

OCTO Biz

SysAdmin

Workflow Setup

TUTORIALOCTOBIZ2025

KEJAR MIMPI

SysAdmin

Workflow Setup

SysAdmin – Workflow Setup Untuk mengatur alur kerja yang sederhana dan *Advanced*. Untuk alur kerja yang sederhana, BO dapat menentukan jumlah peran *SysAdmin User / Approver* yang diizinkan untuk mengotorisasi tugas (ini dapat dipertahankan untuk setiap fungsi). Selain itu, modul ini juga memungkinkan pemeliharaan alur kerja *Advanced* dimana alur otorisasi dapat diatur dengan kondisi tertentu seperti batas transaksi.

06

Workflow
Setup

13

Authorisation
Policy

50

Approval
Process

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)

CATATAN: Prasyarat yang harus dimiliki sebelum mengatur **Workflow Setup**, dan **Signature Set Library** Dapat diatur melalui: **SysAdmin Company Maintenance**, **SysAdmin Onboarding**, dan **SysAdmin Manage Company Menu**

Company Maintenance > Details

Company Details

Company Name	CIF No.	Enrolled Date
JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	11200000211190	02 Feb 2024 13:13:40 WIB
Last Effective Change On	Last Modified By	Last Approved By
19 Jun 2024 14:56:41 WIB	NGB9	NGBUAT18

Company Details Account Tagging Customized Service Package Account Accessibility File Format **Signature Type** User Group User

2 Signature Type Listing - Total 4 item(s) in the batch

No.	Signature Type	Description	Users Assigned?	Sub-Action	Txn Status
1	CLERK	the clerk	Yes		-
2	MANAGER	The manager	Yes		-
3	STAFF A	the staff a	Yes		-
4	STAFF B	the staff b	Yes		-

Back

1 Arahkan ke Halaman **Signature Type**

2 Dibutuhkan **List** untuk **Signature Type**

CATATAN: Prasyarat yang harus dimiliki sebelum mengatur **Workflow Setup**, dan **Signature Set Library** Dapat diatur melalui: **SysAdmin Company Maintenance**, **SysAdmin Onboarding**, dan **SysAdmin Manage Company Menu**

Company Maintenance > Details

Company Details

Company Name	CIF No.	Enrolled Date
JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	11200000211190	02 Feb 2024 13:13:40 WIB
Last Effective Change On	Last Modified By	Last Approved By
19 Jun 2024 14:56:41 WIB	NGB9	NGBUAT18

Company Details

Account Tagging

Customized Service Package

Account Accessibility

File Format

Contact Info

Signature Type

User

Search

Search By

User ID

User Name

Enter

Search

User Listing - Total 12 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Waive Secure Token Charges	Sub-Action	Txn Status
1	ADMIN1	ChanpreetAdmin	+621323244124	chanyeiq@gmail.com	No	Secure Token (Software)	No	Edit	-
2	ADMIN2	ChanpreetAdmin	+621323244124	chanyeiq@gmail.com	No	Secure Token (Software)	No	Edit	-
3	ADMIN3	ChanpreetAdmin	+621323244124	chanyeiq@gmail.com	No	Secure Token (Software)	No	Edit	-
4	Fortesting	Fortesting	+622424247272	emailtesting1@gmail.com	No	-	No	Edit	-
5	Fortestingg2	Fortesting2	+622424247272	emailtesting1@gmail.com	Yes	-	Yes	-	-

Back

User Details

User ID

ADMIN1

Mobile No.

+621323244124

Authorized Person

No

Request New Secure Token

Yes

Last Updated Date

19 Jun 2024

User Full Name

ChanpreetAdmin

Office No.

-

Single Access User

No

Waive Secure Token Charges

No

Updated By

NGB9

KTP / Passport

-

Email

chanyeiq@gmail.com

Secure Token Type

Secure Token (Software)

Dashboard

Default_PortalGroup

Belongs to User Group

No.	User Group	Synchro	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action
1	UG ADMIN	Yes	Yes	No	Yes	Yes	No	No	No	-

Has this Signature Type

No.	Company ID	Company Name	Signature Type	Description
1	CHANCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANCORP v10_testing@ex-v10-18cd34e6-7971-4a3d-8af6-6c04e1a6d6be	
2	CHANCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANCORP v10_testing@ex-v10-28f1eafa-12c0-4bf2-ba58-796cd4932098	
3	CHANCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANCORP v10_testing@ex-v10-546e6a6c-f96b-4fb1-b591-5b09094a4e68	

1 Klik **Bagian User**

2 Klik **Hyperlink** pada **User ID**

3 **Periksa User** apakah sudah terhubung dengan **Signature Type**

Workflow Setup

Simple Workflow Setup Dapat langsung melakukan workflow setup tanpa perlu mengatur ***Signature Set Library***

Untuk ***Workflow Setup + Authorisation Policy*** (*Signature Set Library, Rules Library, Policy Setup*) dapat diatur bersamaan dengan melakukan pengaturan Tab Authorisation Policy, dilanjutkan dengan Tab Workflow Setup

LANGKAH

01

MAKER

Workflow Setup

Menu: Administration > Workflow Setup



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

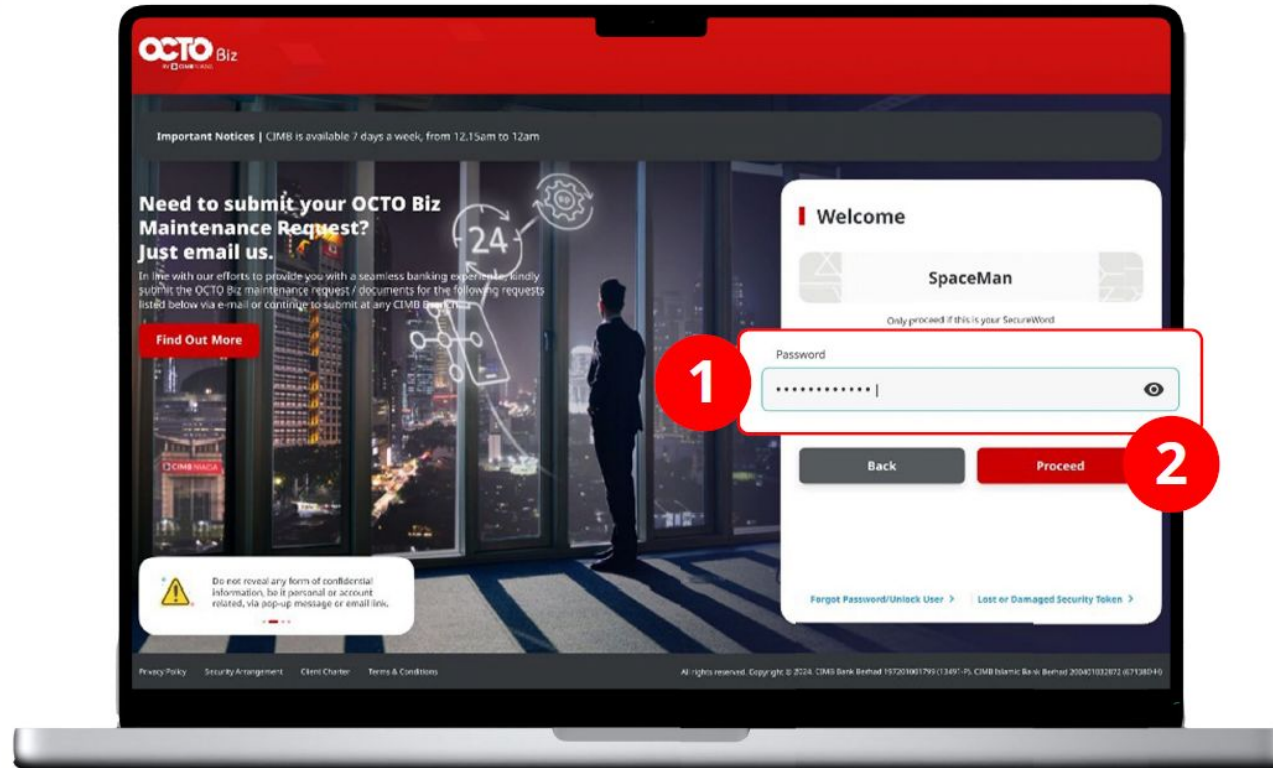
LANGKAH

02

MAKER

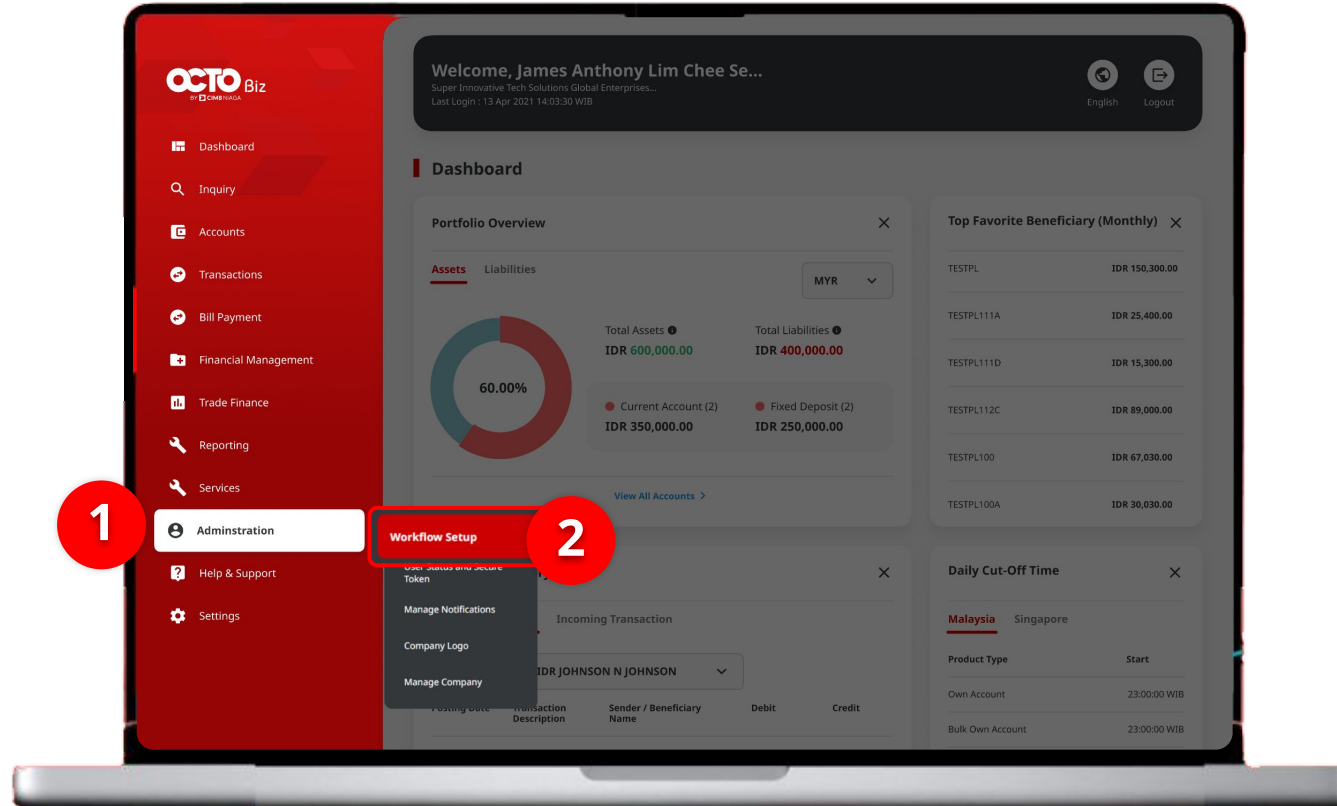
Workflow Setup

Menu: Administration > Workflow Setup



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Administration***

2 Klik ***Workflow Setup***

Workflow Setup > Listing

Listing

Company ID

Company Name

CHANCORP

JLPTJTU JPYKULZS TJQYQSYZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

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Workflow Setup > Listing

Workflow Setup

Workflow Name

Effective Date *

WORKFLOW_1

13 Jul 2025

Close

Next

Sistem akan menampilkan halaman **Workflow Setup > Listing**

1 Klik **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

2 Pilih **Tanggal efektif**, dan klik **next**

Workflow Setup > Edit

Successful task saved

Reference No.: BBC2J4061900007232 Saved On: 19 Jun 2024 15:47:42

Transaction Status : Draft

Creation Date
19 Jun 2024 15:47:39

Details

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJQVQSYZL
TWONJSW

Workflow Name
WORKFLOW_1

Effective Date
19 Jun 2024

Last Active Date
-

Status
Inactive

Version
10

Clone From Version
9

Workflow Setup

Note

- User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorisation Policy (only for Approver) at one time.
- Simple Workflow Mode only required on how many number of user required to complete the workflow.
- Authorisation Policy value is Policy Rules tab to set on specific rules such as transaction amount, initiating account, etc and number of user required to complete the workflow.

	Reviewer	Approver
Functions	Simple Workflow Mode	Simple Workflow Mode
Administration		Authorisation Policy
Manage Company	0	1
Manage Notifications	0	1
User Status and Secure Token	0	1
Workflow Setup	0	1

2

Administration		
Manage Company	0	1
Manage Notifications	0	1
User Status and Secure Token	0	1
Workflow Setup	0	1
BI-FACIT Alias Maintenance	0	1
BI-FACIT Alias Registration	0	1
Manage Beneficiary	0	1
Manage Recurring	0	1
Manage Template	0	1
Stop Payment	0	1

Back

Cancel

Next

3

Sistem akan menampilkan halaman **Workflow Setup > Edit**

1 Klik **Workflow Setup**

2 Pilih **Setup** yang ingin **diubah**

3 Klik **Next**

Task List > Review Details

Details

Company ID CHANCORP	Company Name JLPTJU JPYKULZS TJQYQYSYL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 10	Clone From Version 9	

Workflow Setup Authorisation Policy

Note

- User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorisation Policy (only for Approver) at one time.
- Simple Workflow Mode only required on how many number of user required to complete the workflow.
- Authorisation Policy value is Policy Rules tab to set on specific rules such as transaction amount, initiating account, etc and number of user required to complete the workflow.

	Reviewer	Approver
Functions	Simple Workflow Mode	Authorisation Policy
Administration		
Manage Company	0	1
Manage Notifications	0	1
User Status and Secure Token	0	1
Workflow Setup	0	1

Payment

Bill Payment	0	1	Testing
Modal: Penerimaan Negara	0	1	taskfiller
Transfer to Other Banks	0	1	taskfiller
Transfer within CMB Niaga	0	1	taskfiller

Services

BI-FAST Alias Maintenance	0	1	N/A
BI-FAST Alias Registration	0	1	N/A
Manage Beneficiary	0	1	N/A
Manage Recurring	0	1	N/A
Manage Template	0	1	N/A
Stop Payment	0	1	N/A

Back **1 Submit**

Sistem akan menampilkan halaman **Review Details**

1 Klik **Submit**

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Tab	Description
Authorisation Policy / Policy Setup	- Fungsi dari 'Authorisation Policy' adalah untuk menentukan 'Signature Sets' mana yang diperlukan untuk melanjutkan tugas ke tahap alur kerja berikutnya setiap kali 'Rules' (Kondisi) tertentu terpenuhi. Kombinasi 'Rules' + 'The Signature Set' ini dikenal sebagai Item Policy Sets. Dapat terdapat beberapa Item Kebijakan per Authorisation Policy. - Setiap kali transaksi memenuhi 'Rules' yang ditentukan dalam 'Policy Item', 'The Signature Set' yang digabungkan dengan 'Policy' akan digunakan untuk menentukan 'Signature Set' dan berapa banyak yang diperlukan sebelum transaksi dapat melanjutkan ke tahap alur kerja berikutnya. - Dalam Authorisation Policy, pengguna juga perlu mendefinisikan item-item di bawah ini: Anchor Currency: Untuk digunakan selama evaluasi aturan berbasis jumlah, terlepas dari mata uang sumber, jika tidak ada mata uang yang ditentukan untuk aturan berbasis Jumlah Transaksi, jumlah sumber akan selalu dikonversi ke dalam mata uang jangkar sebelum evaluasi. Pengguna dapat secara eksplisit menentukan mata uang lain saat menentukan aturan berbasis Jumlah Transaksi. Jika hal ini dilakukan, maka untuk aturan tersebut, evaluasi akan dilakukan dalam mata uang tersebut. Sequence of 'Policy Item': Untuk menentukan prioritas Policy Item mana yang akan dievaluasi oleh mesin workflow terlebih dahulu. Excluded User: Untuk mengecualikan pengguna tertentu dari menyetujui transaksi yang terkena dampak.
Signature Set	'Signature Set' adalah kumpulan Jenis Signature (dapat dikonfigurasi melalui BBO Company Maintenance) yang harus dikumpulkan agar transaksi dapat dilanjutkan ke tahap alur kerja berikutnya. Ini mendefinisikan: - Jumlah setiap Jenis Signature yang dibutuhkan. - Urutan dimana Signature harus dikumpulkan (prioritas), jika ada. BBO User / Company Admin dapat mendefinisikan beberapa Workflow dalam satu Signature Set menggunakan operator OR. - Sistem akan melakukan pengecekan di CFO Task List, jika Signature Type tidak lagi berlaku, sistem akan menghapus transaksi yang terkena dampak dari Authorisers' Task List. - Perhatikan contoh Signature Set di bawah ini: - Jalur 1: Asisten Manajer (Seq 1, No. Pemberi Persetujuan 2) - Jalur 2: Petugas (Seq 1, No. otorisator 1) + Manajer (Seq 2, No. otorisator 1) - Untuk transaksi yang menggunakan Signature Set ini, transaksi akan dialihkan ke 'Asisten Manajer' Task List dan 'Petugas' - Jika 'Asisten Manajer' menyetujui transaksi tersebut, jalur 2 akan dinonaktifkan, Task akan dihapus dari Task List 'Petugas'. - Begitu juga sebaliknya, jika 'Petugas' menyetujui transaksi, jalur 1 akan dinonaktifkan, Task akan dihapus dari Task List 'Asisten Manajer'.
Rules Library	Rules adalah kondisi yang digunakan untuk menentukan Signature Set mana yang digunakan. Terdapat 5 jenis aturan yang tersedia di dalam sistem Product (Provider Product Group), contoh: Transfer dalam CIMB Niaga) Payment Mode (misal: Rekening Sendiri) Jumlah Transaksi Batch Tertinggi (Jumlah transaksi tertinggi dalam batch) Total Jumlah Transaksi Batch (Total jumlah transaksi dalam batch) Initiating Account No. (Nomor Rekening Debit untuk Pembayaran) Sumber Transaksi (Entri Data - Manual input via Data Entry / Template - Load from Templates)

SysAdmin

Authorisation Policy

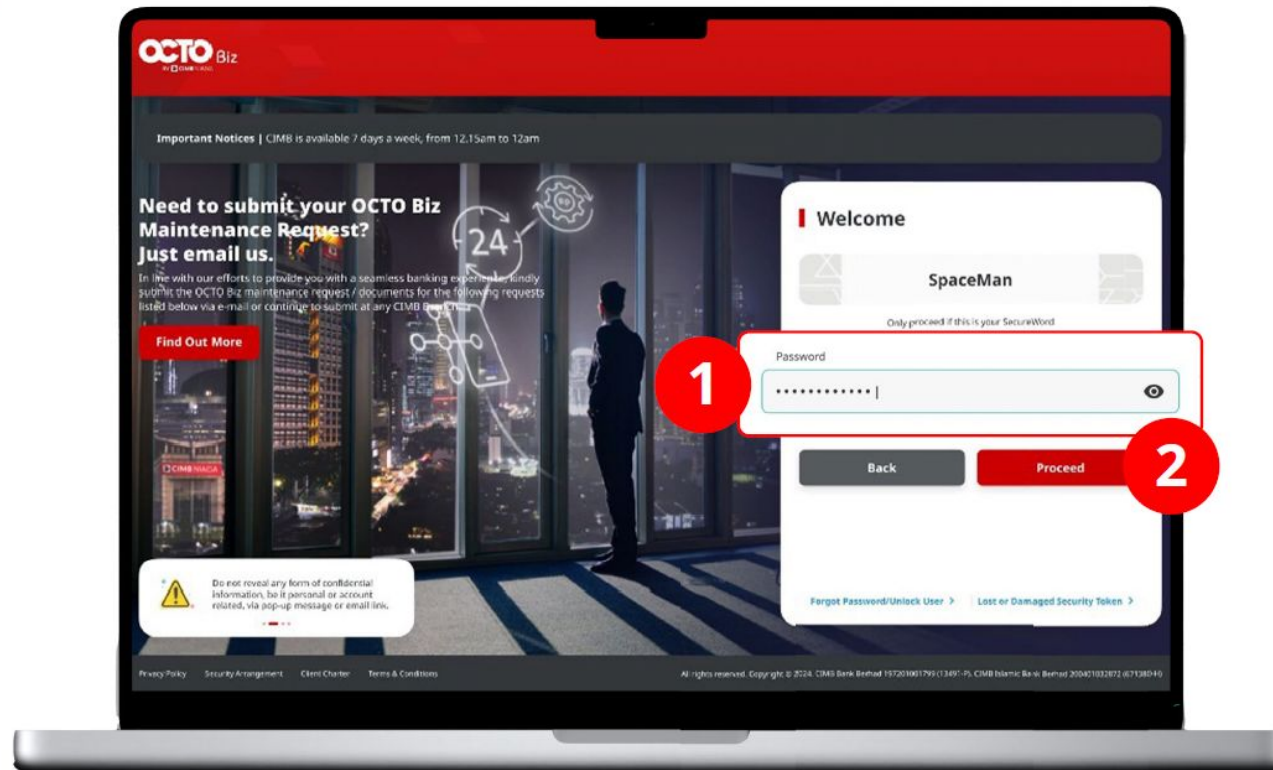
Signature Set Library

Rules Library

Policy Setup

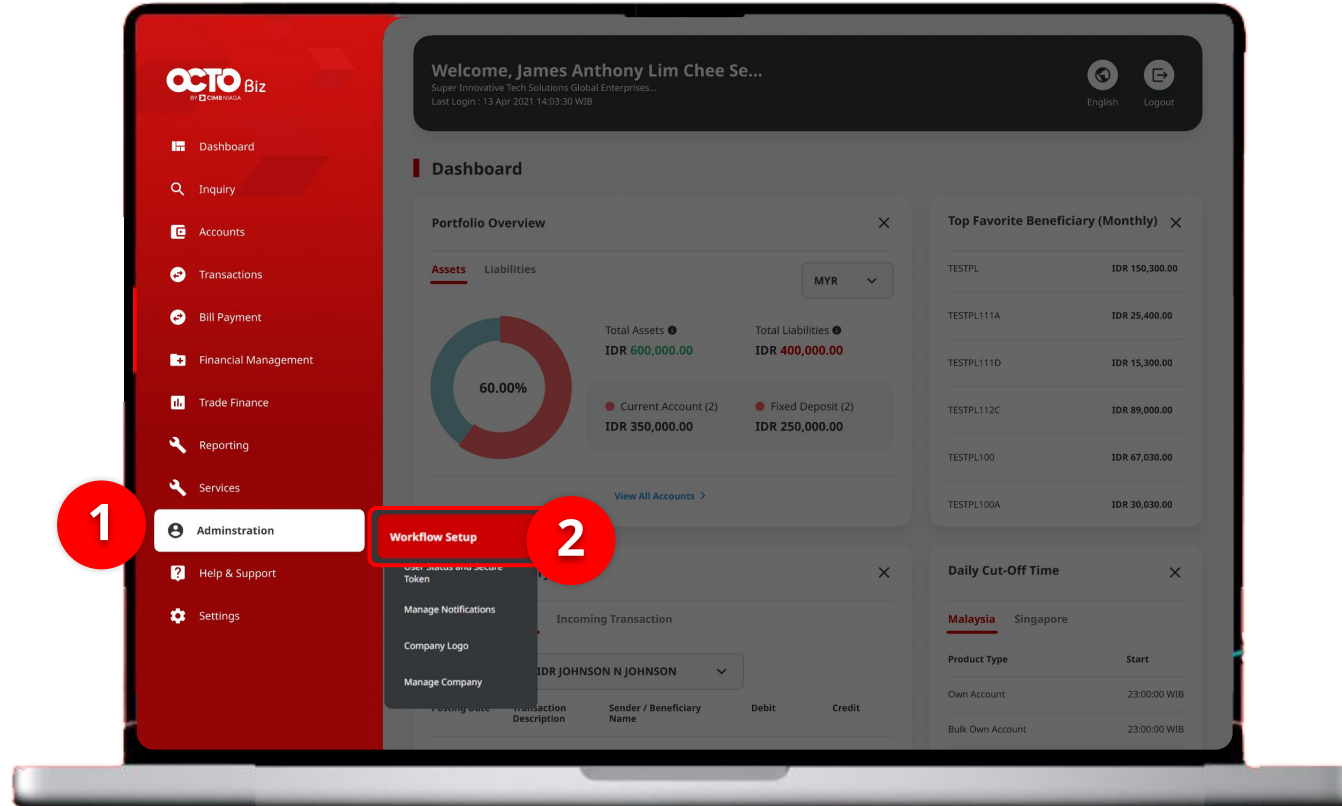


- 1 Masuk sebagai **maker** dengan menggunakan **User ID & Password**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Administration***

2 Klik ***Workflow Setup***

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJQVQYSYZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

[Back](#)

Workflow Setup > Listing

Workflow Setup

Workflow Name
WORKFLOW_1

Effective Date
13 Jul 2025

[Close](#) [Next](#)

Sistem akan menampilkan halaman **Workflow Setup > Listing**

1 Klik **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

2 Pilih **Tanggal efektif**, dan klik **next**

Workflow Setup > Edit

Successful task saved
Reference No.: BNC224061900007213 | Saved On: 19 Jun 2024 09:41:27

Transaction Status: Draft

Creation Date
19 Jun 2024 09:41:24

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQVQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 2	From Version	

Workflow

1 Authorisation Policy

2 Signature Set Library

Policy Library

Policy Setup

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 0 item(s)

No.	Signature Set Name	Signature Set List	Action
No records found.			

3 Add

Back Cancel Save Next

Sistem akan menampilkan halaman **Workflow Setup > Edit**

- 1 Klik **Authorisation Policy**
- 2 Pilih **Signature Set Library**
- 3 Klik **Add**

The screenshot shows a 'Pop-Up Add Signature Set' window. It is divided into several sections. At the top, there are fields for 'Company ID' (containing 'CMAH0000P') and 'Workflow Name' (containing 'WORKFLOW-1'). Below these are two input fields: 'Signature Set Name *' (with a placeholder 'Enter') and 'Stage *' (with a dropdown menu showing 'Approver Stage'). A red circle with the number '1' is next to the 'Signature Set Name' field. Below the input fields is a section titled '4 Item(s)' containing a 'Note' and a 'Search Available Signature Types' input field. A red circle with the number '2' is next to this section. Below the search field is a table titled 'Available Signature Types' with four rows: 'CLERK', 'MANAGER', 'STAFF A', and 'STAFF B'. Each row has a drag handle icon on the right. Below the table is a section titled 'Signature Set' with a 'Signature Set Details*' input field and a red 'Business' button. A red circle with the number '3' is next to this section. At the bottom of the window are three buttons: 'Close', 'Duplicate Check', and 'Confirm'.

Sistem akan menampilkan halaman **Pop-Up Add Signature Set**

- 1 Lengkapi **Signature Name & Stage**
- 2 Drag **Jenis Signature** yang tersedia ke **Tabel Signature Set**
- 3 Klik **Add Signature Set Details**

Enter

Enter

Available Signature Types

CLERK

MANAGER

STAFF A

Signature Set

Signature Set Details*

Remove

1

Sequential 2 : [1] MANAGER X

AND Sequential 1 : [1] CLERK X

OR

Remove

2

Add Signature Set Detail

Close Duplicate Check Confirm

Sistem akan menampilkan
Tabel lain

- 1 Tambahkan **Signature set yang lain** untuk membuat kombinasi **Signature Set yang baru**
- 2 Klik **Confirm**

Workflow Setup > Edit

Successful task saved

Reference No.: BBC234061900007215 Saved On: 19 Jun 2024 10:09:45

Transaction Status : Draft

Creation Date
19 Jun 2024 10:09:43

Details

Company ID CHANCORP	Company Name JLPJTJU JPKULZS TJQYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 4	Clone From Version 1	

Workflow Setup **Authorisation Policy**

Policy Library ⓘ

Signature Set Library Rules Library Policy Setup

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 1 item(s)

No.	Signature Set Name	Signature Set List	Action
1	testing	Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK OR Sequential 1: [1] STAFF A AND Sequential 2: [1] STAFF B OR Sequential 1: [1] STAFF A AND Sequential 2: [1] CLERK	Action ▼

Add

Back

Cancel Save **Next**

Sistem akan menampilkan Halaman Edit dan menampilkan **Box Acknowledgement**

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Rule Type	Evaluation Type Field
Transaction Group	- Is Not (ex: Task 'Is Not' product A / Payment mode A / Transaction Source A. Note: Is Not is for individual value) - Not in (ex: Task 'Not In' product A / Payment mode A / Transaction Source A. Note: Not In is for multiple value) - In (ex: Task is 'In' this product / payment mode / Transaction Source. Note: In is for multiple value) - Like / = (ex: Task '=' or equal to product A / Payment mode A / Transaction Source A)
Payment Mode	
Transaction Source	
Highest Batch Transaction	= (ex: Transaction '=' or equal to A) - In Between (ex: Transaction is 'In Between' A and B) - Is Not (ex: Transaction 'Is Not' A) => (ex: Transaction is'=>/' equal or bigger than A) > (ex: Transaction is '>' or bigger than A) <= (ex: Transaction is '<=' / Smaller or equal than A) < (ex: Transaction is '<' or smaller than A)
Total Batch Transaction	
Initiating Account No.	- Is Not (ex: Task 'Is Not' product A / Payment mode A / Transaction Source A. Note: Is Not is for individual value) - Not in (ex: Task 'Not In' product A / Payment mode A / Transaction Source A. Note: Not In is for multiple value) - In (ex: Task is 'In' this product / payment mode / Transaction Source. Note: In is for multiple value) - Like / = (ex: Task '=' or equal to Initiating Account No.) - Account Listing (choose task from Account Listing)

LANGKAH

01

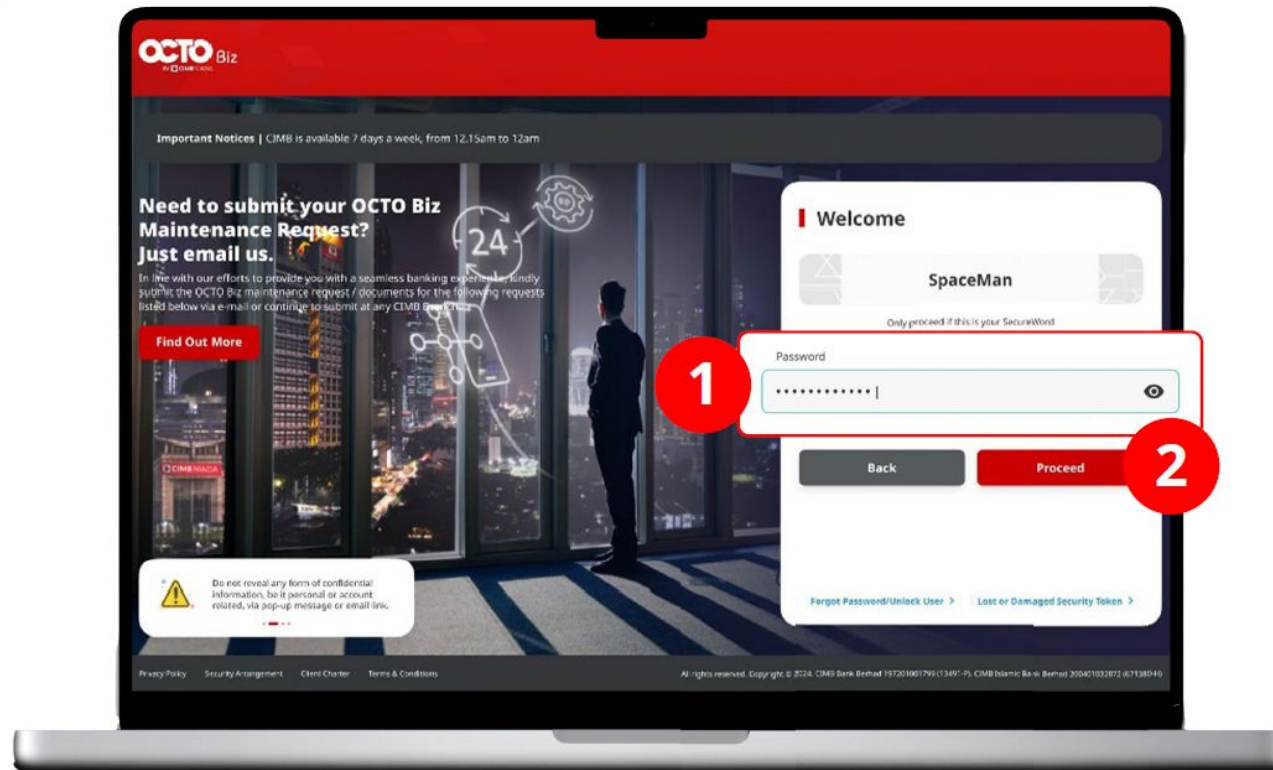
MAKER



Rules Library | Workflow Setup

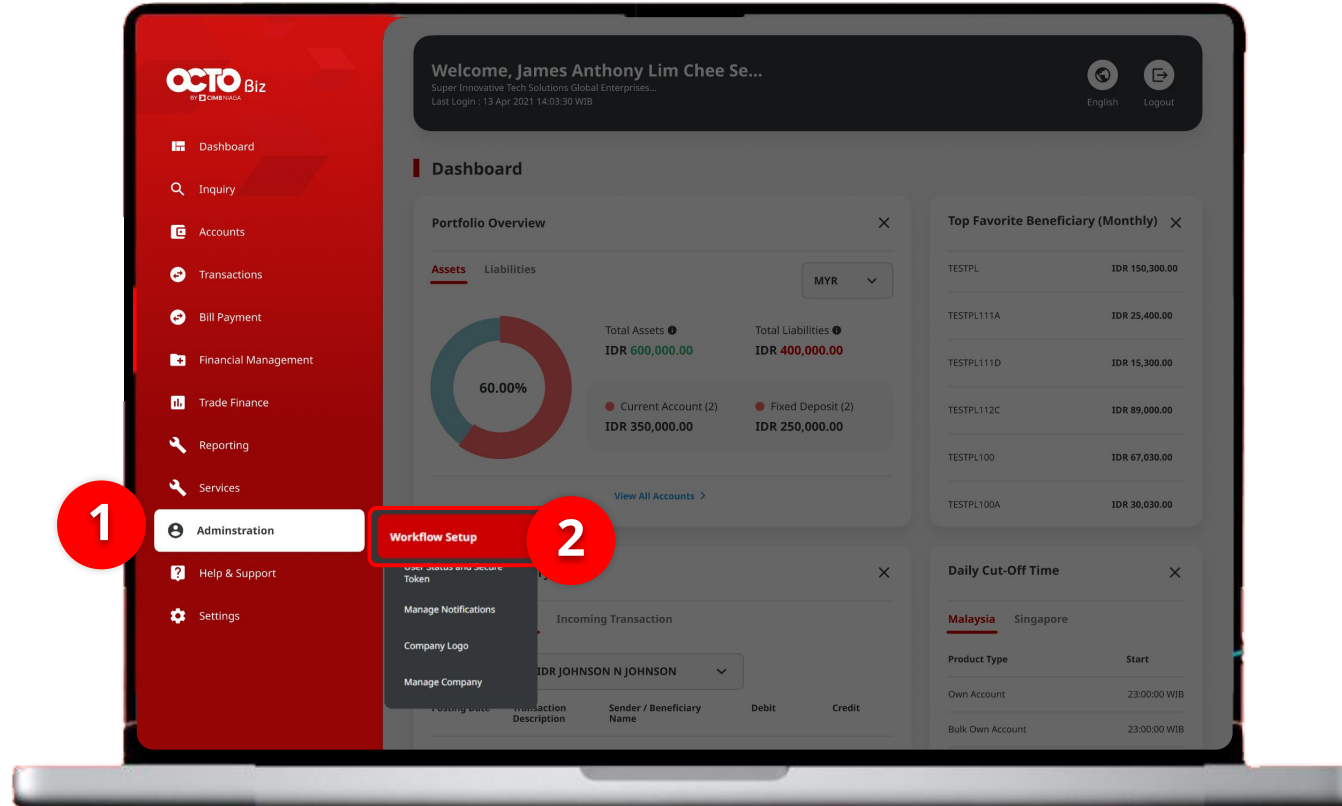
Menu: Administration > Workflow Setup

- 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 ***Workflow Setup***

Workflow Setup > Listing

Listing

Company ID

Company Name

CHANCORP

JLPTJTU JPYKULZS TJQVQSYZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

Back

Workflow Setup > Listing

Workflow Setup

Workflow Name

Effective Date *

WORKFLOW_1

13 Jul 2025

Close

Next

Sistem akan menampilkan halaman **Workflow Setup > Listing**

1 Klik **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

2 Pilih **Tanggal efektif**, dan klik **next**

Workflow Setup > Edit

Successful task saved
Reference No.: 68C22406193007221 | Saved On: 19 Jun 2024 12:54:13

Transaction Status: Draft
Creation Date: 19 Jun 2024 12:54:10

Details

Company ID: CHANCORP	Company Name: JUPITU JPKULZS TJOPQISYZL TWONQSW	Workflow Name: WORKFLOW_1
Effective Date: 19 Jun 2024	Is Active: ON	Status: INACTIVE
Version: 3	Clone From Version: 4	

Workflow Setup

Policy Library

Signature Set Library | **Rules Library** | Policy Setup

Note: In Rules Library, you will be able to set up sets of rules such as transaction limits for different payment types and accounts, and more.

Listing - Total 0 item(s)

Available Rules	Action
No records found.	

Back | Cancel | Save | **Add**

Sistem akan menampilkan halaman **Workflow Setup > Edit**

- 1 Klik **Duplicate**
- 2 Pilih **Rules Library**
- 3 Klik **Add**

The screenshot shows a 'Rule Details' form with the following fields and steps:

- Step 1:** The 'Reference' dropdown menu is selected, showing 'Highest Batch Transaction Amount'.
- Step 2:** The 'Evaluation Type' dropdown menu is selected, showing 'In Between'.
- Step 3:** The 'Evaluation Value From' and 'To' fields are filled with '12' and '134' respectively. The 'Currency' dropdown menu is also selected, showing 'IDR - Indonesia Rupiah'.
- Step 4:** The 'Add' button is highlighted.

Sistem akan menampilkan halaman **Rules Details**

- 1 Pilih **References**
- 2 Masukan **Evaluation Type**
- 3 Lengkapi **Detail yang tersisa**
- 4 Klik **Add**

Workflow Setup > Edit

Successful task saved

Reference No.: BBC234061900007215 Saved On: 19 Jun 2024 10:09:45

Transaction Status : Draft

Creation Date
19 Jun 2024 10:09:43

Details

Company ID CHANCORP	Company Name JLPTJTU JPKULZS TJQYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 4	Clone From Version 1	

Workflow Setup **Authorisation Policy**

Policy Library ⓘ

Signature Set Library Rules Library Policy Setup

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 1 item(s)

No.	Signature Set Name	Signature Set List	Action
1	testing	Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK OR Sequential 1: [1] STAFF A AND Sequential 2: [1] STAFF B OR Sequential 1: [1] STAFF A AND Sequential 2: [1] CLERK	Action ▼

Add

Back Cancel Save Next

Sistem akan menampilkan Halaman Edit dan menampilkan **Box Acknowledgement**

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

LANGKAH

01

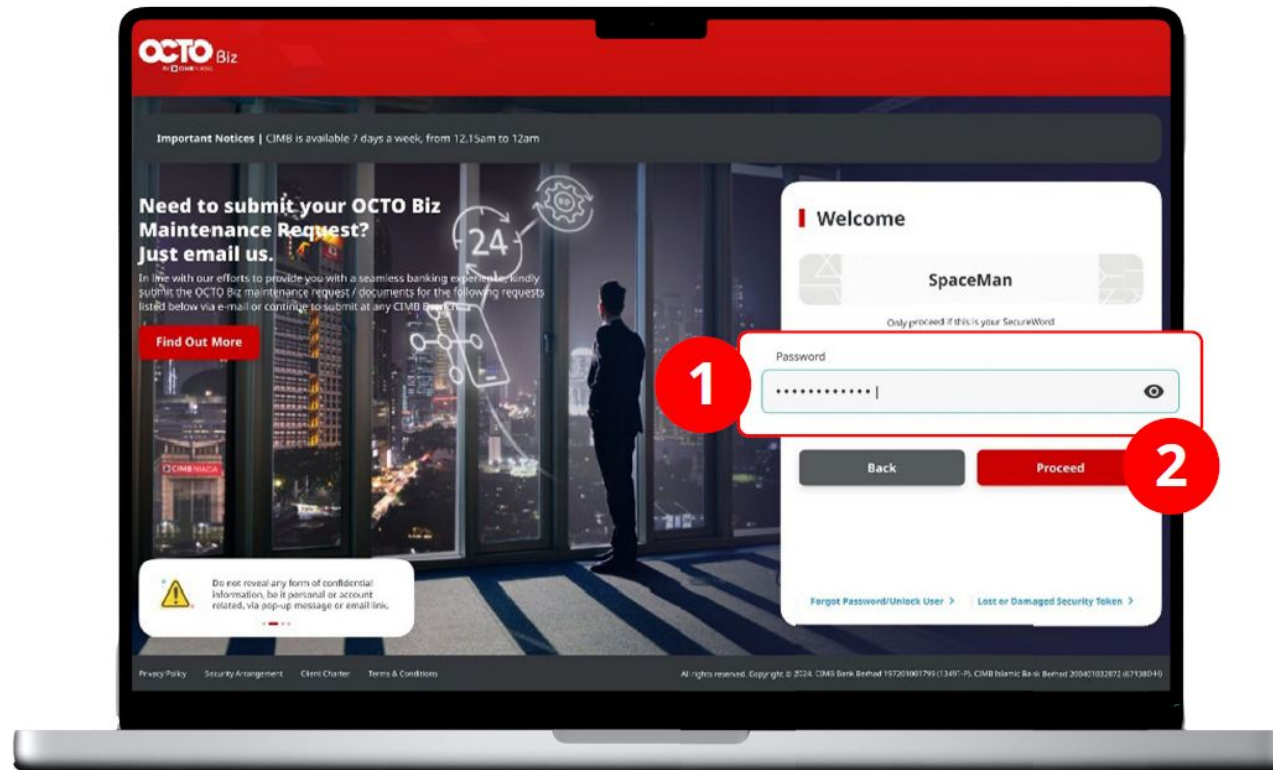
MAKER



Policy Setup | Workflow Setup

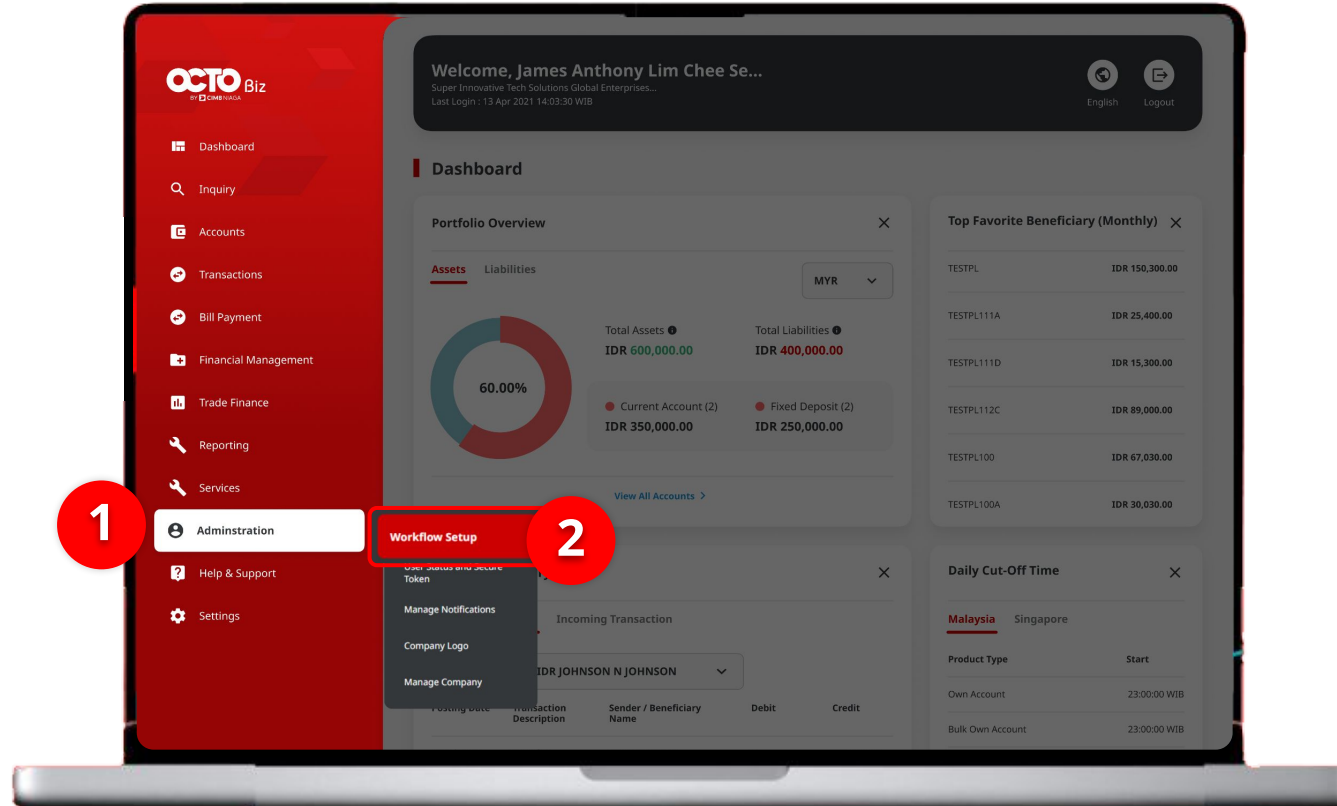
Menu: Administration > Workflow Setup

- 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 ***Workflow Setup***

Workflow Setup > Listing

Listing

Company ID

Company Name

CHANCORP

JLPTJTU JPYKULZS TJQVQSYZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

Back

Workflow Setup > Listing

Workflow Setup

Workflow Name

Effective Date *

WORKFLOW_1

13 Jul 2025

Close

Next

Sistem akan menampilkan halaman **Workflow Setup > Listing**

1 Klik **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

2 Pilih **Tanggal efektif**, dan klik **next**

Workflow Setup > Edit

Successful task saved

Reference No. : BBC224061900007223 Saved On : 19 Jun 2024 13:49:25

Transaction Status : Draft

Creation Date
19 Jun 2024 13:49:23

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 6	Clone From Version 5	

Work **1** Authorisation Policy

Policy Library

Signature Set Library Rules Library **2** Policy Setup

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 0 item(s)

No.	Policy Name	Default Currency	Action
No record(s) found.			

3 Add

Back Cancel Save Next

Sistem akan menampilkan halaman **Workflow Setup > Edit**

- 1 Klik **Authorisation Policy**
- 2 Pilih **Policy Setup**
- 3 Klik **Add**

The screenshot shows a web form titled "Add Authorisation Policy" with a close button (X) in the top right corner. The form contains the following fields:

- Policy Name ***: A text input field containing the word "Testing". A red circle with the number "1" is positioned to the left of this field.
- Policy Description ***: A text input field containing the word "testing".
- Default Currency ***: A dropdown menu showing "IDR - Indonesia Rupiah". Below the dropdown, a list of options is visible, also showing "IDR - Indonesia Rupiah".

At the bottom right of the form, there are two buttons: a grey "Close" button and a red "Add" button. A red circle with the number "2" is positioned to the right of the "Add" button.

Sistem akan menampilkan halaman **Add Authorisation Policy**

- 1 Lengkapi **seluruh Detail**
- 2 Klik **Add**

Workflow Setup > Edit

Successful task saved

Reference No. : BRC22406190007223 Saved On : 19 Jun 2024 13:49:25

Transaction Status : Draft

Creation Date
19 Jun 2024 13:49:23

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 6	Clone From Version 5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 1 item(s)

No.	Policy Name	Default Currency	Action
1	Testing	IDR - Indonesia Rupiah	Action

Add

Back Cancel Save Next

Sistem akan menampilkan halaman **Workflow Setup > Edit**

1 Klik **Task Hyperlink**

Policy Items

×

Details

Policy Name

Default Currency

Testing

IDR - Indonesia Rupiah

Listing - Total 0 item(s) Expand All

Note

Under policy item, there will be different approval stages with consist of different policy details (rules), signature set details (approvers), and exclude user details (user group exception).

- Policy Details: Authorisation Policy in condition setup to perform any task approval by Approver.
- Signature Set : Signature assigned to each individual user in company maintenance.
 - Priority X : [Y] Signature Type
[X] is the sequencing priority of the Signature Types that should be collected.
[Y] is the number of each Signature Types that should be collected.
- Exclude User Detail : Assigned user that is not allow to perform approval.

No.	Approver Stage	Action	Change Sequence
No record(s) found.			

Note: Please ensure to save your changes before closing.

Close

Save Sequence

1 Add Policy Item

Sistem akan menampilkan halaman **Policy Items**

1 Klik **Add Policy Item**

1

Sistem akan menampilkan halaman **Add Policy**

1 Isi bagian **Policy Item** & **Signature Set**

LANGKAH

10

MAKER

Policy Setup | Workflow Setup

Menu: Administration > Workflow Setup

The screenshot displays the 'Policy Rules' configuration window. At the top, a list of roles is shown, with 'Is Not Data Entry' highlighted by a red box and a red circle with the number 1. Below this, a red box with a red circle containing the number 2 highlights the 'Rule Details*' section, which contains a table of rules. The first rule (row 1) is highlighted and includes conditions like 'Highest Batch Transaction Amount => IDR 23', 'AND Initiating Account No. In 800138397600|703165835700', 'AND Payment Mode In Bill Payment| Domestic Online', 'AND Transaction Group Is Not Bill Payment', and 'AND Total Batch Transaction Amount = IDR 13'. A red box with a red circle containing the number 3 highlights the second rule (row 2), which includes conditions like 'Initiating Account No. In 800138397600|703165835700', 'AND Payment Mode In Bill Payment| Domestic Online', 'AND Highest Batch Transaction Amount Is Not IDR 23', and 'AND Transaction Source Is Not Data Entry'. At the bottom, a red box with a red circle containing the number 4 highlights the 'Confirm' button, along with 'Close' and 'Duplicate Check' buttons. An 'Add Policy Rule' button is also visible above the 'Confirm' button.

1 Sistem akan menampilkan **Role yang tersedia**

2 **Drag Role** yang diperlukan pada **Tabel**

3 Klik **Add Policy** untuk menambahkan Kombinasi untuk **Policy Setup**

4 Klik **Confirm**

Catatan: **Signature Type** yang di Drag ke dalam **row yang sama** akan di *combine* sebagai **"AND Operator"** dan pada **row yang berbeda** sebagai **"OR Operator"**

Policy Items

Details

Policy Name: Testing
Default Currency: IDR - Indonesia Rupiah

Listing - Total 1 item(s) [Expand All](#)

Note
Under policy item, there will be different approval stages with consist of different policy details (rules), signature set details (approvers), and exclude user details (user group exception).

- Policy Details: Authorisation Policy in condition setup to perform any task approval by Approver.
- Signature Set: Signature assigned to each individual user in company maintenance.
 - Priority X: [Y] Signature Type
[X] is the sequencing priority of the Signature Types that should be collected.
[Y] is the number of each Signature Types that should be collected.
- Exclude User Detail: Assigned user that is not allow to perform approval.

No.	Approver Stage	Action	Change Sequence
1	Policy : 123	Action	

Signature Set : testing

NOT: Please ensure to save your changes before closing.

[Close](#) [Save Sequence](#) [Add Policy Item](#)

Expanded View:

Policy Details
Highest Batch Transaction Amount => IDR 23 AND
Initiating Account No. In 800138397600 | 703165835700 AND
Payment Mode In Bill Payment | Domestic Online AND
Transaction Group Is Not Bill Payment AND
Total Batch Transaction Amount = IDR 13
OR
Initiating Account No. In 800138397600 | 703165835700 AND
Payment Mode In Bill Payment | Domestic Online AND
Highest Batch Transaction Amount Is Not IDR 23 AND
Transaction Source Is Not Data Entry

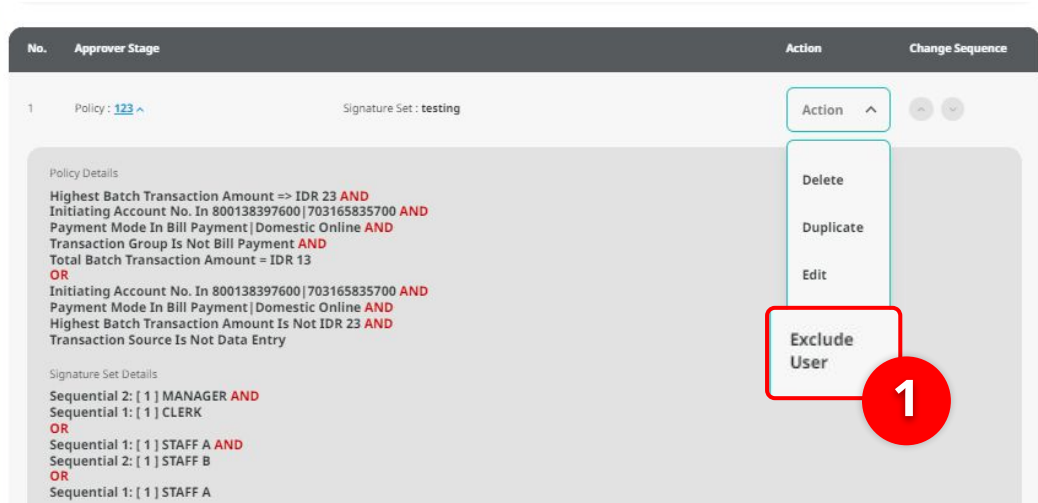
Signature Set Details
Sequential 2: [1] MANAGER AND
Sequential 1: [1] CLERK
OR
Sequential 1: [1] STAFF A AND
Sequential 2: [1] STAFF B
OR
Sequential 1: [1] STAFF A

Exclude User Details
N/A

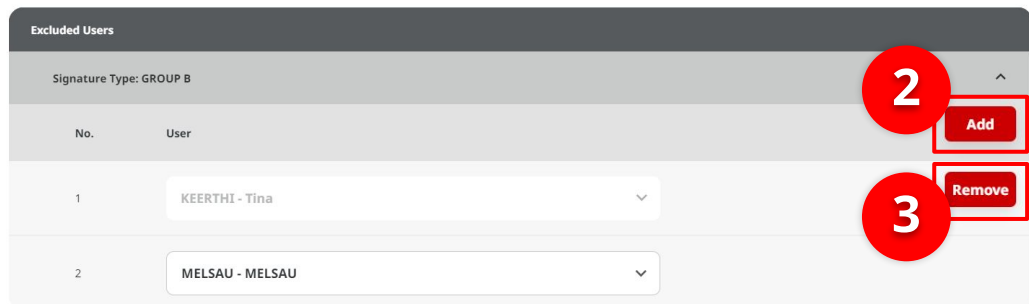
Sistem akan mengarahkan kembali ke halaman **Policy Details**,

1 Klik **Expand** untuk melihat **Detail**

EXCLUDED USER



The screenshot shows the 'Policy Details' page for Policy 123. The 'Action' dropdown menu is open, and the 'Exclude User' option is highlighted with a red box and a red circle containing the number 1. The policy details include conditions for batch transaction amount, initiating account number, payment mode, and transaction group.



The screenshot shows the 'Excluded Users' table. The table has columns for 'No.' and 'User'. There are two rows: 1. KEERTHI - Tina and 2. MELSAU - MELSAU. The 'Add' button is highlighted with a red box and a red circle containing the number 2. The 'Remove' button is highlighted with a red box and a red circle containing the number 3.

No.	User
1	KEERTHI - Tina
2	MELSAU - MELSAU



The screenshot shows the 'Update' button, which is highlighted with a red box and a red circle containing the number 4.

- 1 Klik **Expand** untuk melihat **Detail**
- 2 Klik **Add** untuk **menambah User** kedalam **List Exclude User**
- 3 Klik **Remove** untuk **Menghapus User** dari **List Exclude User**
- 4 Klik **Update**

Testing
IDR - Indonesia Rupiah

Listing - Total 1 item(s)
Collapse All ^

Note

Under policy item, there will be different approval stages with consist of different policy details (rules), signature set details (approvers), and exclude user details (user group exception).

- Policy Details: Authorisation Policy in condition setup to perform any task approval by Approver.
- Signature Set : Signature assigned to each individual user in company maintenance.
 - Priority X : [Y] Signature Type

[X] is the sequencing priority of the Signature Types that should be collected.

[Y] is the number of each Signature Types that should be collected.
- Exclude User Detail : Assigned user that is not allow to perform approval.

No.	Approver Stage	Action	Change Sequence
1	Policy : 123 ^ Signature Set : testing	Action v	- +

Policy Details

Highest Batch Transaction Amount => IDR 23 AND
Initiating Account No. In 800138397600|703165835700 AND
Payment Mode In Bill Payment|Domestic Online AND
Transaction Group Is Not Bill Payment AND
Total Batch Transaction Amount = IDR 13
OR
Initiating Account No. In 800138397600|703165835700 AND
Payment Mode In Bill Payment|Domestic Online AND
Highest Batch Transaction Amount Is Not IDR 23 AND
Transaction Source Is Not Data Entry

Signature Set Details

Sequential 2: [1] MANAGER AND
Sequential 1: [1] CLERK
OR
Sequential 1: [1] STAFF A AND
Sequential 2: [1] STAFF B
OR
Sequential 1: [1] STAFF A

Exclude User Details

N/A

Note: Please ensure to save your changes before closing.

Close
Save Sequence
Policy Item

Sistem akan mengarahkan kembali ke halaman **Policy Details**,

1 Klik **Save Sequence**

Task List > Edit

Successful task saved
Reference No. : BBC224061900007238 Saved On : 19 Jun 2024 15:14:05

Transaction Status : Draft

Creation Date
19 Jun 2024 14:57:45

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 9	Clone From Version 5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency	Action
1	Testing	IDR - Indonesia Rupiah	Action
2	Testing2	IDR - Indonesia Rupiah	Action
3	Testing3	IDR - Indonesia Rupiah	Action
4	task123	IDR - Indonesia Rupiah	Action

Back Cancel Save **Next**

Sistem akan mengarahkan kembali ke halaman **Edit**,

1 Klik **Next**

Task List > Review Details

Details

Company ID

CHANCORP

Company Name

JLPTJTU JPYKULZS TJOYQSYZL TWONJSW

Workflow Name

WORKFLOW_1

Effective Date

19 Jun 2024

Last Active Date

-

Status

Inactive

Version

9

Clone From Version

5

Workflow Setup

Authorisation Policy

Policy Library

Signature Set Library

Rules Library

Policy Setup

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	tasklist	IDR - Indonesia Rupiah

Back

Submit

Sistem akan mengarahkan ke halaman **Review Detail**,

1 Klik **Submit**

Task List > Acknowledgement

Submitted for approval

Reference No. : BBC224061900007228 Submitted On : 19 Jun 2024 15:24:13

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQYQYSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 9	Clone From Version 5	

Workflow Setup Authorisation Policy

Policy Library

Signature Set Library Rules Library Policy Setup

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	taskilar	IDR - Indonesia Rupiah

User Activities

User	Activities	Date / Time	Remark
NG09 - NG09	Save	19 Jun 2024 14:57:47	-

Print

Done

Sistem akan menampilkan Halaman Edit dan menampilkan **Box Acknowledgement**

SysAdmin Approval Process

Workflow Setup

LANGKAH

01

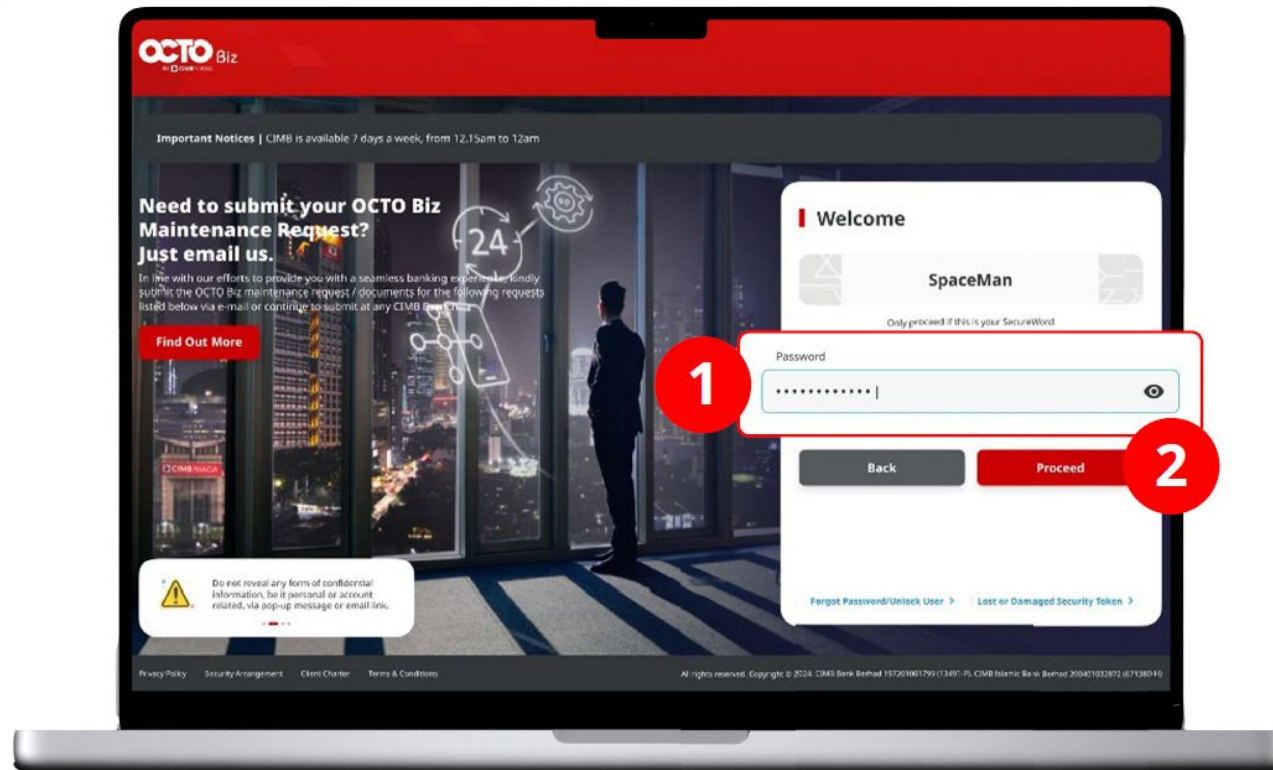
APPROVER



Approval Process | Workflow Setup

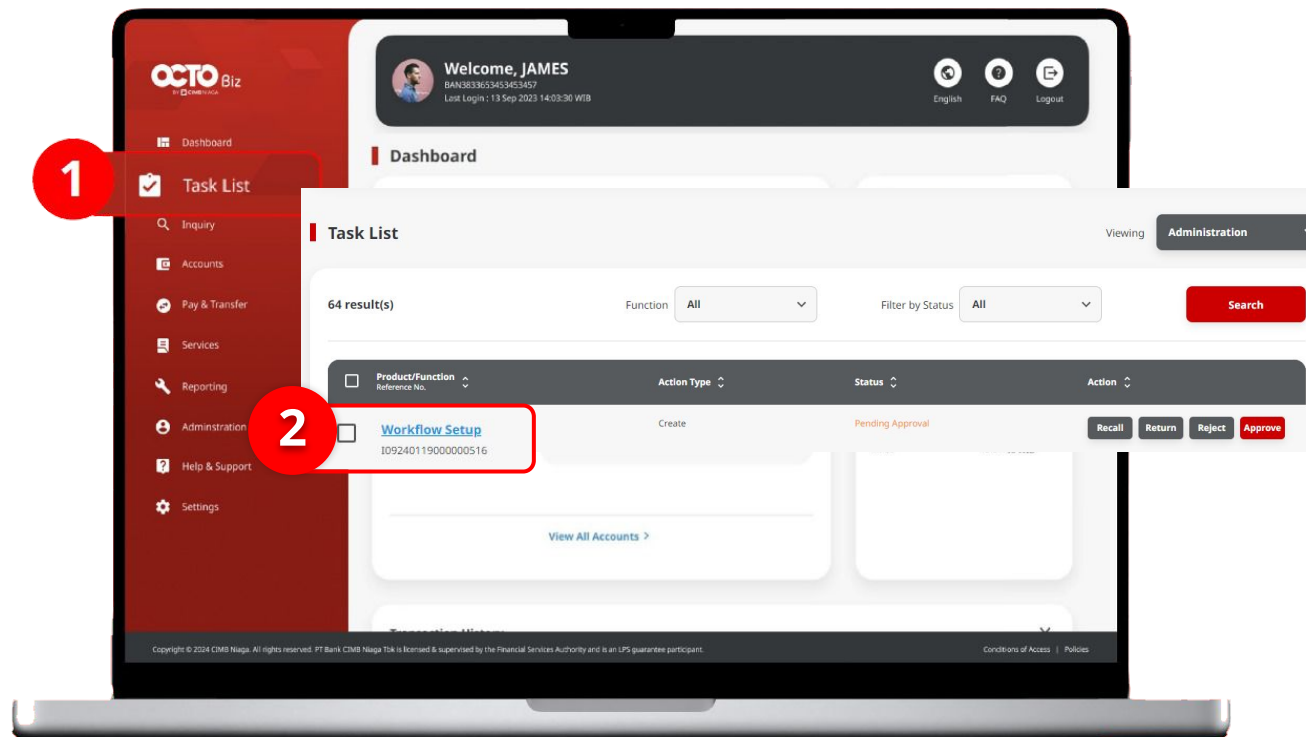
Menu: Administration > Workflow Setup

- 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: 19 Jun 2024 14:57:47 Workflow Type: Create

Details

Company ID: CHANCORP Company Name: JLPTJTU JPYKULZS TJQVQSYZL TWONJSW Workflow Name: WORKFLOW_1

Effective Date: 19 Jun 2024 Last Active Date: - Status: Inactive

Version: 9

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	taskilar	IDR - Indonesia Rupiah

User Activities

User	Activities	Date / Time	Remark
NG89 - NG89	Save	19 Jun 2024 14:57:47	-
NG89 - NG89	Submit	19 Jun 2024 15:24:16	-

Remark

Remarks

Enter

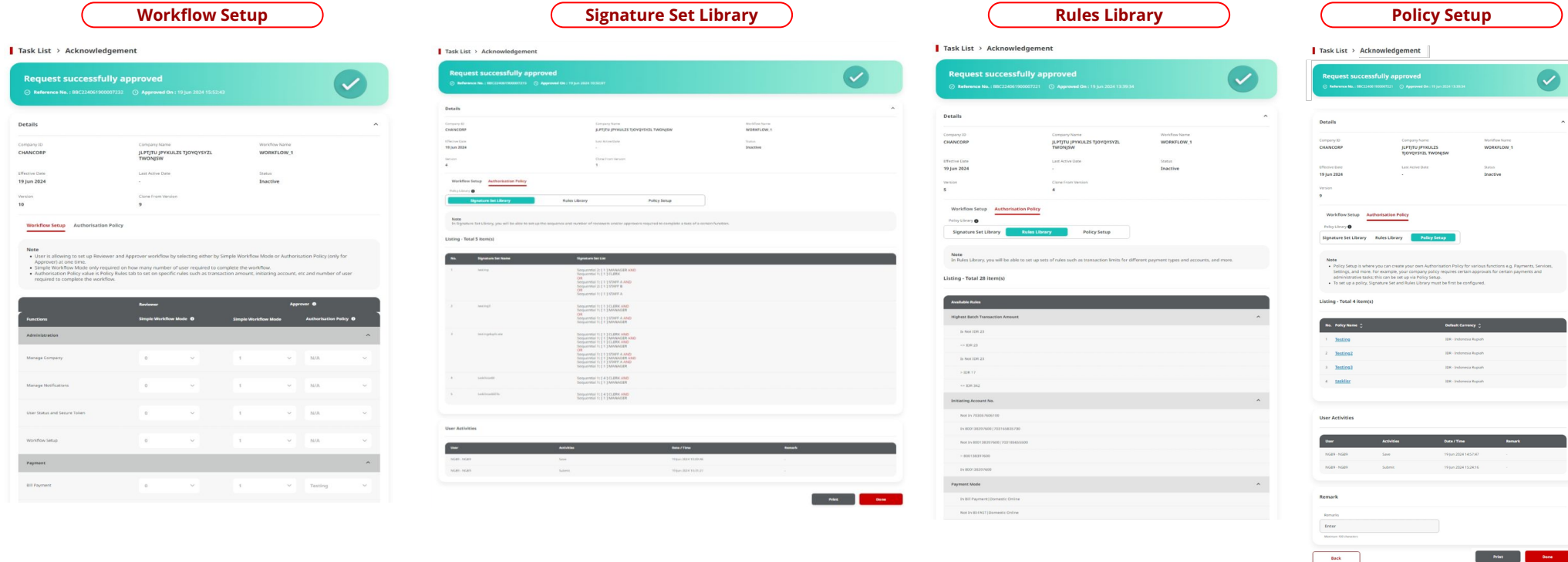
Maximum 100 characters

Back **Return** **Reject** **Approve**



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

- 1 Jika sudah sesuai, klik **Approve**
- 2 Klik **Yes**



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



OCTO Biz
BY  **CIMB NIAGA**

