

OCTO Biz

Service
Manage Biller
Website

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*





Service

Manage Biller

Service – Manage Biller Fungsi ini digunakan untuk mengelola (*Add, Edit, Delete*) Biller favorit



Service Manage Biller

Add

Edit

Delete



Service Manage Biller

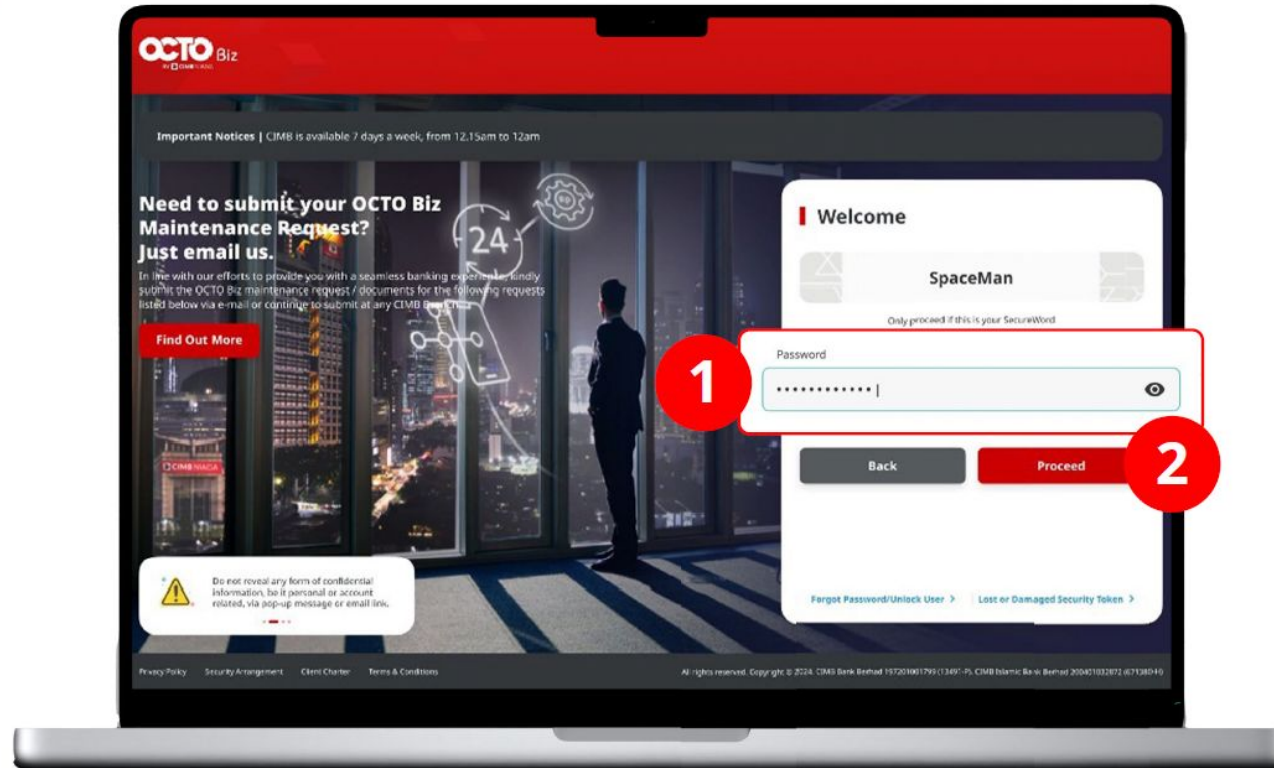
Add

Edit

Delete

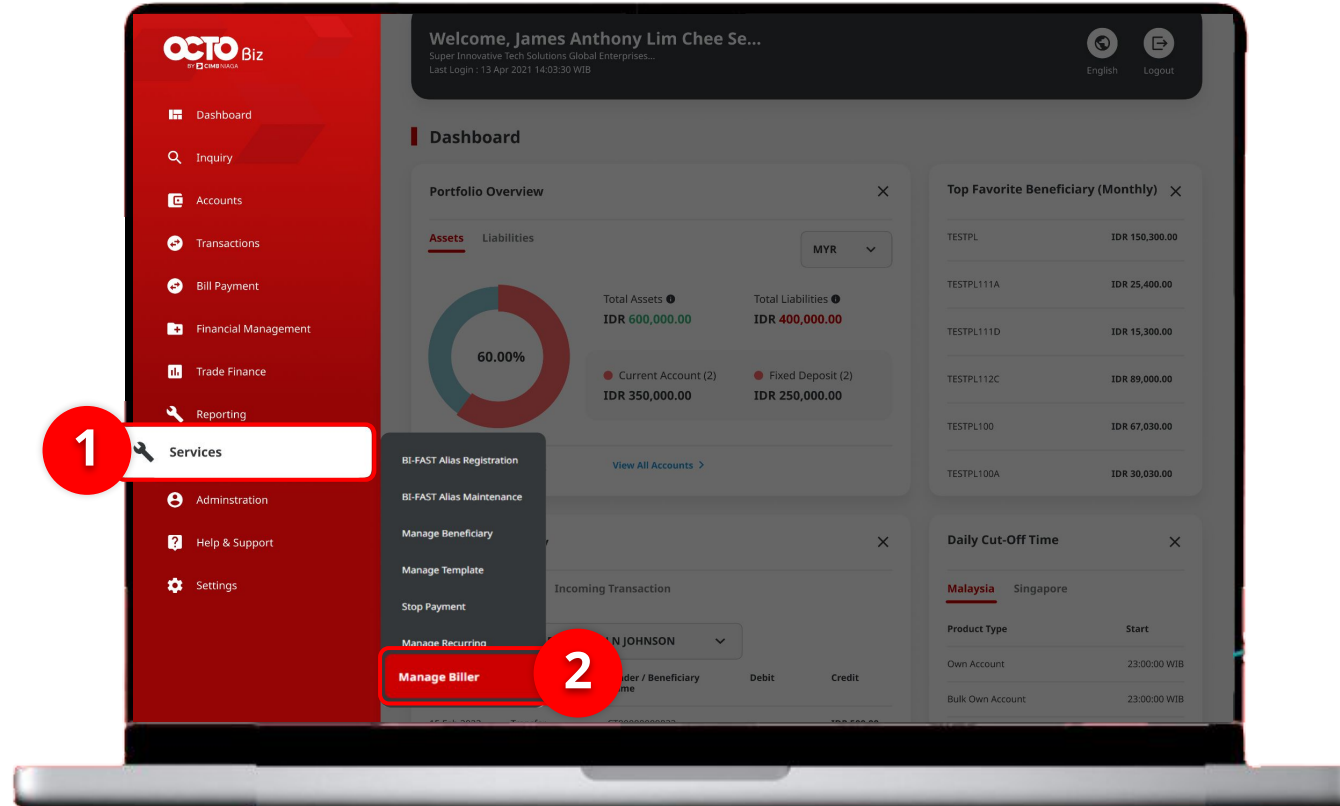


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Services***

2 Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname
Enter

Biller Category
Select

Biller Name
Select

Billing ID
Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
No record					

Download Delete **Add**

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

1 Klik **Add**

Manage Biller > Add

Biller Details

Biller Nickname *

tts

Biller Name *

Select

Back

Biller Category *

Select

Airplane Ticket

BPJS

Credit Card

Energy / Electricity

Insurance

Internet / Cable TV

- 1 Masukan **Biller Nickname**
- 2 Pilih **Biller Category**

Manage Biller > Add

Biller Details

Biller Nickname *

tts

Biller Category *

Phone / Mobile

1

Biller Name *

XL POSTPAID

2

Handphone Number * ⓘ

12345678900

Back

Save as draft

3

Next

1 Masukan **Biller Name**

2 Masukan **Handphone Number**

3 Klik **Next**

TUTORIALOCTOBIZ2024

OCTO Biz
BY CIMB NIAGA

Manage Biller > Review Details

Biller Details

Biller Nickname

tts

Biller Name

XL POSTPAID

Biller Category

Phone / Mobile

Handphone Number

12345678900

Back

1
Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

Manage Biller > Acknowledgement

Submitted for approval
✓ Reference No. : I02240715000002287

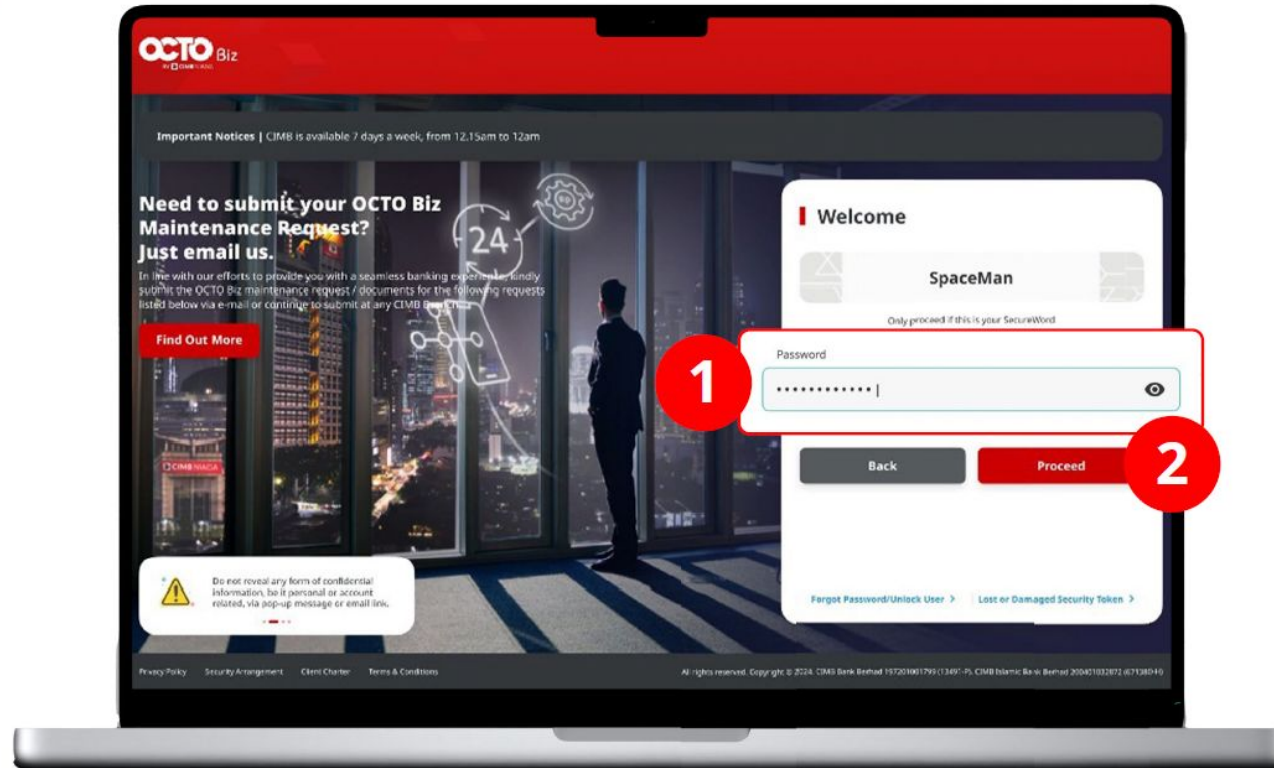


Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	12345678900

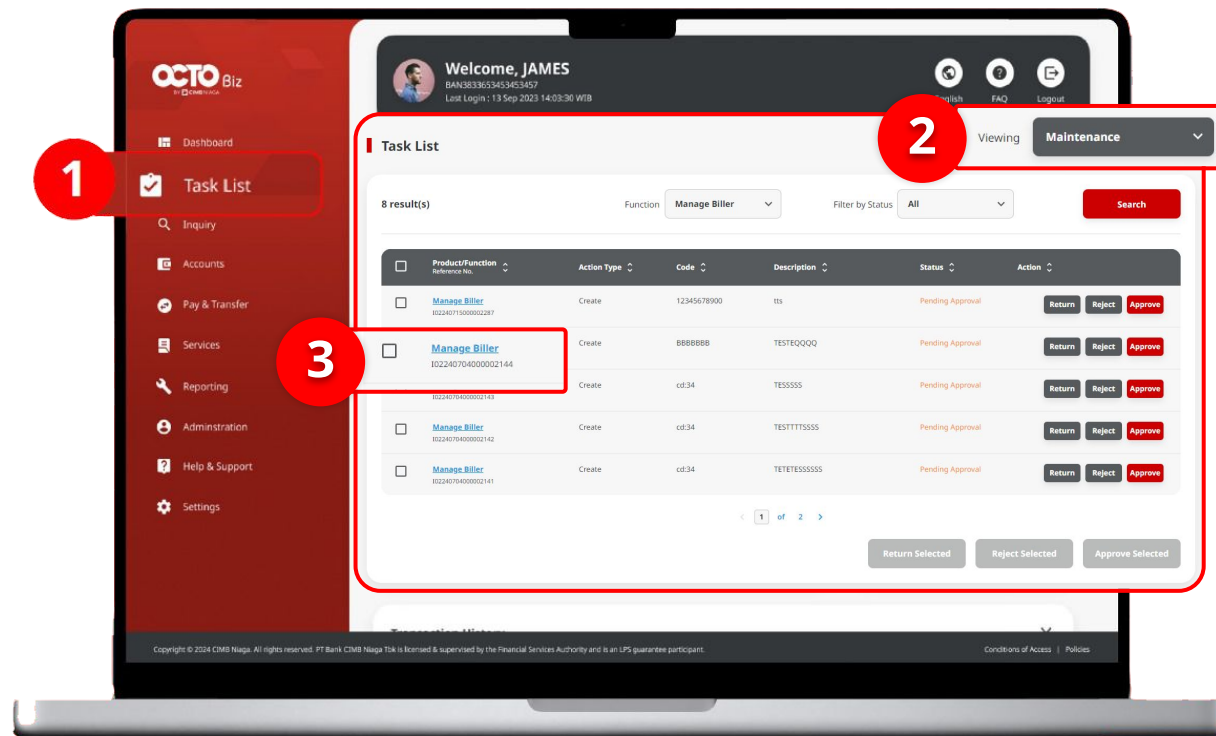
Print**Done**

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil



Login sebagai **Approver**

- 1 Isi **Password**
- 2 Klik **Proceed**



- 1 Arahkan pada menu disamping, **klik Task List**
- 2 Pilih **Maintenance** sebagai **Viewing**
- 3 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Status: Pending Approval

Creation Date: 15 July 2024 16:37:15 WIB
Reference No: 102240715000002287

Biller Details

Biller Nickname: tts
Biller Category: Phone / Mobile
Biller Name: XL POSTPAID
Handphone Number: 12345678900

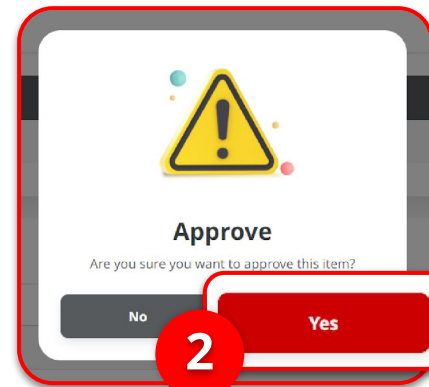
User Activities

User	Activities	Date / Time	Remark
SYS MAKER 2	Submit	15 Jul 2024 16:37:16 WIB	-

Remarks

Remarks
Enter
Maximum 100 characters

Back Return Reject Approve



Tinjau ulang transaksi yang telah di kirim **Maker**,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**

Task List > Acknowledgement

Change(s) approved

Reference No. : 102240715000002287

Approved On : 15 Jul 2024 16:48:07 WIB



Billers Details

Billers Nickname

tts

Billers Category

Phone / Mobile

Billers Name

XL POSTPAID

Handphone Number

12345678900

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

User Activities

User	Activities	Date / Time	Remark
SYS MAKER 2	Submit	15 Jul 2024 16:37:15 WIB	-
SYSADMIN AUTHO 2	Approve	15 Jul 2024 16:48:07 WIB	-

Print

Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



Service Manage Biller

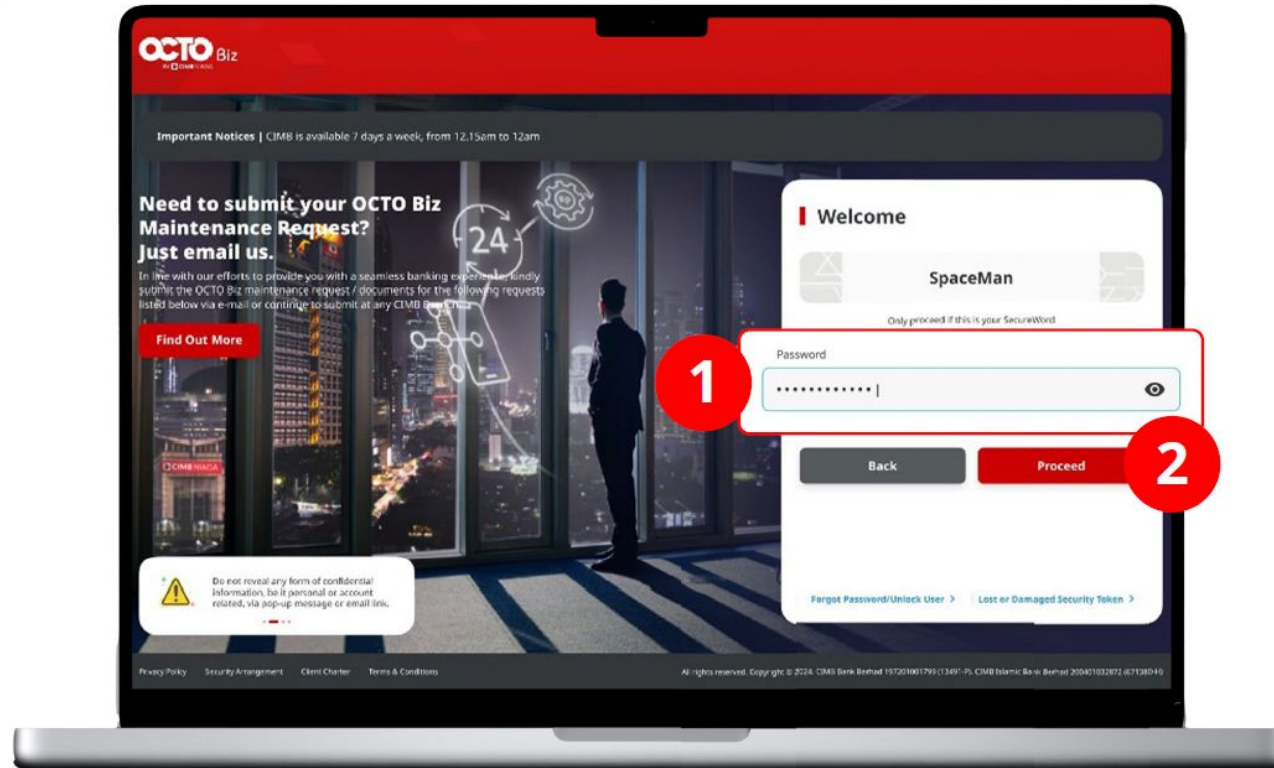
Add

Edit

Delete

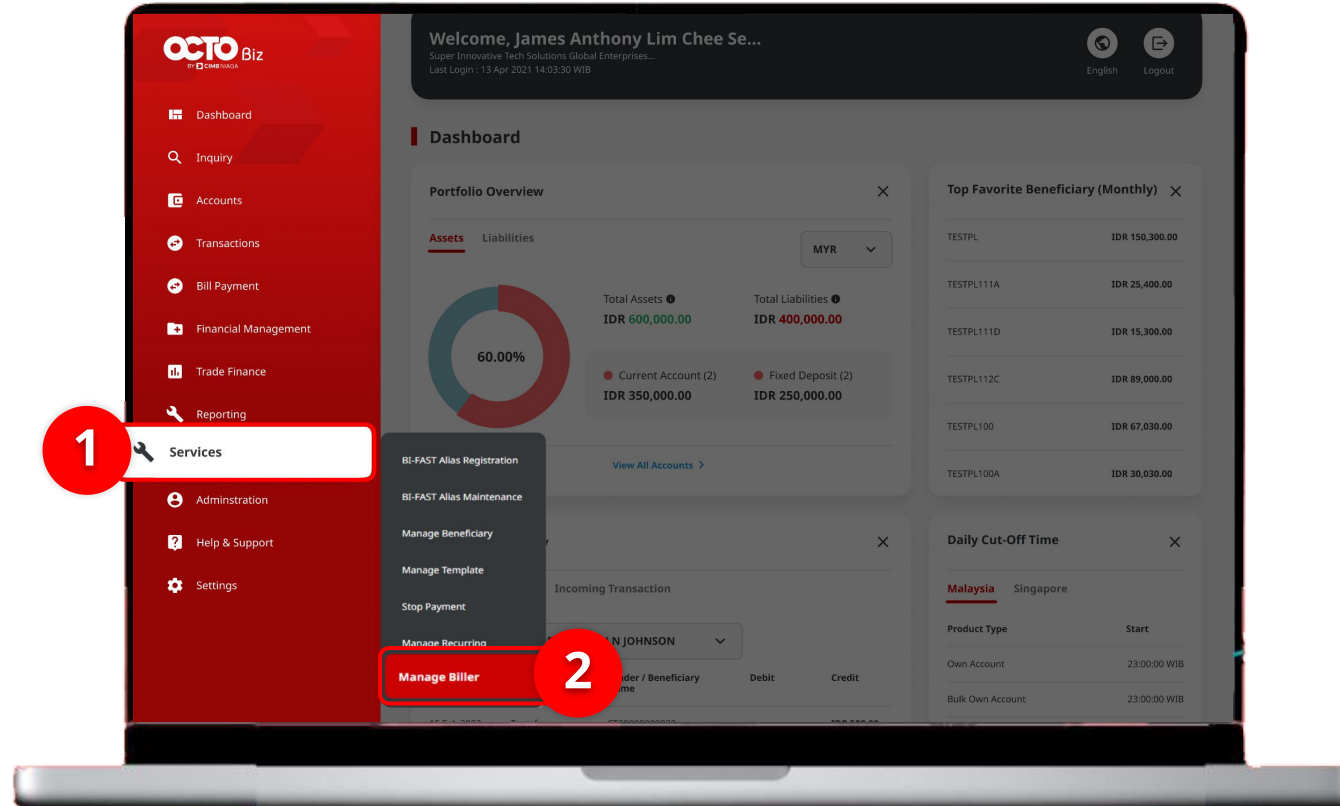


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Services***

2 Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname
Enter

Biller Category
Select

Biller Name
Select

Billing ID
Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	its	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	INDOSAT PRE VALID	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	BILL Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

< 1 of 3 >

Download Delete Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

1 Klik **Hyperlink Transaksi**

Manage Biller > Details

Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	12345678900

[Back](#)[Print](#)[Delete](#)[Edit](#)

Sistem akan mengarahkan ke **Halaman Details**

1 Klik **Edit**

Manage Biller > Add

1

Biller Details

Biller Nickname *

tts

Biller Category *

Phone / Mobile

Biller Name *

XL POSTPAID

Handphone Number * ⓘ

12345678900

999999-9999999999999999

Back

Save as draft

2 Next

1 Edit bagian yang dibutuhkan*

2 Klik **Next**

***Biller Nickname** tidak dapat di edit

Manage Biller > Review Details

Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	12345678900

[Back](#) [Submit](#)

Tinjau Ulang Transaksi

1 Klik **Submit**

Manage Biller > Acknowledgement

Submitted for approval

✓ Reference No. : I02240715000002287



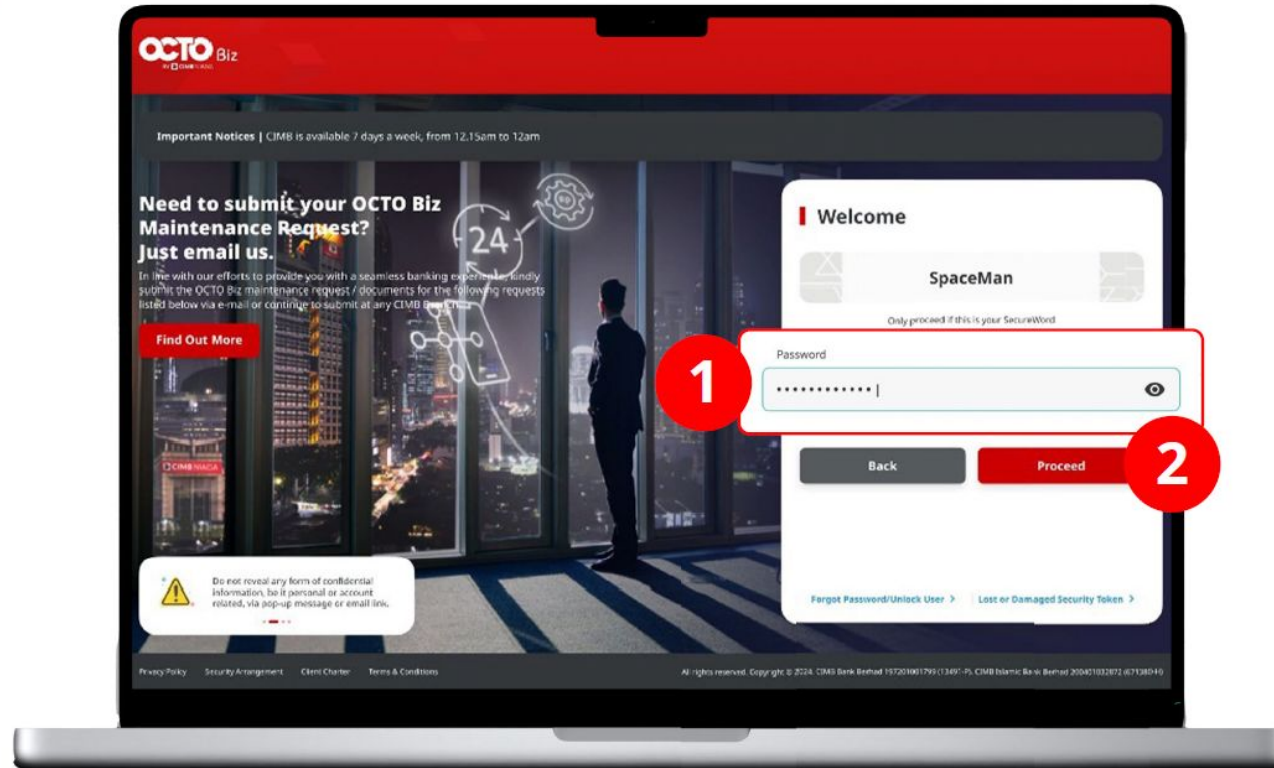
Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	12345678900

Print

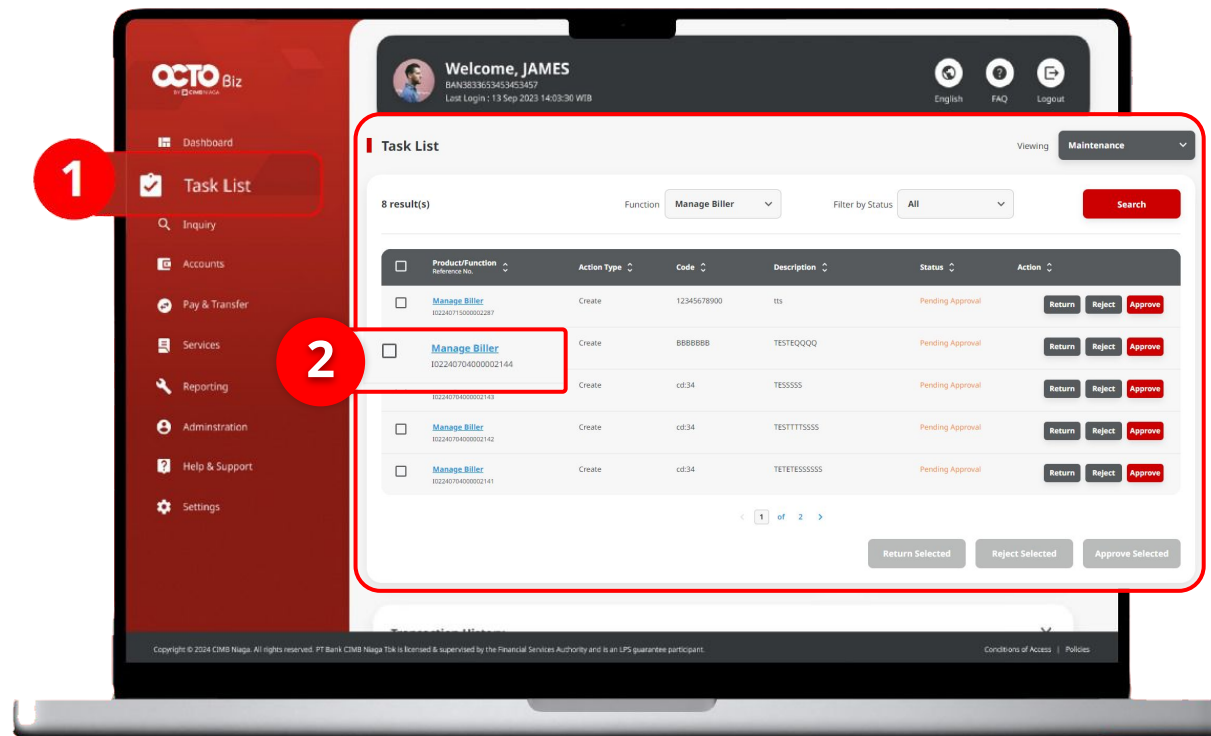
Done

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil



Login sebagai **Approver**

- 1 Isi **Password**
- 2 Klik **Proceed**



1

Arahkan pada menu disamping, **klik Task List**

2

Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Status: Pending Approval

Creation Date: 15 July 2024 16:37:15 WIB
Reference No: 102240715000002287

Biller Details

Biller Nickname: tts
Biller Category: Phone / Mobile
Biller Name: XL POSTPAID
Handphone Number: 12345678900

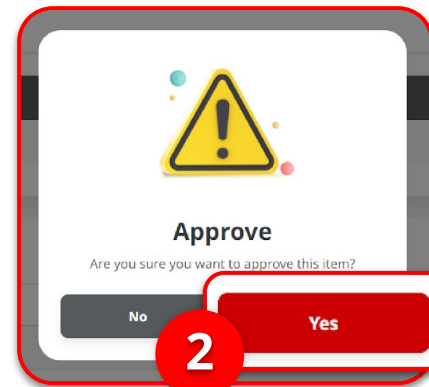
User Activities

User	Activities	Date / Time	Remark
SYS MAKER 2	Submit	15 Jul 2024 16:37:16 WIB	-

Remarks

Remarks
Enter
Maximum 100 characters

Back Return Reject Approve



Tinjau ulang transaksi yang telah di kirim **Maker**,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**

Task List > Acknowledgement

Change(s) approved

Reference No. : 102240715000002287

Approved On : 15 Jul 2024 16:48:07 WIB



Billers Details

Billers Nickname

tts

Billers Category

Phone / Mobile

Billers Name

XL POSTPAID

Handphone Number

12345678900

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

User Activities

User	Activities	Date / Time	Remark
SYS MAKER 2	Submit	15 Jul 2024 16:37:15 WIB	-
SYSADMIN AUTHO 2	Approve	15 Jul 2024 16:48:07 WIB	-

Print

Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



Service Manage Biller

Add

Edit

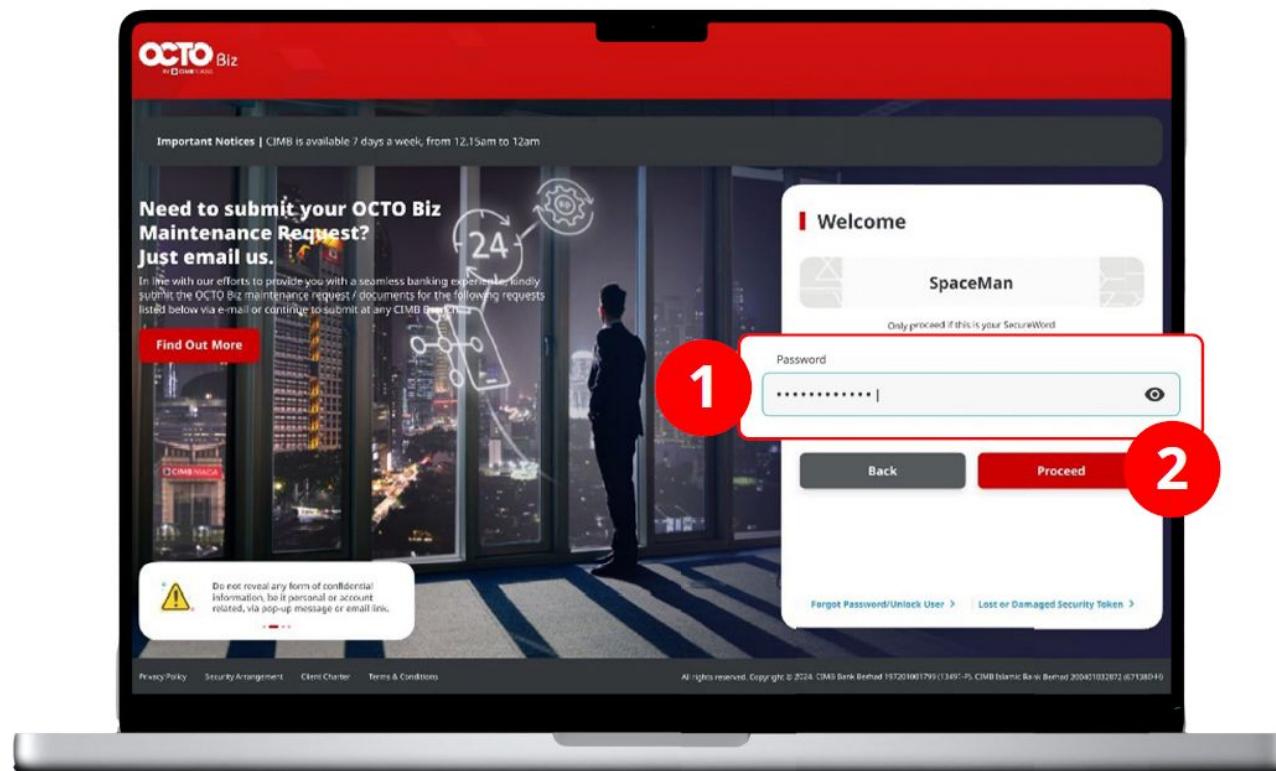
Delete

Halaman Listing

Halaman Detail

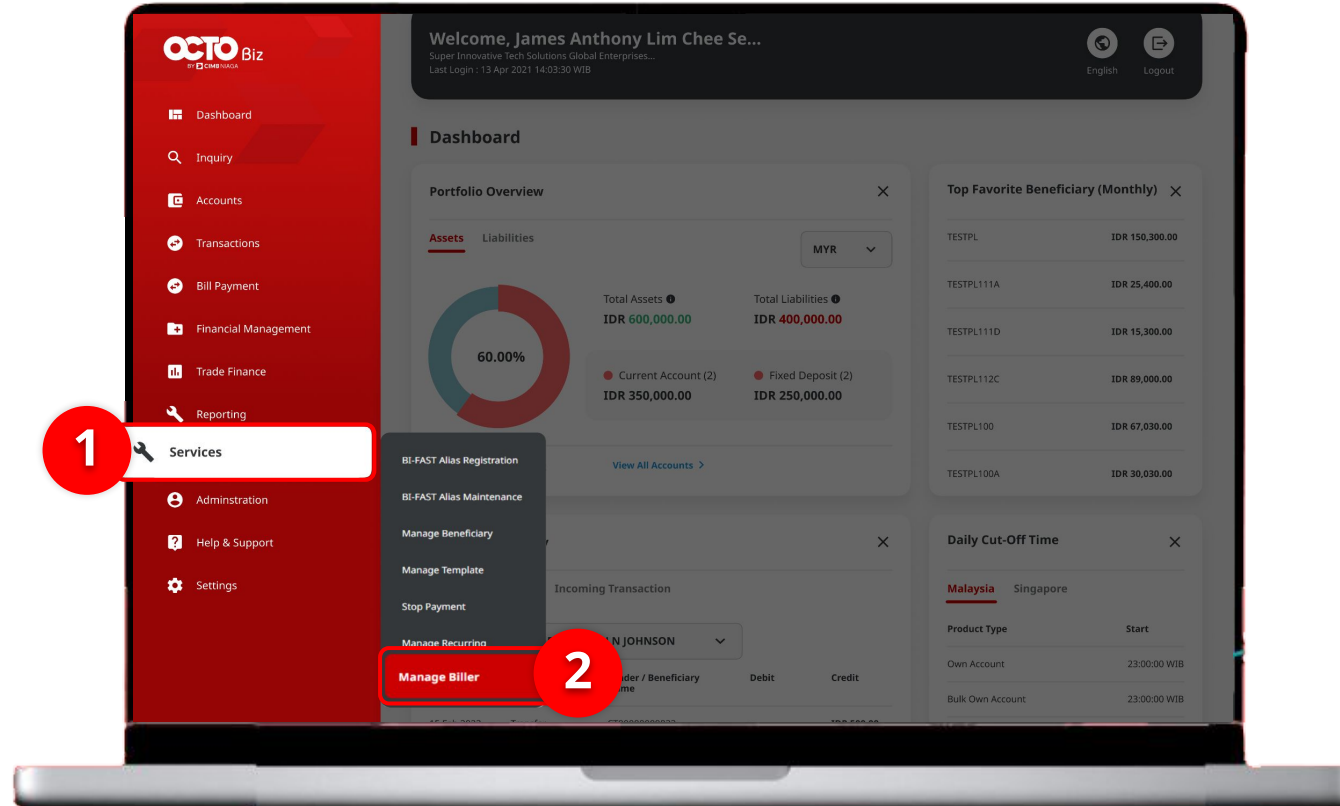


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Services***

2 Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname:
 Biller Category:

Biller Name:
 Billing ID:

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	ITS	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	INDOSAT PRE VALID	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

1 of 3

Download **Delete** **Add**

Delete

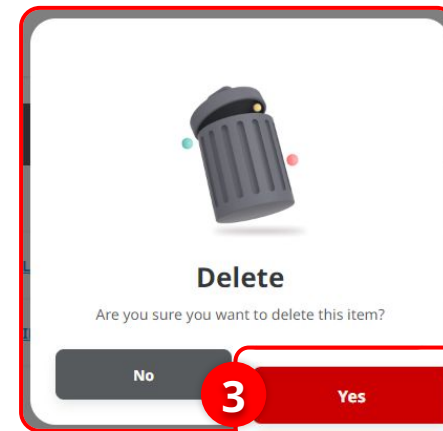
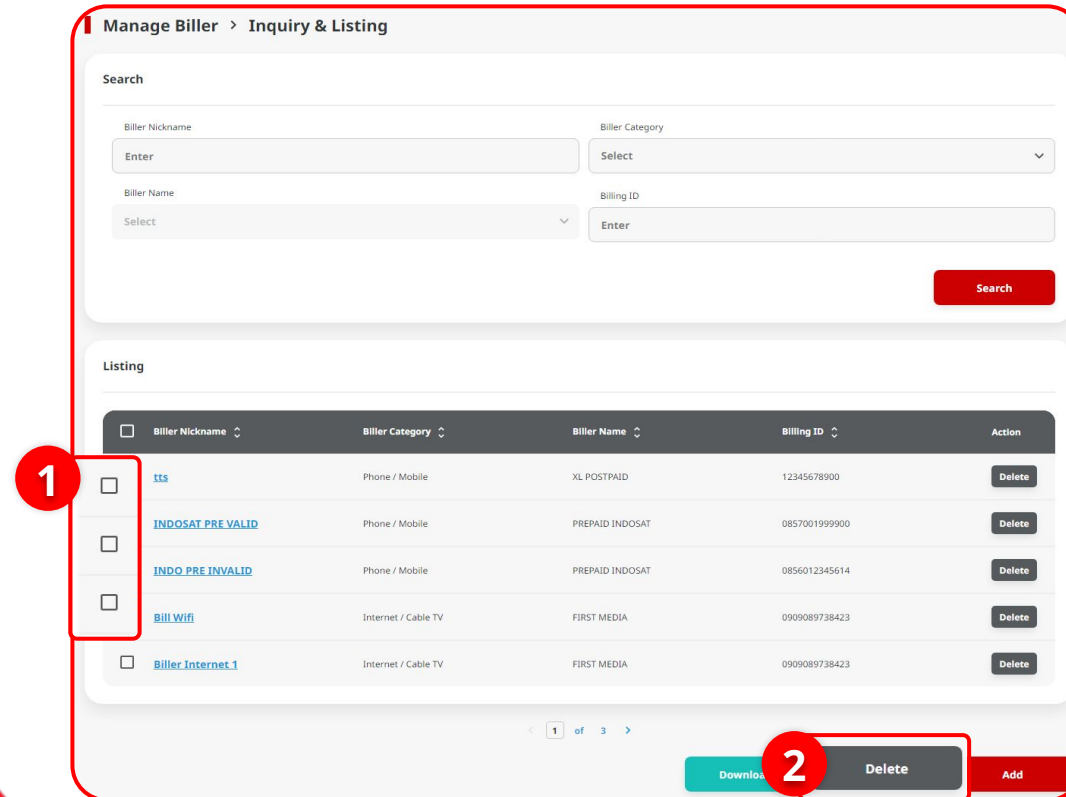
Are you sure you want to delete this item?

No **Yes**

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

1 Klik **Delete** pada Transaksi yang ingin di **Hapus**

2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**



Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

- 1 Pilih Transaksi yang ingin di **Delete**
- 2 Klik **Delete**
- 3 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

Manage Biller > Acknowledgement

Item(s) deleted
✔ Reference No. : 102240716000002306



Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	1234567890021

Print

1 Done

Sistem akan menampilkan halaman **Acknowledgement**

1 Klik **Done**



Service

Manage Biller

Add

Edit

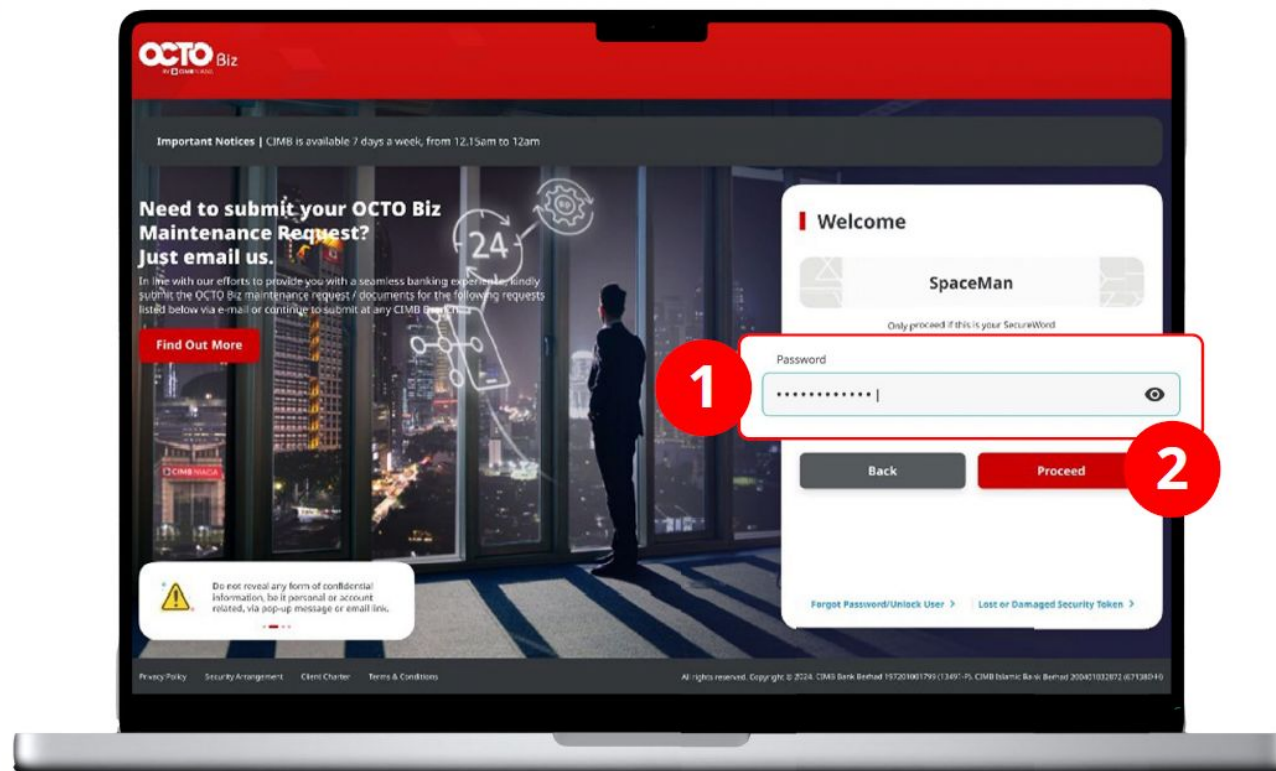
Delete

Halaman Listing

Halaman Detail

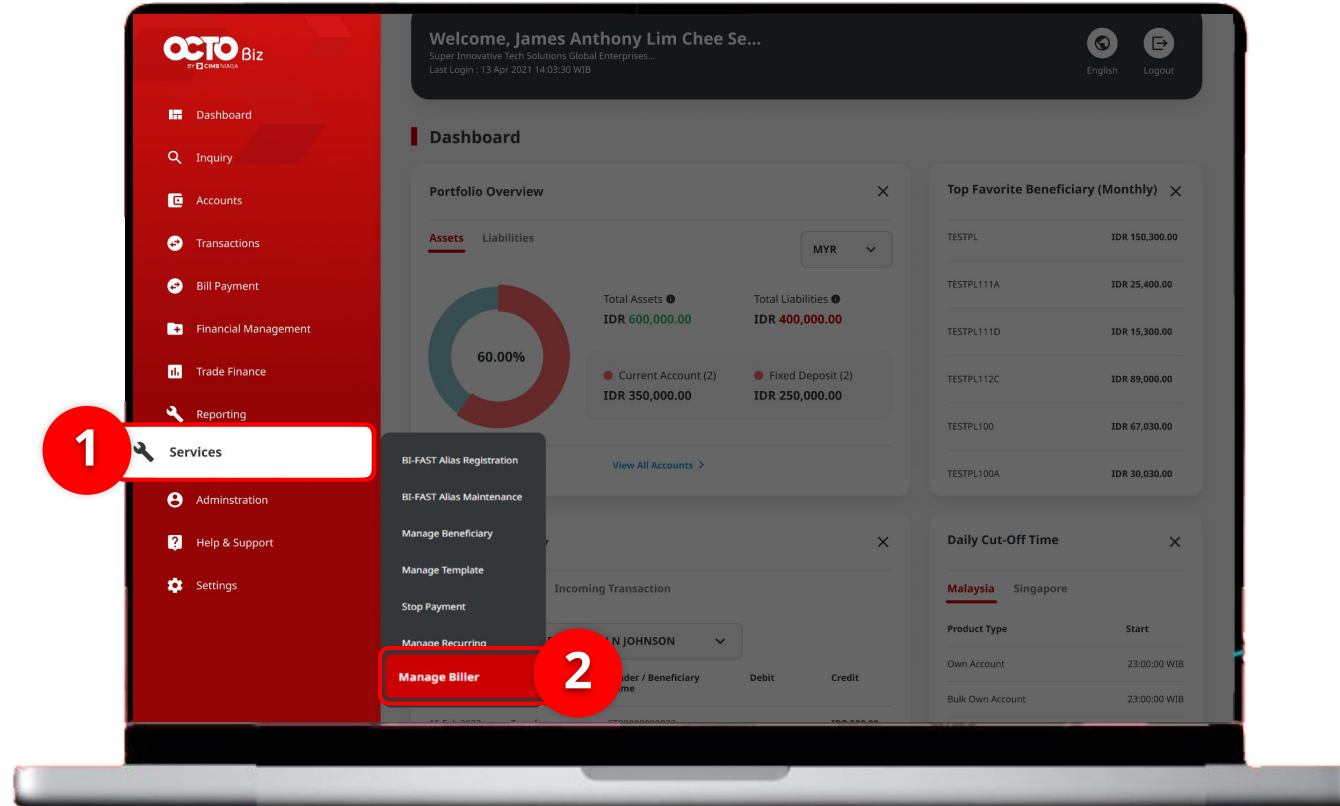


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Services***

2 Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname
Enter

Biller Category
Select

Biller Name
Select

Billing ID
Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	tts	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	Manage Biller 102240704000002144	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

< 1 of 3 >

Download Delete Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

1 Klik **Hyperlink Transaksi** pada Transaksi yang ingin di **Hapus**

Manage Biller > Details

Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	1234567890021

[Back](#) [Print](#) [Delete](#) [Edit](#)

Sistem akan menampilkan halaman **Manage Biller > Details**

1 Klik **Delete**

2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**



Delete

Are you sure you want to delete this item?

[No](#) [Yes](#)

Manage Biller > Acknowledgement

Item(s) deleted

✓ Reference No. : 102240716000002306



Biller Details

Biller Nickname

tts

Biller Category

Phone / Mobile

Biller Name

XL POSTPAID

Handphone Number

1234567890021

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

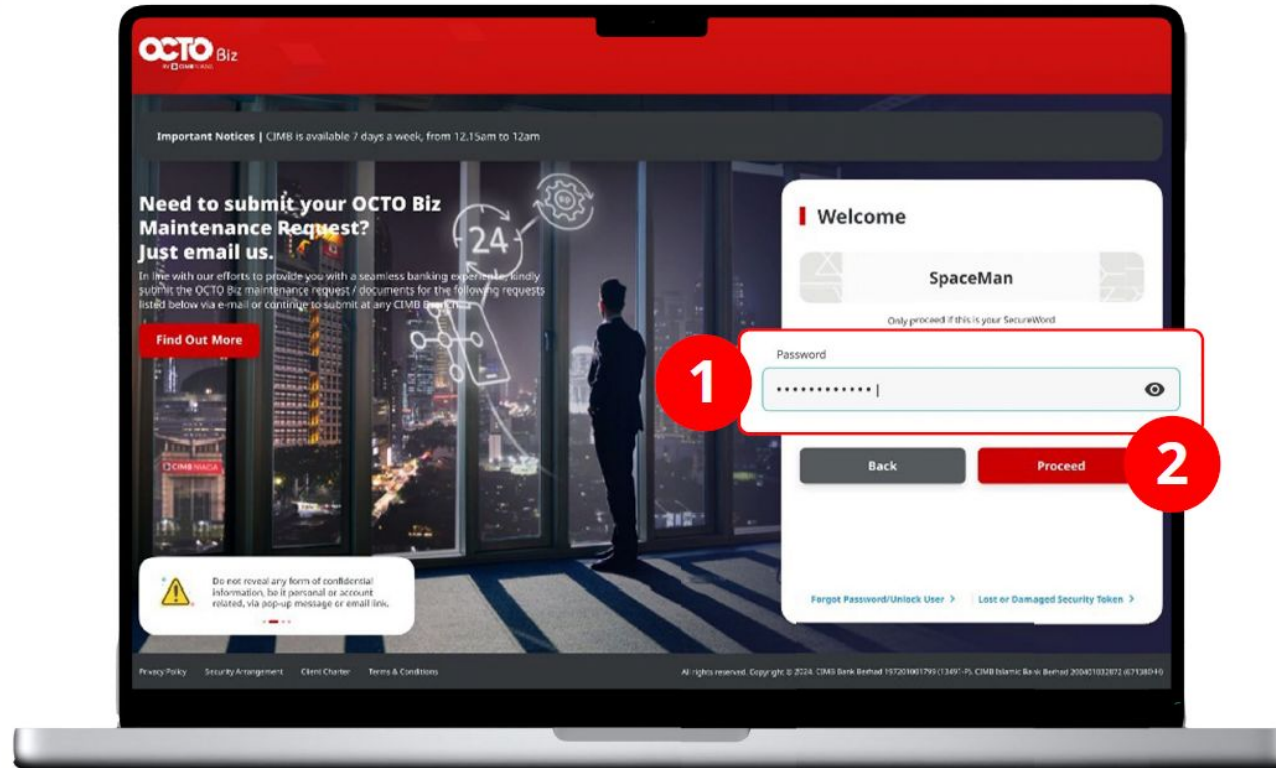
1

Klik **Done**



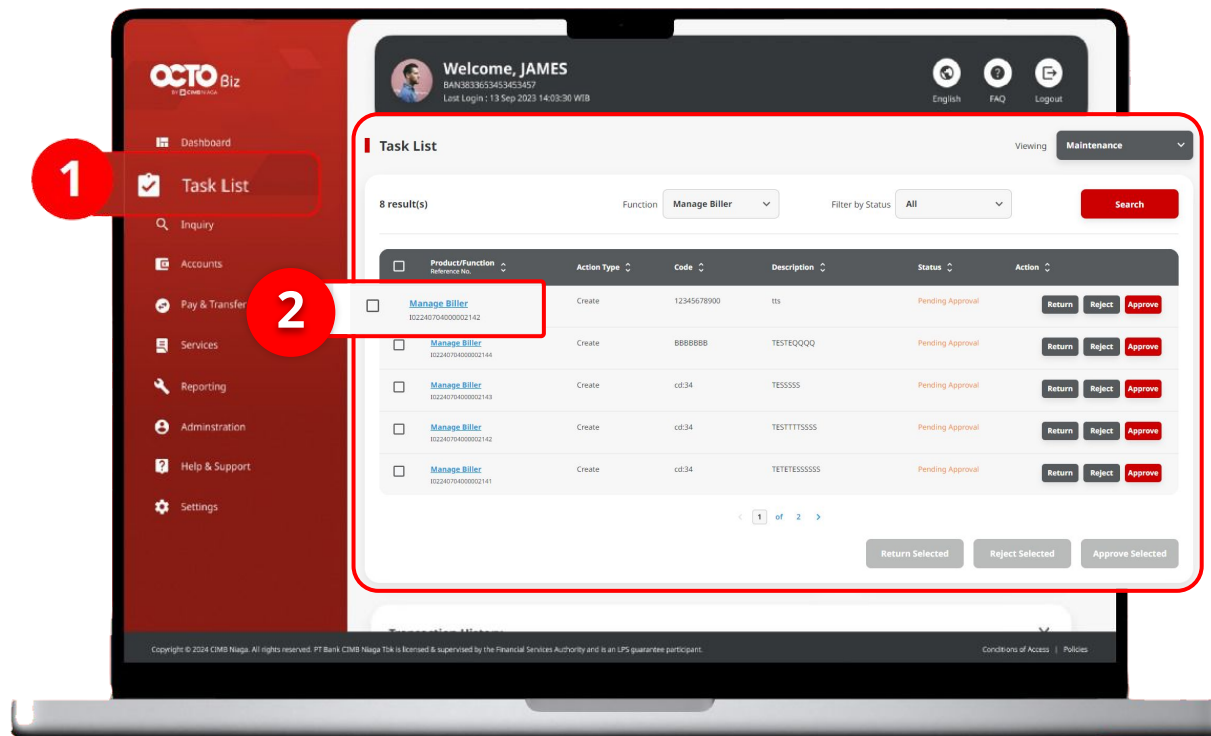
Approval Process

Approval Process pada kegiatan Penambahan **Biller**



Login sebagai **Approver**

- 1 Isi **Password**
- 2 Klik **Proceed**



1

Arahkan pada menu disamping, **klik Task List**

2

Klik **Hyperlink** transaksi yang diinginkan

The screenshot shows the OCTO Biz interface. On the left is a red sidebar with navigation links: Dashboard, Task List (selected), Inquiry, Accounts, Transactions, Services, Bill Payment, Reporting, Help & Support, and Settings. The main content area is titled 'Task List > Details'. It displays a transaction with a status of 'Pending Approval'. Key details include: Creation Date (13 June 2024 13:35:30 WIB), Reference No. (302240613000001860), Biller Nickname (testmausignig), Biller Category (BPJS), Biller Name (BPJS Ketenagakerjaan - Individual), and NIK (2222222222222222). A 'User Activities' table shows a 'Submit' action by 'maker 3' and an 'Approve' action by 'reviewer'. At the bottom, there is a 'Remarks' section with an input field and an 'Approve' button highlighted with a red circle and the number 1.

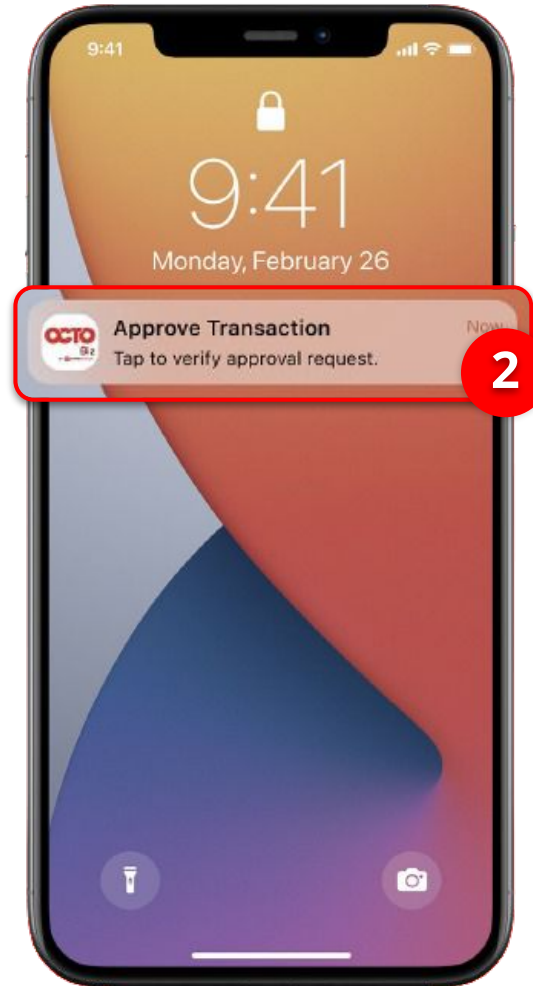
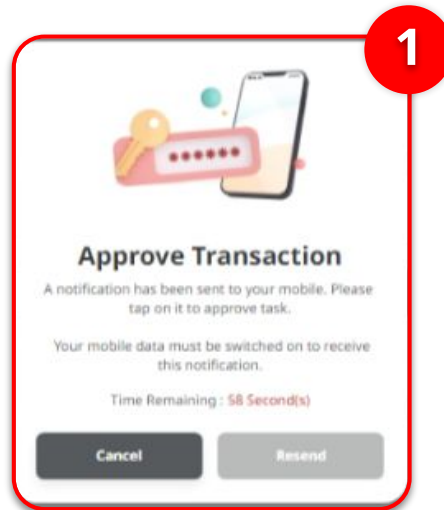
User	Activities	Date / Time	Remark
maker 3	Submit	13 Jun 2024 13:35:31 WIB	-
reviewer	Approve	13 Jun 2024 13:36:41 WIB	-

Tinjau ulang transaksi yang telah di kirim,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**

The dialog box has a yellow warning icon with an exclamation mark. The title is 'Approve' and the text asks 'Are you sure you want to approve this item?'. At the bottom, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and the number 2.



- 1 Sistem akan menampilkan **Pop-Up Approver transaksi** pada **Website**
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

1:40 PM | 0.1KB/s

Secure Token (Software) X



Approve Transaction

Time Remaining : 52 Second(s)

Submitted On	13 Jun 2024 13:35:30 WIB
Company ID	CORPYO
User ID	APPROVERTEST3
Biller Nickname	testmausignig
Biller Category	BPJS
Biller Name	BPJS Ketenagakerjaan - Individual
NIK	2222222222222222

Note
If you did not perform this transaction, please call our Business Call Centre immediately for assistance.
14042 (Local)
+6221 80655111 (Overseas)

Reject **Approve**

2

X



Enter PIN

Please enter a 6-digit PIN.

○ ○ ○ ○ ○ ○

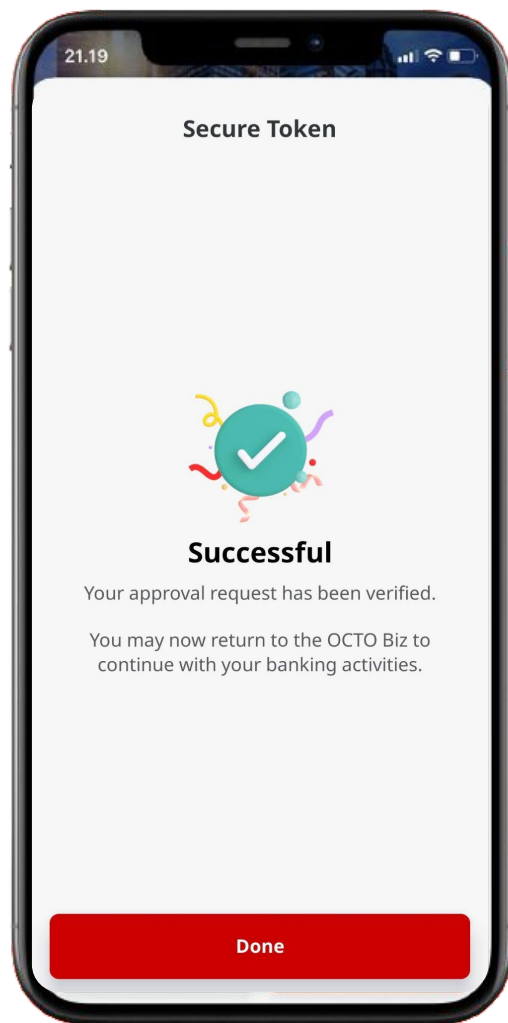
1

Klik Tombol *Approve*

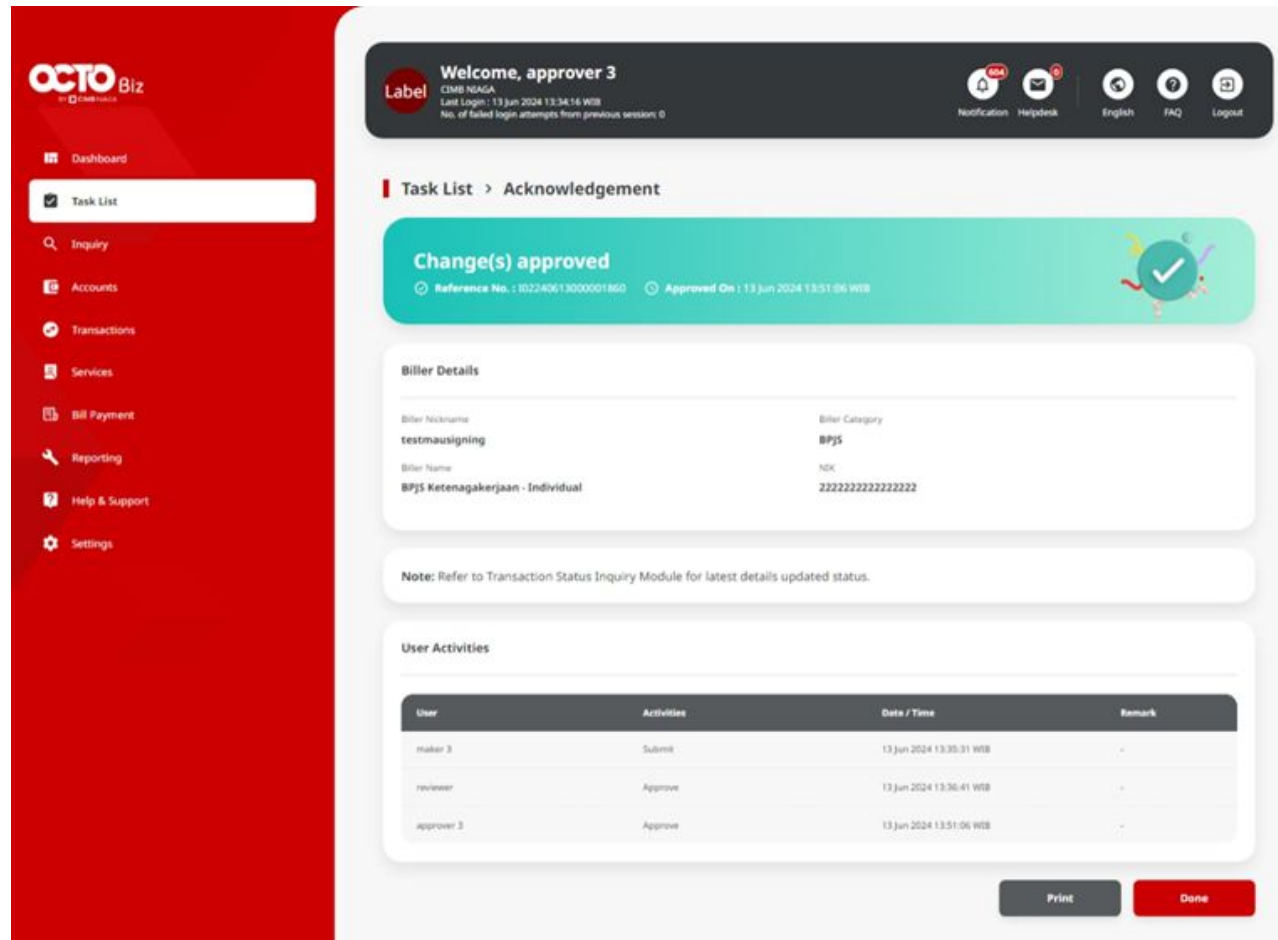
2

Isi 6-Digit Pin

1



Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



OCTO Biz
BY CIMB NIAGA

Dashboard
Task List
Inquiry
Accounts
Transactions
Services
Bill Payment
Reporting
Help & Support
Settings

Welcome, approver 3
CIMB NIAGA
Last Login : 13 Jun 2024 13:34:16 WIB
No. of failed login attempts from previous sessions: 0

Notification Helpdesk English FAQ Logout

Task List > Acknowledgement

Change(s) approved
Reference No. : 102240613000001860 Approved On : 13 Jun 2024 13:51:06 WIB

Biller Details

Biller Nickname	Biller Category
testmausignig	BPJS
Biller Name	NOK
BPJS Ketenagakerjaan - Individual	2222222222222222

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

User Activities

User	Activities	Date / Time	Remark
maker 3	Submit	13 Jun 2024 13:35:31 WIB	-
reviewer	Approve	13 Jun 2024 13:36:41 WIB	-
approver 3	Approve	13 Jun 2024 13:51:06 WIB	-

Print Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



OCTO Biz
BY  **CIMB NIAGA**

