

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

SysAdmin

Manage Company

Lite & Inquiry Package

TUTORIALOCTOBIZ2025

KEJAR MIMPI

SysAdmin

Manage Company

SysAdmin – Manage Company : CFO Administrator dapat **mengatur Company Details, Account, dan user** melalui modul ini.

contoh: *Tagging New Account, pembuatan User Group dan User baru*

Role	Deskripsi
Maker	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi
Reviewer	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh <i>M A K E R</i> (Opsional)
Approver	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh <i>M A K E R</i> (Dapat diatur secara Berjenjang)
Releaser	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver (Opsional)
Viewer	User yang berfungsi untuk melihat Laporan Keuangan saja (Tidak dapat melakukan Transaksi)

Accounts	Account type	Segment	Remarks
Credit Card	Credit Card	Available for all customer segments	1. Applicable for services below: a. Retrieve Account by CIF No. 2. Not Applicable for Foreign Currency Account
Foreign Currency Account	• Current Accounts • Saving accounts • Loan Accounts	Available for OCTO Biz Inquiry and OCTO Biz Lite segments	1. Applicable for services below: a. Retrieve Account by CIF No. b. Add accounts
Time Deposit			2. Applicable for Foreign Currency Account

SysAdmin

Manage Company

Account Maintenance

Contact Info

User

SysAdmin

Manage Company

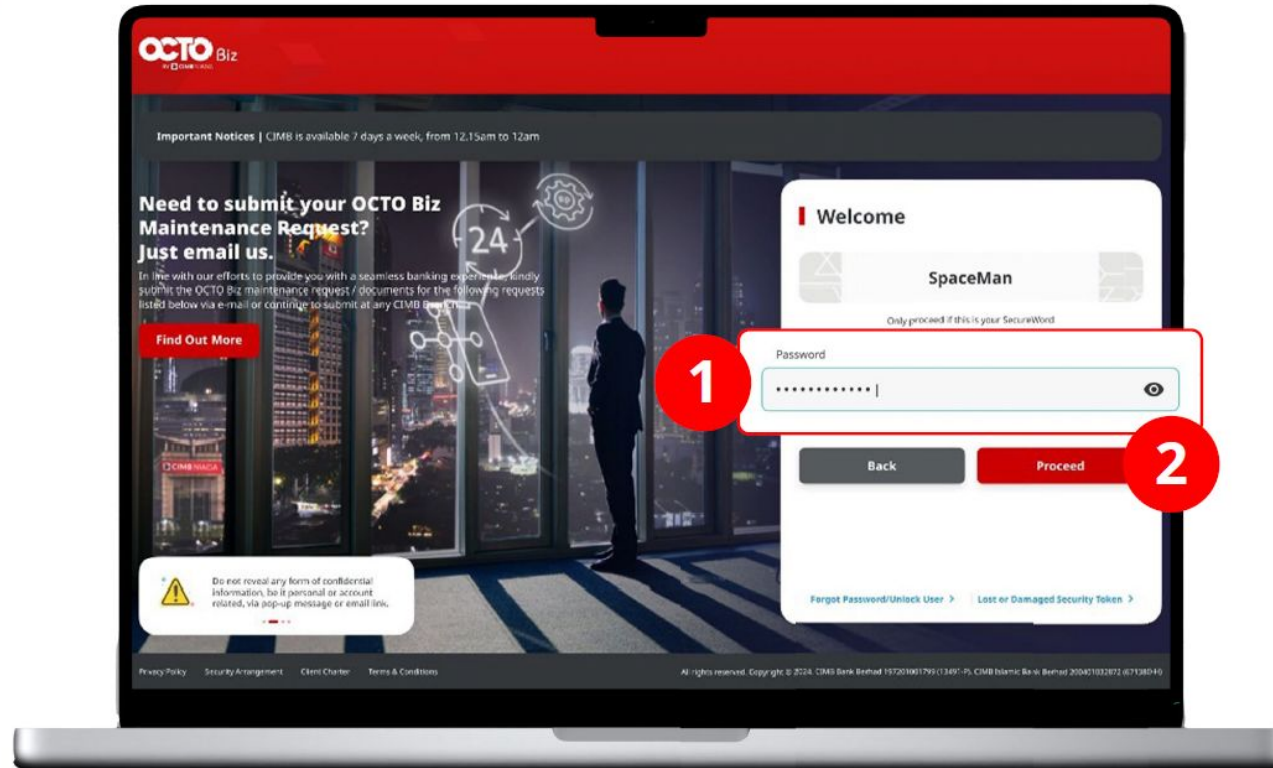
Account Maintenance

Contact Info

User

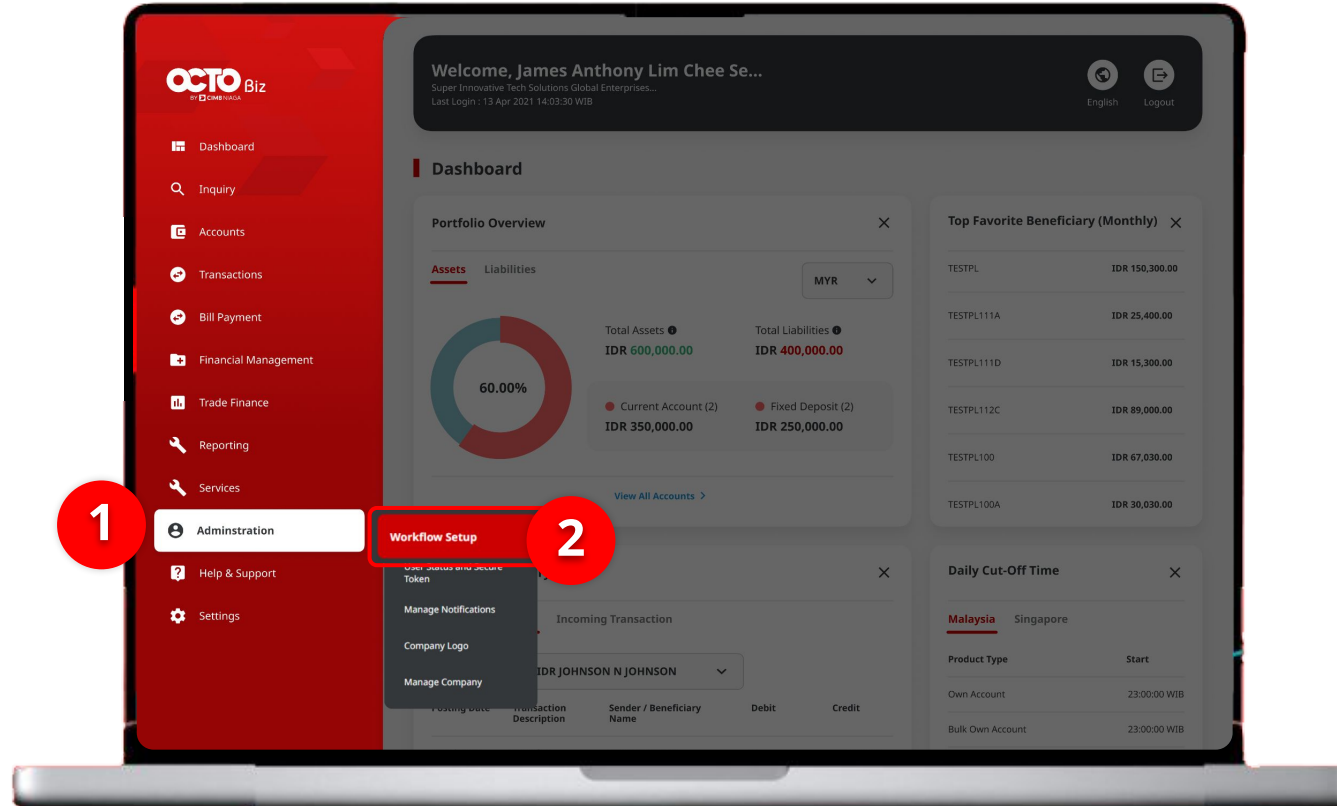


- 1 Masuk sebagai **maker** dengan menggunakan **User ID & Password**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

- 1 Arahkan **Kursor** ke ***Administration***
- 2 Klik ***Manage Company***

1

Account Maintenance

Contact Info

User

Manage Company > Details

Company Details

Company Name

Enrolled Date

Company ID

HUWA

10 Oct 2024 15:31:07 WIB

EKASITLITE

3 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes
703210810100	HUWA	IDR	Savings Account	No	Yes
703210811300	HUWA	IDR	Savings Account	No	Yes

Primary Billing Account

Primary Billing Account

Corporate Daily Limit

100108142000-IDR YUUP J UOZWWOQ

IDR 999,999,999,999.00

Edit

2

Sistem akan menampilkan halaman **Manage Company > Edit**

- 1 Pilih tab **Account Maintenance**
- 2 Klik **Edit**

Manage Company > Edit

Company Details

Company Name HUWA	Enrolled Date 10 Oct 2024 15:31:07 WIB	Company ID EKASITLITE
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Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWVQ	IDR	Financing Account	No	Yes	-	-	
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
793210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
793210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

[Retrieve Accounts by Own CIF](#)

Primary Billing Account

Primary Billing Account *	Corporate Daily Limit *
100108142000-IDR YUUP J UOZWVQ Q	IDR - Indonesia Rupiah 999,999,999,999.00

Maximum Available Amount: IDR undefined

Sub-Action List

No.	Sub-Action	Transaction Status
1	-	-

[Save](#) [Submit](#)

1 Klik **Account Hyperlink**

2 Jika **Account** digunakan sebagai **Primary Billing Account**, maka tombol **Delete** tidak akan ditampilkan.

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited	Allow Transaction Yes	

Edit Account Nickname

Account Nickname

YUUP J UOZWWOQ

Maximum 100 characters

Cancel Save

Sistem akan menampilkan halaman **Pop-up Account Details**

- 1 Klik **Pencil Icon** untuk mengubah **Account Nickname**
- 2 Sistem akan menampilkan **Pop Up Edit Account Nickname, Ubah Nickname**
- 3 Klik **Save**

Account Details

Account Details

Account No.

100108142000

Account Name

YUUP J UOZWWOQ

Account with Bank

-

Account Limit Per Transaction

Unlimited

Account Type

Financing Account

Account Nickname

YUUP J UOZWWOQ

Islamic

No

Allow Transaction

Yes

Currency

IDR

Receiving Bank

-

Opening Branch

24045 - Cirebon - Siliwangi

Close

Edit Account Limit Per Transaction

Account Limit Per Transaction

IDR - Indonesia R... ▼

23,456.00

☐ Unlimited

Cancel

Save

Sistem akan kembali menampilkan halaman **Pop-up Account Details**

1 Klik **Pencil Icon** untuk mengubah **Account Limit per Transaction**

2 Sistem akan menampilkan **Pop Up Edit Account Nickname, Ubah Limit rekening per Transaksi**

3 Klik **Save**

Catatan: Jika **Box Unlimited** di pilih, maka Limit Transaksi **tidak dapat di ubah**

Account Details

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited	Allow Transaction Yes	

Close

Edit Allow Transaction

Allow Transaction

Yes

Search

Please Select

Yes

No

Save

Sistem akan kembali menampilkan halaman **Pop-up Account Details**

- 1 Klik **Pencil Icon** untuk mengubah **Allow Transaction**
- 2 Sistem akan menampilkan **Pop Up Edit Allow Transaction**, pilih **Permission**
- 3 Klik **Save**

Account Details

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited	Allow Transaction Yes	

1

Close

Sistem akan kembali menampilkan halaman **Pop-up Account Details**

1 Jika sudah sesuai, **Klik Done**

Manage Company > Edit

Company Details

Company Name HUWA	Enrolled Date 10 Oct 2024 15:31:07 WIB	Company ID EKASITLITE
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Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWVOQ	IDR	Financing Account	No	Yes	-	-	
101124324400	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

1 Retrieve Accounts by Own CIF

2

Retrieve Accounts by Own CIF

CIF No.	Account No.	Account Nickname	Currency	Account Type	Account Status
11180000495823	703210810100	HUWA	IDR	Credit Card	Active
11180000495823	703210811300	HUWA	IDR	Savings Account	Active
11180000495823	100108142000	YUUP J UOZWVOQ	IDR	Time Deposit	Active

4

3 Cancel Add

Sistem akan kembali menampilkan halaman **Manage Company > Details**

- 1 Klik Tombol **Retrieve Accounts by Own CIF**
- 2 Sistem akan menampilkan **Box Retrieve Account**, pilih **account** yang diinginkan
- 3 Klik **Add**
- 4 User dapat melihat **Account Type**: Time Deposit, Credit Card, Savings Account

Manage Company > Edit

Company Details

Company Name

Enrolled Date

Company ID

HUWA

10 Oct 2024 15:31:07 WIB

EKASITLITE

Account Maintenance

Contact Info

User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes	-	-	
101124324400	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

Retrieve Accounts by Own CIF

Primary Billing Account

Primary Billing Account *

Corporate Daily Limit *

100108142000-IDR YUUP J UOZWWOQ

IDR - Indonesia Rupiah

999,999,999,999.00

Maximum Available Amount: IDR undefined

Sub-Action List

No.	Sub-Action	Transaction Status
1		-

1 Save

Submit

Sistem akan kembali menampilkan **Halaman *Edit*** setelah **List** ditambahkan

1 Jika sudah sesuai, klik **Save**

SysAdmin

Manage Company

Account Maintenance

Contact Info

User

Manage Company > Edit

Company Details

Company Name HUWA	Enrolled Date 10 Oct 2024 15:31:07 WIB	Company ID EKASITLITE
----------------------	---	--------------------------

1 **Contact Info**

Primary Contact Info

Name EKA	Phone No. -
Email AD@GMAIL.COM	

3

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

2

Add

Save **Submit**

Sistem akan menampilkan halaman **Manage Company > Edit**

- 1 Pilih tab **Contact Info**
- 2 Klik **Hyperlink Contact Info** untuk melakukan **Edit Contact info** yang tercatat di dalam **Admin and Cash**
- 3 Bagian **Primary Contact Info**, tidak dapat diubah

Contact Purpose (Applicable in Contact Info Listing)	Remarks
Admin	• untuk <i>Contact Purpose</i> sebagai "Admin", akan mendapat Welcome letter setelah proses <i>Company Onboarding</i> Selesai
Cash	• <i>Contact Purpose</i> digunakan di dalam Layout Payment Advice • Pada <i>Layout Payment Advice</i>, akan diprioritaskan menggunakan <i>Contact Purpose</i> dengan tag "Cash" • Jika tidak memiliki <i>Contact Purpose</i> dengan tag "Cash", maka dapat menggunakan <i>Contact Purpose</i> dengan Tag "Admin" • Setiap Corporate ID, hanya dapat memiliki 1 contact info dengan Tag "Cash"

1

2

3

Sistem akan menampilkan *Pop-up Contact Info Details*

- 1** *Edit* Bagian yang dibutuhkan
- 2** Jika Kolom **Primary contact** di pilih, maka bagian lain akan di **disable** oleh sistem dan **tidak dapat di Edit**
- 3** Jika sudah sesuai, **Klik Save**

Manage Company > Edit

Company Details

Company Name HUWA	Enrolled Date 10 Oct 2024 15:31:07 WIB	Company ID EKASITLITE
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Account Maintenance **Contact Info** User

Primary Contact Info

Name EKA	Phone No. -	Mobile No. +603423523423
Email AD@GMAIL.COM		

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

1 Add

Save Submit

Sistem akan mengarahkan kembali ke **Halaman Edit**

1 Klik **Add**

The screenshot shows a 'Contact Info Details' pop-up window. Step 1 points to the 'Contact Purpose' dropdown menu, which is open, showing options like 'Admin' and 'Cash'. Step 2 points to the form fields, including 'Name', 'Phone No.', 'Country Code', 'Mobile No.', and 'Email'. Step 3 points to the 'Save' button at the bottom right of the pop-up.

Sistem akan menampilkan
Pop-up Contact Info Details

- 1 Pilih **Contact Purpose** yang sesuai
- 2 Lengkapi seluruh bagian **Mandatory**
- 3 Klik **Save**

Catatan: Jika **Boox Primary Contact** dipilih, maka bagian yang lain tidak dapat di edit

Manage Company > Edit

Company Details

Company Name

Enrolled Date

Company ID

HUWA

10 Oct 2024 15:31:07 WIB

EKASITLITE

Account Maintenance

Contact Info

User

Primary Contact Info

Name

EKA

Email

AD@GMAIL.COM

Phone No.

-

Mobile No.

+603423523423

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

Add

Save

Submit

Sistem akan kembali menampilkan **Halaman Edit**

SysAdmin

Manage Company

Account Maintenance

Contact Info

User

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance

1 **User**

Search

Search By

User ID

User Name

Enter

Search

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW USER	Chanpreet	0999999999	chanpreetdhanoo01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

2 **Add**

Save **Submit**

Sistem akan menampilkan halaman **Manage Company > Edit**

1 Pilih tab **User**

2 Klik **add**

The screenshot shows a 'User Details' form with the following fields:

- User ID *
- User Full Name *
- KTP / Passport
- Email *
- Country Code *
- Mobile *
- Country Code
- Office No.
- Dashboard *
- Role *
- Request New Secure Token
- Secure Token Type
- Default_PortalGroup

Step 1: Lengkapi seluruh bagian **mandatory**

Step 2: Pilih **User Role**

Step 3: Jika sudah sesuai, **Klik Save**

The 'Role' dropdown menu shows the following options:

- Maker
- Single Access User
- Approver
- Inquiry
- Reviewer
- Releaser

Sistem akan menampilkan **Pop-up User Details**

- 1 Lengkapi seluruh bagian **mandatory**
- 2 Pilih **User Role**
- 3 Jika sudah sesuai, **Klik Save**

Manage Company > Edit

Company Details

Company Name

Enrolled Date

Company ID

HUWA

10 Oct 2024 15:31:07 WIB

EKASITLITE

Account Maintenance

Contact Info

User

Search

Search By

User ID

User Name

Enter

Search

6 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW_USER	Changpreet	09999999999	changpreetdhanoo01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TESTT	test	12345678	test1@gmail.com	No	-	Create	Delete

Add

Save

Submit

Sistem akan kembali menampilkan halaman **Edit**

1 Klik **User Hyperlink**

Catatan:

- Jika **Tag User** merupakan **SysAdmin**: hanya dapat **melihat details, fields** tidak dapat di edit atau **disable**
- Jika **Tag User** sebagai **normal User**: Dapat melakukan **edit** dan **delete**

Details

User Details

1

User ID *

TESTT

User Full Name *

test

KTP / Passport

Select

Secure Token Type

Select

Email *

test@gmail.com

Country Code *

+98

Mobile *

765432786

Country Code

+62

Office No.

123456789

Dashboard *

Default_PortalGroup

Has this Signature Type

No.	Signature Type	Description
No records found.		

2

Save

Sistem akan menampilkan **Pop-up User Details** dengan **Maker Role**

1 Edit **Bagian** yang dibutuhkan

2 Klik **Save**

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance Contact Info **User**

Search

Search By

User ID User Name Enter

Search

6 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTH01	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW USER	Chanpreet	0999999999	chanpreethanoo01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TESTT	test	12345678	test1@gmail.com	No	-	Create	Delete

1 [Delete](#)

Add

Save **Submit**

Delete

Do you want to delete this user?

No **Yes** **2**

Sistem akan kembali menampilkan halaman **Edit**

1 Klik **Delete**

2 Klik **Yes**

Manage Company > Edit

Company Details

Company Name

Enrolled Date

Company ID

HUWA

10 Oct 2024 15:31:07 WIB

EKASITLITE

Account Maintenance

Contact Info

User

Search

Search By

User ID

User Name

Enter

Search

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW USER	Chanpreet	09999999999	chanpreetdhanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

Add

Save

Submit

Sistem akan mengarahkan ke **Halaman *Edit*** dengan List yang ingin di **hapus**

1 Klik ***Submit***

LANGKAH

23

Tasklist > Acknowledgement

Submitted for approval

Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details

Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
100108142000	YUUF J UOZWWOQ	IDR	Financing Account	No	Yes		
10112424400	JURJ LOTUPUPWV POO	IDR	Financing Account	No	Yes		
10112424300	JURJ LOTUPUPWV POO	IDR	Financing Account	No	Yes		
703210010100	HUWA	IDR	Savings Account	No	Yes		
703210011300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account

Primary Billing Account: 100108142000-IDR YUUF J UOZWWOQ Corporate Daily Limit: IDR 999,999,999,999,999.00

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

Tasklist > Acknowledgement

Submitted for approval

Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details

Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

Primary Contact Info

Name: EKA Email: AD@GMAIL.COM Mobile No.: +623423523423 Phone No.: -

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Eligible Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+623423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

Tasklist > Acknowledgement

Submitted for approval

Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details

Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

User Listing - Total 5 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLTE	ADMINLTE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTH01	EKA AUTH01	+62342312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAUSER01	EKA USER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	-
4	NEW USER	Changwee	0999999999	changwee@msn01@gmail.com	Yes	-	-	-
5	TEST1	test1	+628166145119	test1@gmail.com	No	-	-	-

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

Sistem akan menampilkan Halaman **Submitted for Approval**. user dapat melihat **detail submission** pada setiap tab nya

SysAdmin Approval Process

Manage Company

LANGKAH

01

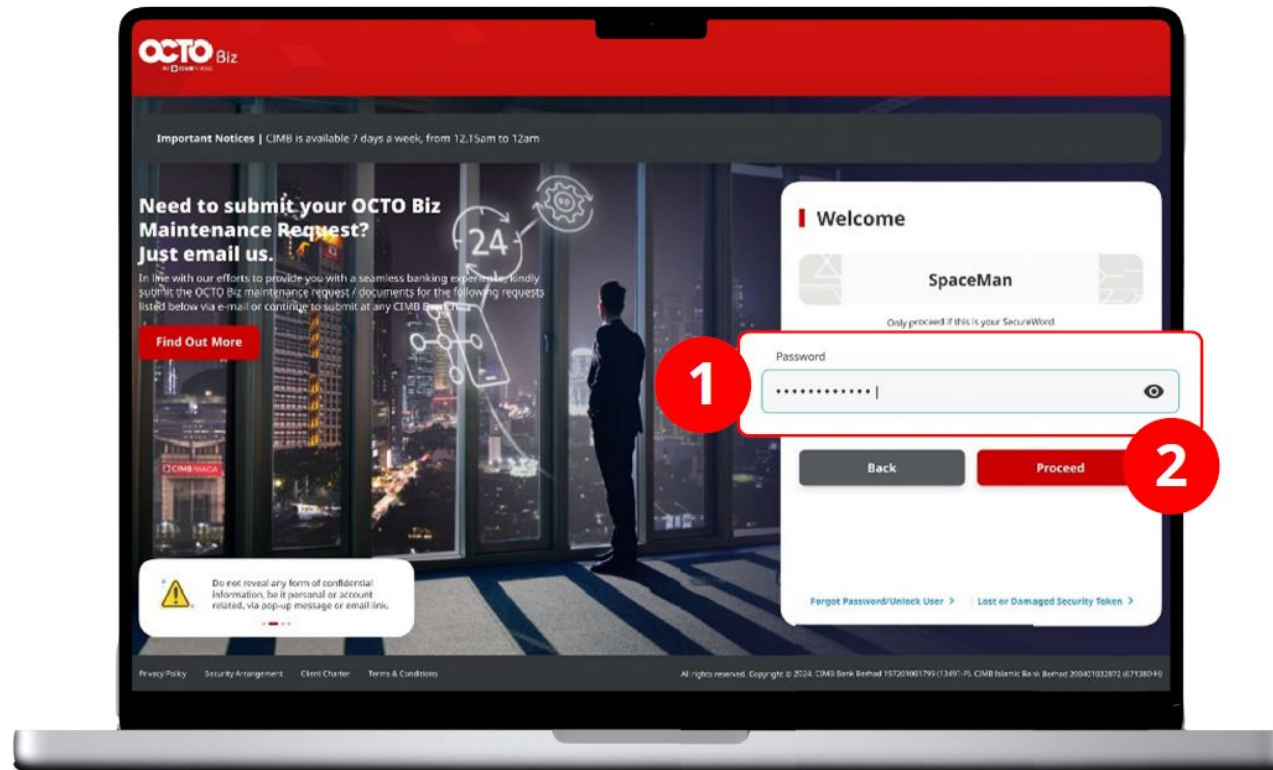
APPROVER



Approval Process | Manage Company

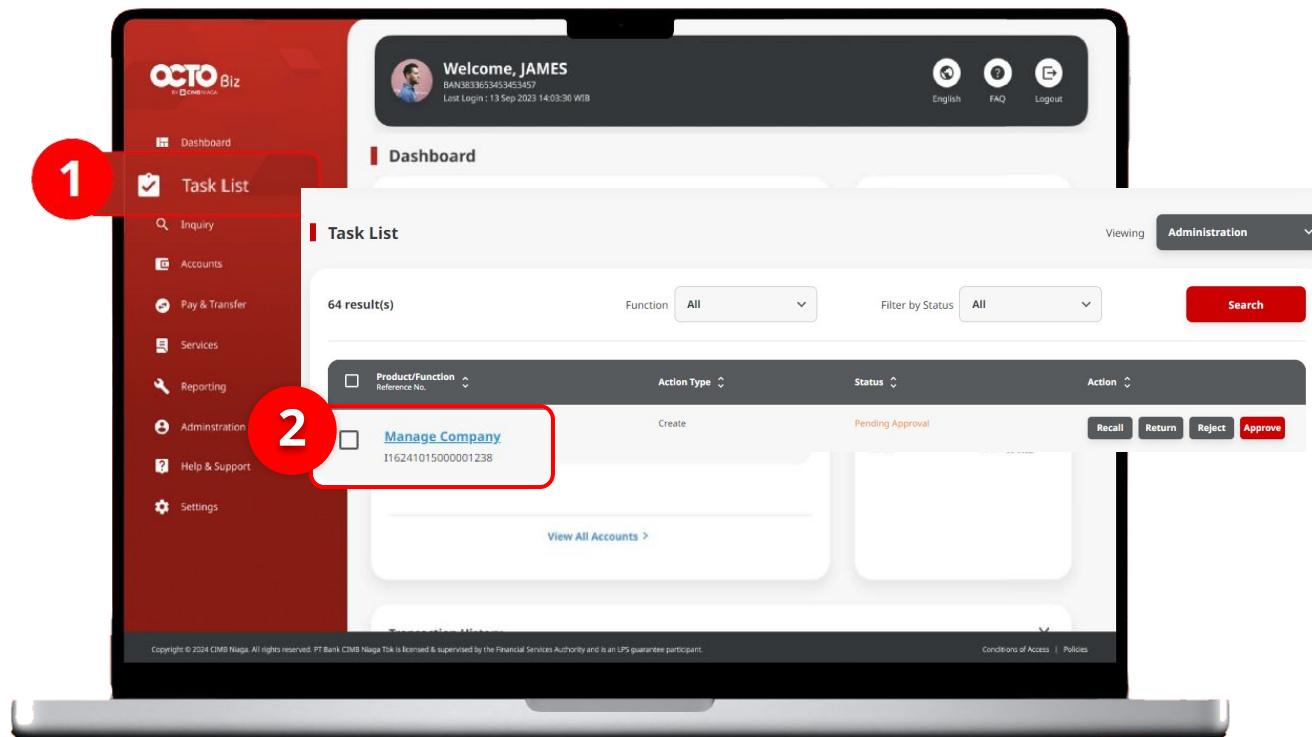
Menu: Administration > Manage Company

- 1 Masuk sebagai **approver** dengan menggunakan **User ID & Password**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



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

2 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Transaction Status : Pending Approval

Creation Date: 15 Oct 2024 17:12:21 WIB | Workflow Type: Edit

Company Details

Company Name: HUWA | Enrolled Date: 10 Oct 2024 15:31:07 WIB | Company ID: EKASITLITE

Account Maintenance • Contact Info • **User**

Search By:

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Mobile	-	-
2	EKAAUTH01	EKA-AUTH01	+62242312421	AD@GMAIL.COM	Yes	Mobile	-	-
3	EKAMAKER1	EKA-MAKER1	0111111111	AD@GMAIL.COM	No	Mobile	-	-
4	NEW USER	Changpreet	0999999999	changpreetsharma01@gmail.com	Yes	-	-	-
5	TEST1	test1	+6282166145119	test1@gmail.com	No	Mobile	-	-

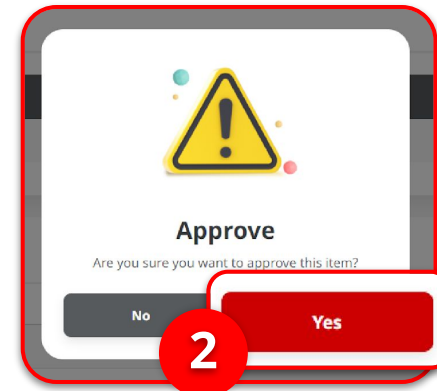
User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Remark

Remarks:

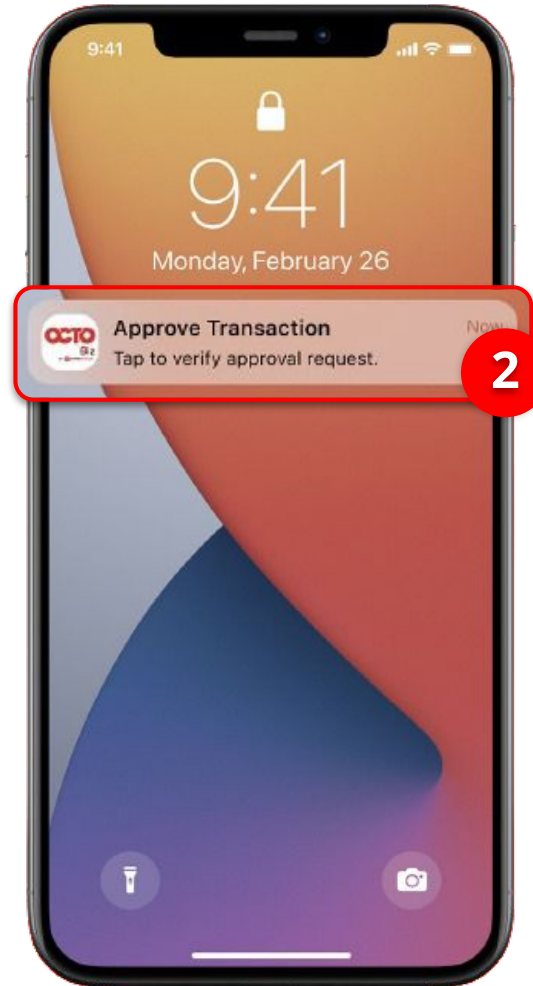
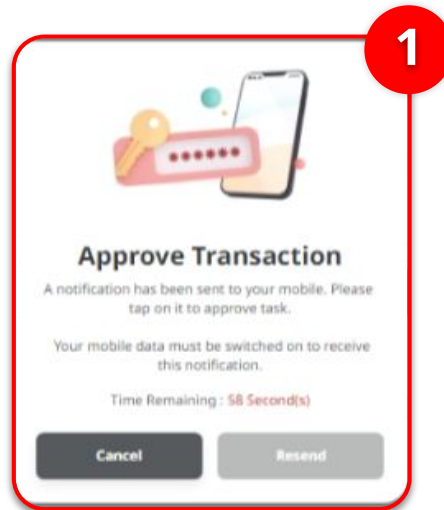
Maximum 100 characters



Tinjau ulang transaksi yang telah di kirim **SysAdmin User**,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**



1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**

2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

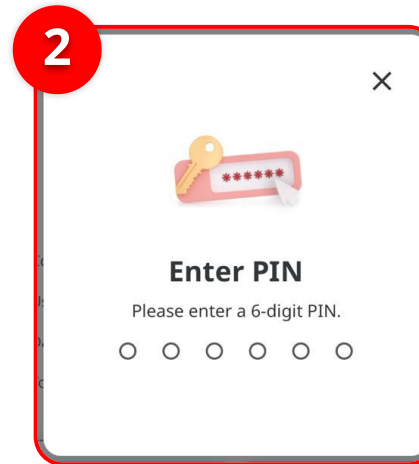
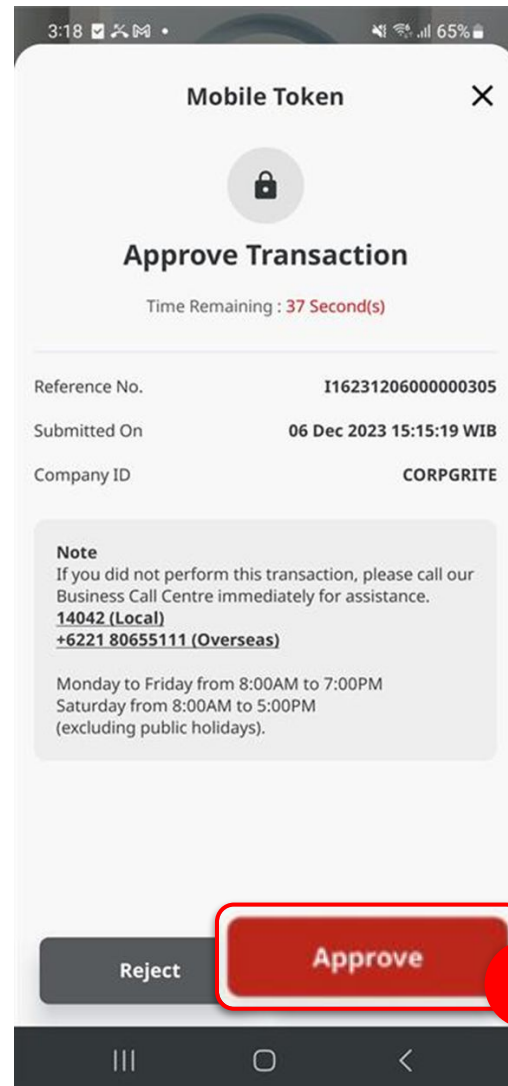
LANGKAH

06

APPROVER

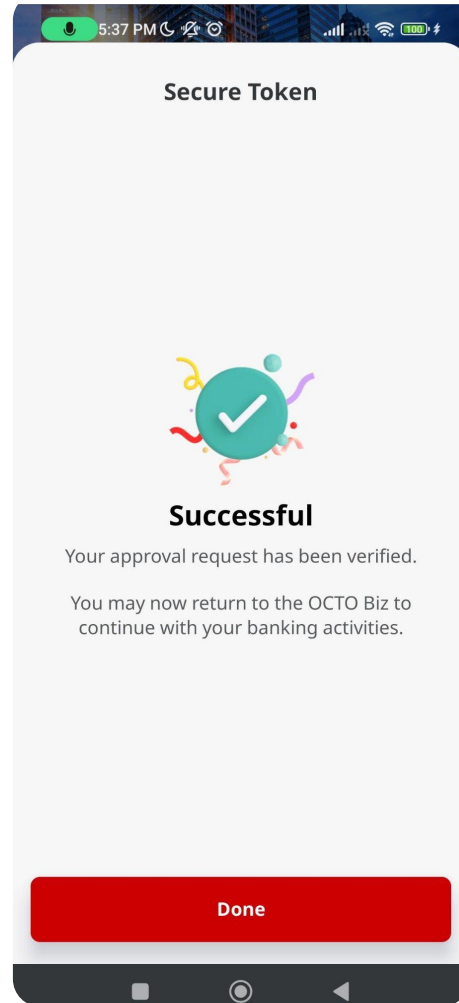
Approval Process | Manage Company

Menu: Administration > Manage Company



1 Klik Tombol *Approve*

2 Isi **6-Digit Pin**



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

Contact Info Acknowledgement

Tasklist > Acknowledgement

Change(s) approved

Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name

Enrolled Date

Company ID

HUWA10 Oct 2024 15:31:07 WIBEKASITLITE

Account Maintenance

Contact Info

User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub Action	Transaction Status
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes	Edit	Successful
101124242400	JURU LOTSPUPPWX	IDR	Financing Account	No	No		
753210810100	HUWA	IDR	Savings Account	No	Yes		
753210811300	HUWA	IDR	Savings Account	No	Yes		
753210811300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account

Primary Billing Account

Corporate Daily Limit

100108142000-IDR YUUP J UOZWWOQ

IDR

999,999,999,999.0

0

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA.AUTH0 1	Save	16 Oct 2024 15:11:48 WIB	
ADMENLITE - ADMENLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA.AUTH0 1	Approve	16 Oct 2024 15:14:12 WIB	

Print

Done

Contact Info Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved

Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name

Enrolled Date

Company ID

HUWA10 Oct 2024 15:31:07 WIBEKASITLITE

Account Maintenance

Contact Info

User

Primary Contact Info

Name

Email

Mobile No.

EKA

AD@GMAIL.COM

+623423523423

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	User Primary Contact	Display Contact Details	Sub Action	Transaction Status
1	EKA	Admin	+623423523423	AD@GMAIL.COM	Yes	Yes		

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA.AUTH0 1	Save	16 Oct 2024 15:11:48 WIB	
ADMENLITE - ADMENLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA.AUTH0 1	Approve	16 Oct 2024 15:14:12 WIB	

Print

Done

User Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved

Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name

Enrolled Date

Company ID

HUWA10 Oct 2024 15:31:07 WIBEKASITLITE

Account Maintenance

Contact Info

User

User Listing - Total 5 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub Action	Transaction Status
1	ADMENLITE	ADMENLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)		
2	EKAAUTH01	EKA.AUTH0 1	+62342312421	AD@GMAIL.COM	Yes	Secure Token (Software)		
3	EKAMAKER1	EKA.MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)		
4	NEW.USER	Changpreet	09099999999	changpreethanua01@gmail.com	Yes			
5	TEST1	test1	+6281766145112	test1@gmail.com	No			

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA.AUTH0 1	Save	16 Oct 2024 15:11:48 WIB	
ADMENLITE - ADMENLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA.AUTH0 1	Approve	16 Oct 2024 15:14:12 WIB	

Print

Done

Jika transaksi Berhasil, sistem akan menampilkan halaman Acknowledgement



OCTO Biz
BY  **CIMB NIAGA**

