

Management User Guide: Sub-Users

1. Introduction

2. Sub-Users

2.1 Add New Sub-User

Go to **Sub-Users > New Sub-User > Fill in details > Add**

The screenshot displays the 'Sub-Users > Approved' page. The interface includes a sidebar on the left with navigation icons for various system functions. The main content area shows a table of approved sub-users with columns for No., Submitted, Application No., Property No., Customer Account ID, Sub-User Type, Name, and Mobile No. A search bar is located above the table. On the right side, there is a grid of icons for different system features, with the 'Sub-Users' icon highlighted by a red box.

No.	Submitted	Application No.	Property No.	Customer Account ID	Sub-User Type	Name	Mobile No.
38	11-Nov-2024		A-4-1	PLZ-A-4-1/3	Family Member	Snooker King Son	+80
37	30-Oct-2024			PLZ-318	Family Member	Lee Von Lili	+80
36	30-Oct-2024			PLZ-254	Family Member	Lee Von Lili	+80
35	08-Feb-2022		A-3-4	PLZ-A-3-4/3	Tenant	Patrick Au Sek Howe	+80

Details include:

1. Select Customer account
2. Sub-User Type
3. Relationship to
4. Select Sub-user account
5. Select whether to Email the primary contact as well for any notification generated for this sub-user

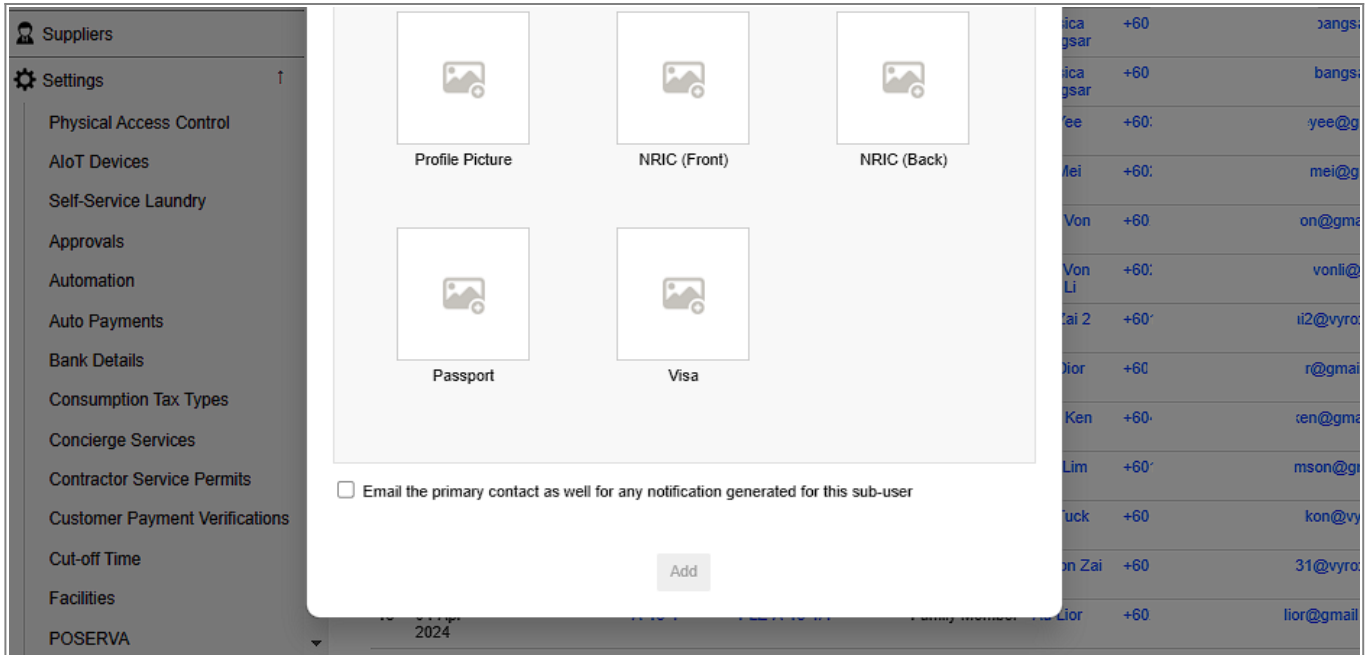
If subuser account already exist , the following information are autofilled. Otherwise , manual fill in details are required.

1. Select Entity type
2. Sub-User Full legal name
3. Sub-User National Identification Number (eg. MyKad/NRIC No.)
4. Sub-User Passport No.
5. Sub-User Country of Nationality
6. Sub-User Mobile Phone No.
7. Sub-User Alternative Contact No.
8. Sub-User WhatsApp No.
9. Sub-User Primary Email Address
10. Sub-User Alternative Email Address
11. Sub-User Date of Birth
12. Sub-User Gender

- 13. Insert Sub-User Profile Picture
- 14. Insert Sub-User NRIC Picture (Front & Back)
- 15. Insert Sub-User Passport Picture
- 16. Insert Sub-User Visa Picture

The screenshot shows a web application interface for managing sub-users. A modal window titled "New Sub-User" is open, displaying a form with the following sections:

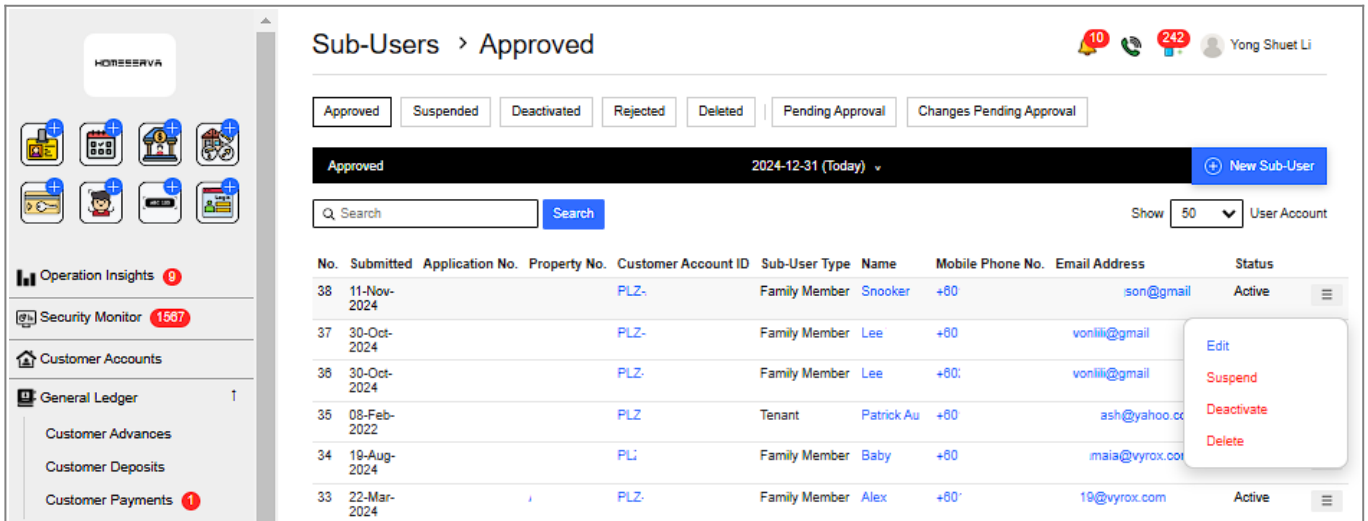
- Account:** A dropdown menu with "Select Account" as the current selection.
- Sub-User Type:** A dropdown menu with "Family Member" selected.
- Relationship to:** A dropdown menu with "Other" selected.
- Sub-User Information:**
 - A search bar with "Search Customer" and a "Search" button.
 - Entity:** Radio buttons for "Individual" (selected) and "Company".
 - Full Legal Name:** An empty text input field.
 - National Identification Number (eg. MyKad/NRIC No.):** An empty text input field.
 - Passport No.:** An empty text input field.
 - Country of Nationality:** A dropdown menu with "Malaysia" selected.
 - Mobile Phone No.:** A text input field with a country code dropdown set to "+60".
 - Alternative Contact No.:** A text input field with a country code dropdown set to "+60".
 - WhatsApp No.:** A text input field with a country code dropdown set to "+60" and a "Same as Mobile No." link.
 - Primary Email Address:** An empty text input field.
 - Alternative Email Address:** An empty text input field.
 - Date of Birth:** An empty text input field.
 - Gender:** Radio buttons for "Male" (selected), "Female", and "Prefer not to say".



After this, management need to approve sub-user by going to Pending Approval page.

2.2 Suspend , Deactivate or Delete Sub-User

To suspend , deactivate or delete sub-user , Go to **Approved page** > **click on the triple bar of selected sub-user** > **Select either to uspend , Deactivate or Delete Sub-User.**



From: <https://www.vyrox.com/wiki/> - **VYROX Wiki**

Permanent link: <https://www.vyrox.com/wiki/doku.php?id=sub-user&rev=1735625020>

Last update: **2024/12/31 06:03**

