

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	71

3.1.2 User Management

3.1.2.1 Process Flow



3.1.2.2 Manual Steps

1. Click the 'Distributor' menu. The system will display list of submenus. Then click the 'User Management' submenu.

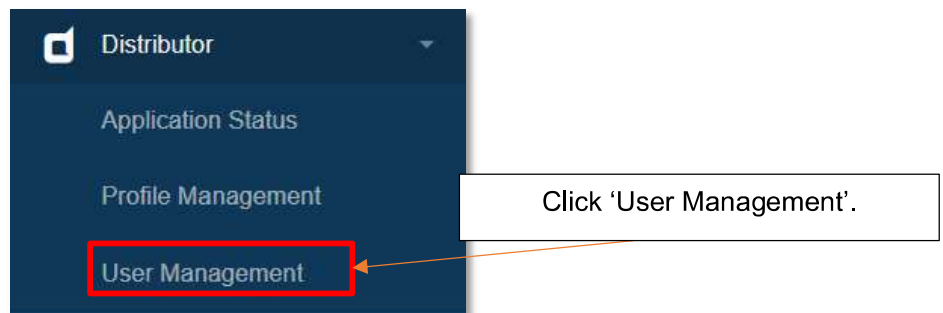


Diagram 87: User Management Submenu

2. The system will display list of user management.

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	72

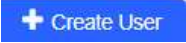
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Showing 1 to 3 of 3 entries (filtered from 10 total entries)

Diagram 88: List of User Management

3. In the listing table:
 - i. The Distributor Administrator can filter the list by 'Name' and 'Email'.
 - ii. The Distributor Administrator can reset the filters by clicking the 'Reset' Button.
 - iii. The Distributor Administrator can select the number of entries displayed per page: 10, 25, 50, or 100.

Create User

4. To create another user, the Distributor Administrator need to click the  button.
5. The system will display the 'Add New User' form for the user to fill in with the following fields:
 - i. Roles (checkbox)
 - ii. Email
 - iii. Name
 - iv. Designation
 - v. Contact No
 - vi. Status (dropdown)

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	73

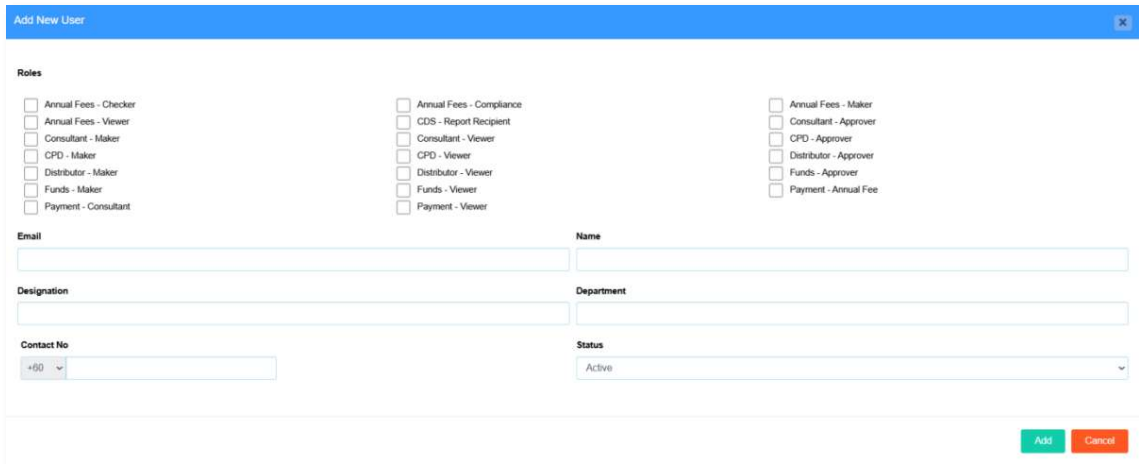


Diagram 89: Add New User

6. After filling in all the required fields, the user can proceed by clicking the 'Add' button. Alternatively, clicking the 'Cancel' button will discard the action.
7. The system will display successful message: “Account created! An email has been send to (inserted email) for the next process.

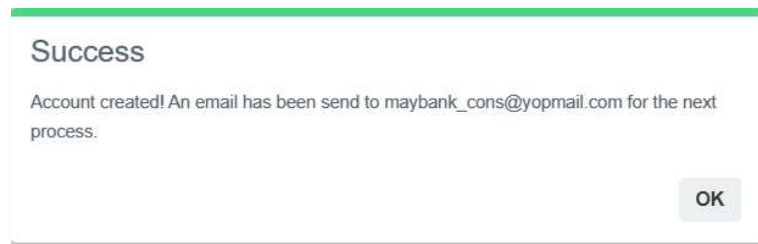


Diagram 90: Success Message Display

New User Login to the system

8. After the Distributor Administrator completes the user addition process, the new user will receive an email containing temporary password details.
9. The new user needs to log in using the registered email address and temporary password to proceed with setting up a new password.
10. Then, the new user can then log in to the system using the newly created password.

Edit User Details

11. To edit the user details, the Distributor Administrator needs to click the  button in the 'Action' column.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	74

12. The system will display 'Edit User' form for the user to update with the following fields:

- i. User ID (unable to update)
- ii. Email
- iii. Name
- iv. Designation
- v. Department
- vi. Contact No
- vii. Status
- viii. Password
- ix. Confirm Password

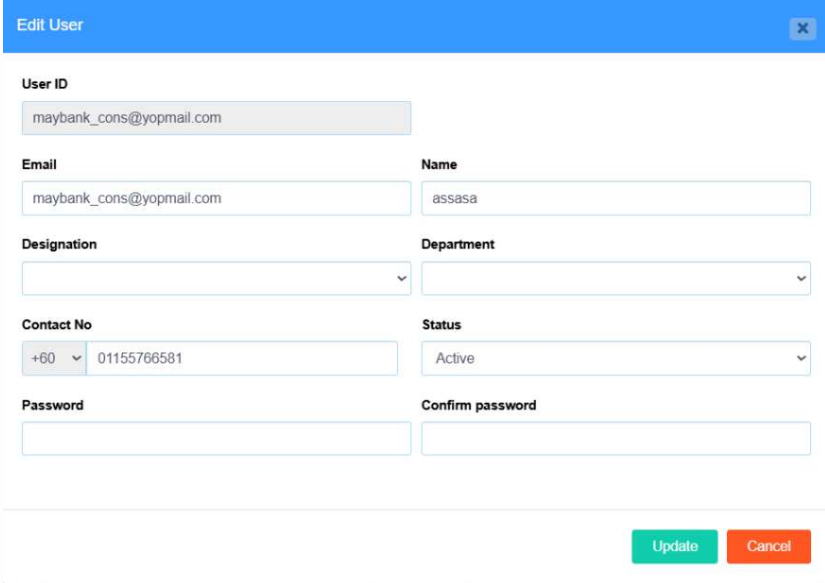


Diagram 91: Edit User Details

13. If the Distributor Administrator updates the password, the 'Confirm Password' field must match the new password.

14. After updating the details, the user can proceed by clicking the 'Update' button.

Alternatively, clicking the 'Cancel' button will discard the action.

15. The system will display success message: "Data Successfully Updated".

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	75

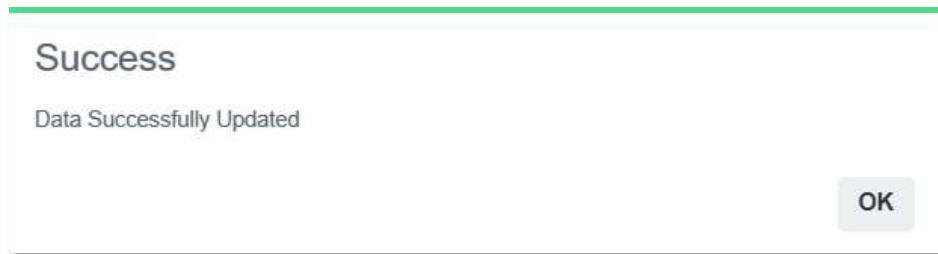


Diagram 92: Successful Message Display

Add New Roles

16. To add new roles to a user, the Distributor Administrator needs to click the  button in the 'Action' column.
17. The system will display the 'Update User Roles' form, allowing the user to add new roles. The Distributor Administrator needs to select the roles from the dropdown list.
18. After select the roles, the Distributor Administrator can proceed by clicking the 'Add Role' button. Alternatively, clicking the 'Cancel' button will discard the action.
19. The system will display success message: "Data Successfully Updated".

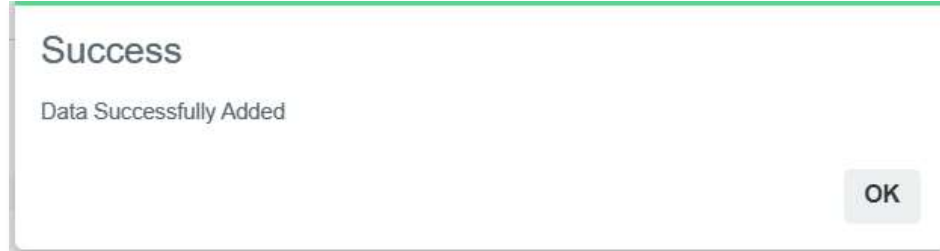


Diagram 93: Successful Message Display