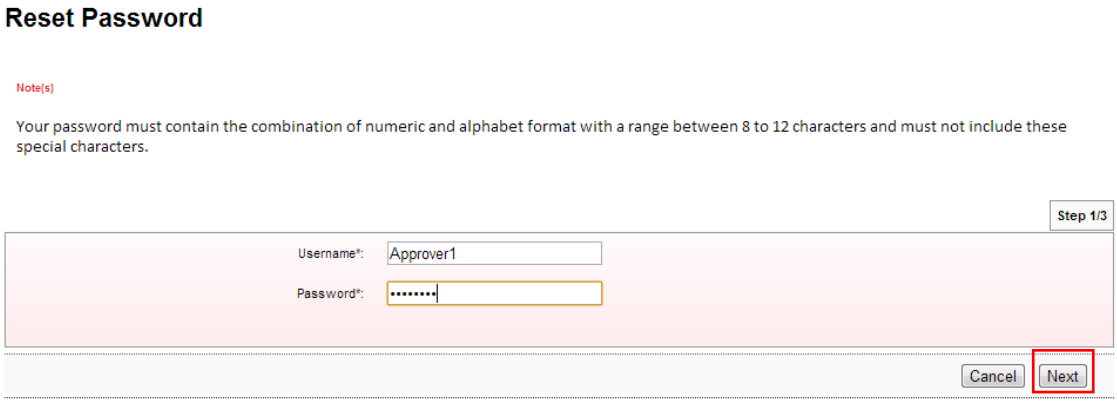
5. Click on “Corporate User” button.



6. The system shows as below.



7. The user key in Username to Username box; key in the new password has been given by CA to Password box; and clicks “Next” as below.



8. The system shows as below.

9. The user key in new password as required to New Password box and Confirm New Password box; and clicks “Next” as below.

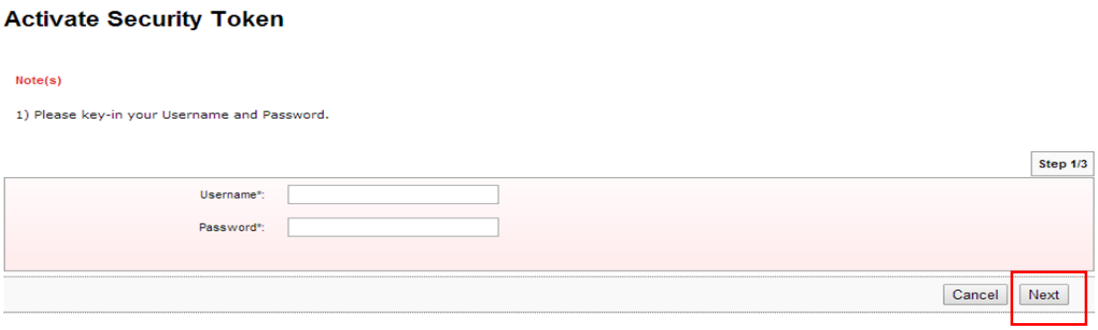
10. The system shows reset password is successful.

11. Click on “Proceed to Login” to go back to AGRONetBIZ website.
12. To login AGRONetBIZ, the user must use the new password has been created as step 9 as above.

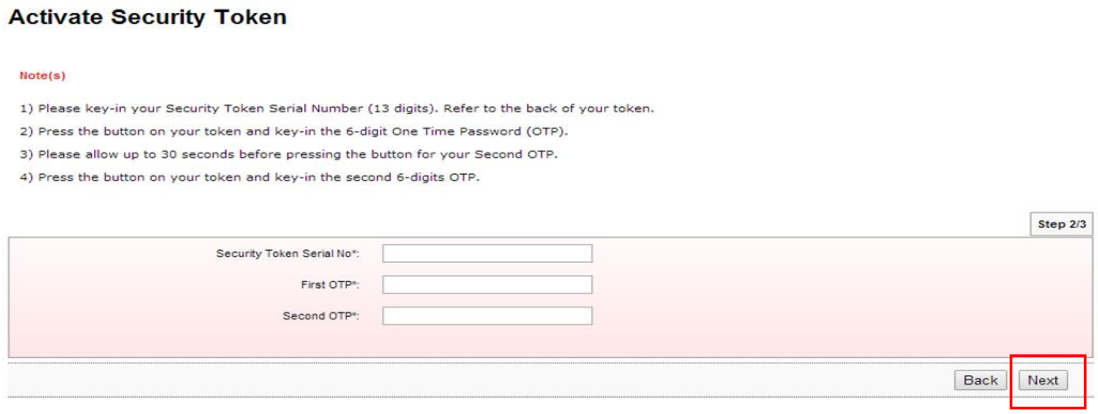
4.8 Activate New Security Token

1. Select Activate New Security Token at AGRONetBIZ website.

2. Key in Username, Password and click Next.



3. Key in Security Token Serial Number and click Next.



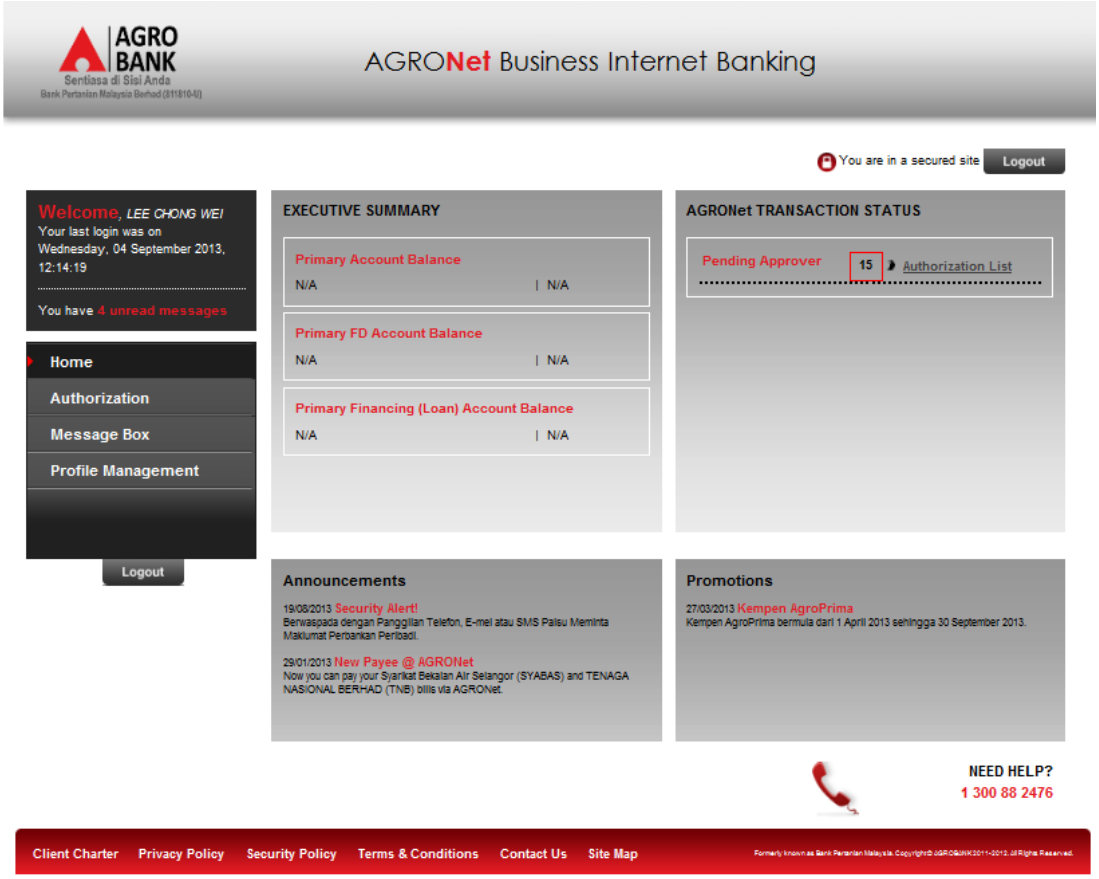
4. Active New Security Token is successful.

4.9 Log Out

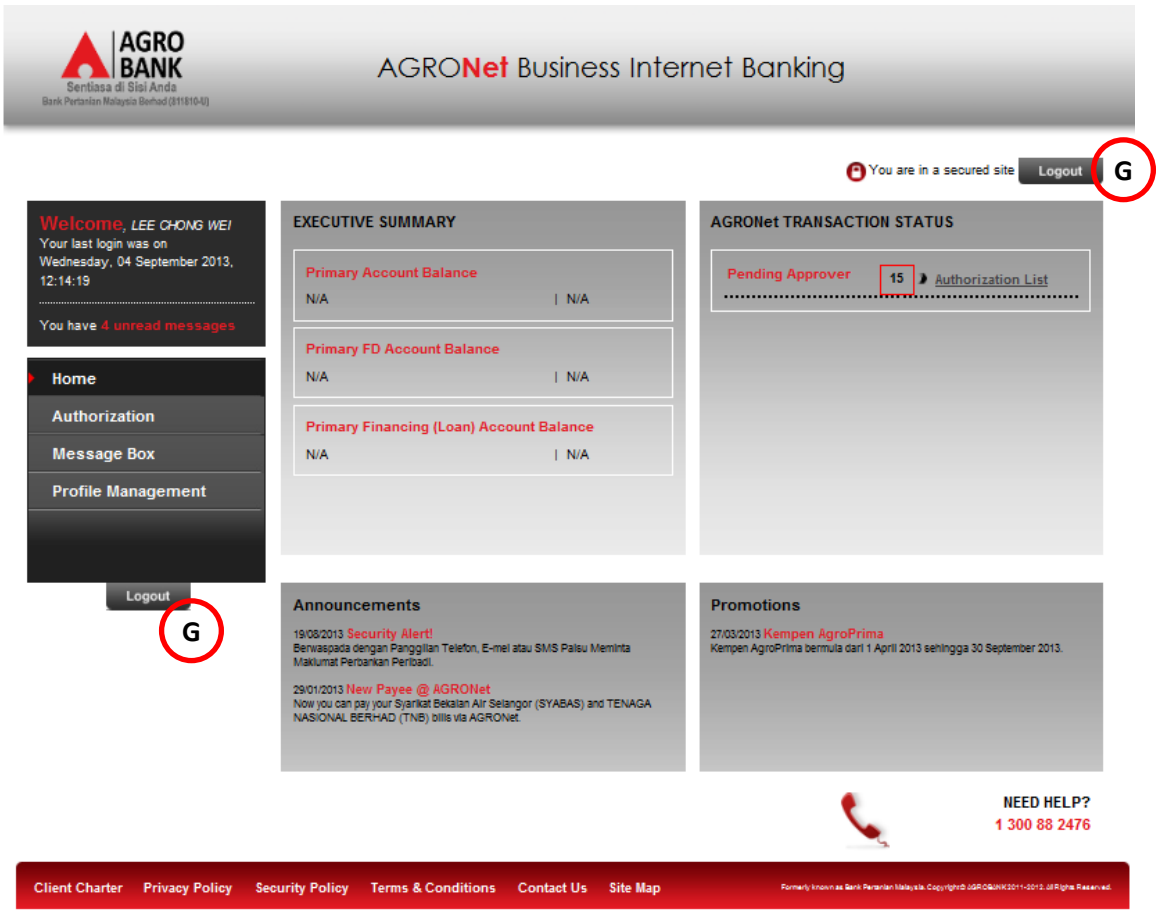
1. Access to AGRONetBIZ website as below.

2. Key in Username to box highlighted “Enter your Username”; password to box highlighted “Enter your Password”; 6 digits of Security Token PIN to Security Token box; and click “Login” as below.

3. The system displays landing page of AGRONetBIZ as below.



4. Refer to G, click any “Logout” button to exit AGRONetBIZ page.



5. After logout, the system shows page as below.