

The OCTO Biz logo is positioned in the upper right area. 'OCTO' is written in a large, bold, white, rounded sans-serif font. 'Biz' is written in a smaller, white, sans-serif font to the right of 'OCTO'.

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.

SysAdmin – Workflow Setup: *To configure simple and advanced workflows. For simple workflows, the BO can define the number of SysAdmin User/Approver roles allowed to authorize tasks (this can be maintained for each function). Furthermore, this module also allows for the maintenance of advanced workflows where authorization flows can be set with specific conditions such as transaction limits.*

06

Workflow
Setup

13

Authorisation
Policy

50

Approval
Process

Role	Description
Maker	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi <i>Users who are tasked with creating transactions or inputting transaction data</i>
Reviewer	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh Maker (Opsional) <i>Users who function as Reviewers to validate transaction data that has been submitted by Maker (Optional)</i>
Approver	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh Maker (Dapat diatur secara Berjenjang) <i>The user is responsible for making decisions (rejecting or approving transactions) regarding transactions that have been sent by the Maker (can be arranged in stages)</i>
Releaser	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver (Opsional) <i>User whose function is to provide decisions that have been approved by the Approver (Optional)</i>
Viewer	User yang berfungsi untuk melihat Laporan Keuangan saja (Tidak dapat melakukan Transaksi) <i>Users whose function is to view Financial Reports only (Cannot make Transactions)</i>

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**

NOTE: Prerequisites must be met before setting up Workflow Setup and Signature Set Library.
Can be set up through: SysAdmin Company Maintenance, SysAdmin Onboarding, and SysAdmin Manage Company Menu.

Company Maintenance > Details

Company Details

Company Name	CIF No.	Enrolled Date
JLPTJTU JPYKULZS TJQYQYSZL 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**

Navigate to **Signature Type** page

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

List Required for 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**

NOTE: Prerequisites must be met before setting up Workflow Setup and Signature Set Library.
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Company Maintenance > Details

Company Details

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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

1 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	ADMIN2	ChangreAdmin	+621323244124	chanyeliq@gmail.com	No	Secure Token (Software)	No	Edit	-
2	ADMIN1	ChangreAdmin	+621323244124	chanyeliq@gmail.com	No	Secure Token (Software)	No	Edit	-
3	Fortesting	Fortesting	+62242424	emailtesting1@gmail.com	No	Secure Token (Software)	No	Edit	-
4	Fortesting1	Fortesting1	+622424247272	emailtesting1@gmail.com	No	-	No	Edit	-
5	Fortestingg2	Fortesting2	+622424247272	emailtesting1@gmail.com	Yes	-	Yes	-	-

Back

No.	User Group	SysAdmin	Maker	Reviewer	Approver	Viewer	Relasser	Restricted Template Maker	View Template Details	Sub-Action
1	SG ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-

No.	Company ID	Company Name	Signature Type	Description
1	CHANGCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANGCORP v10 testingflex v10-18c3b6c-7971-4a26-ba8b-8c0b61a6b6	
2	CHANGCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANGCORP v10 testingflex v10-28f7eaf6-12a2-4b62-ba8b-89a6a322088	
3	CHANGCORP	JLPTJTU JPYKULZS TJQYQSYZL TWONJSW	CHANGCORP v10 testingflex v10-546adac-9fb6-dfb1-8591-880b3aee68	

1 Klik **tab User**

Click **User tab**

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

Click **Hyperlink** on **User ID**

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

Check if **User** is already connect to **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*

*Simple Workflow Setup can directly perform workflow setup **without needing** to configure the **Signature Set Library**.*

*For **Workflow Setup + Authorization Policy** (*Signature Set Library, Rules Library, Policy Setup*), both can be configured together by setting up the Authorization Policy tab, followed by the Workflow Setup tab.*

LANGKAH

01

MAKER

Workflow Setup

Menu: Administration > Workflow Setup

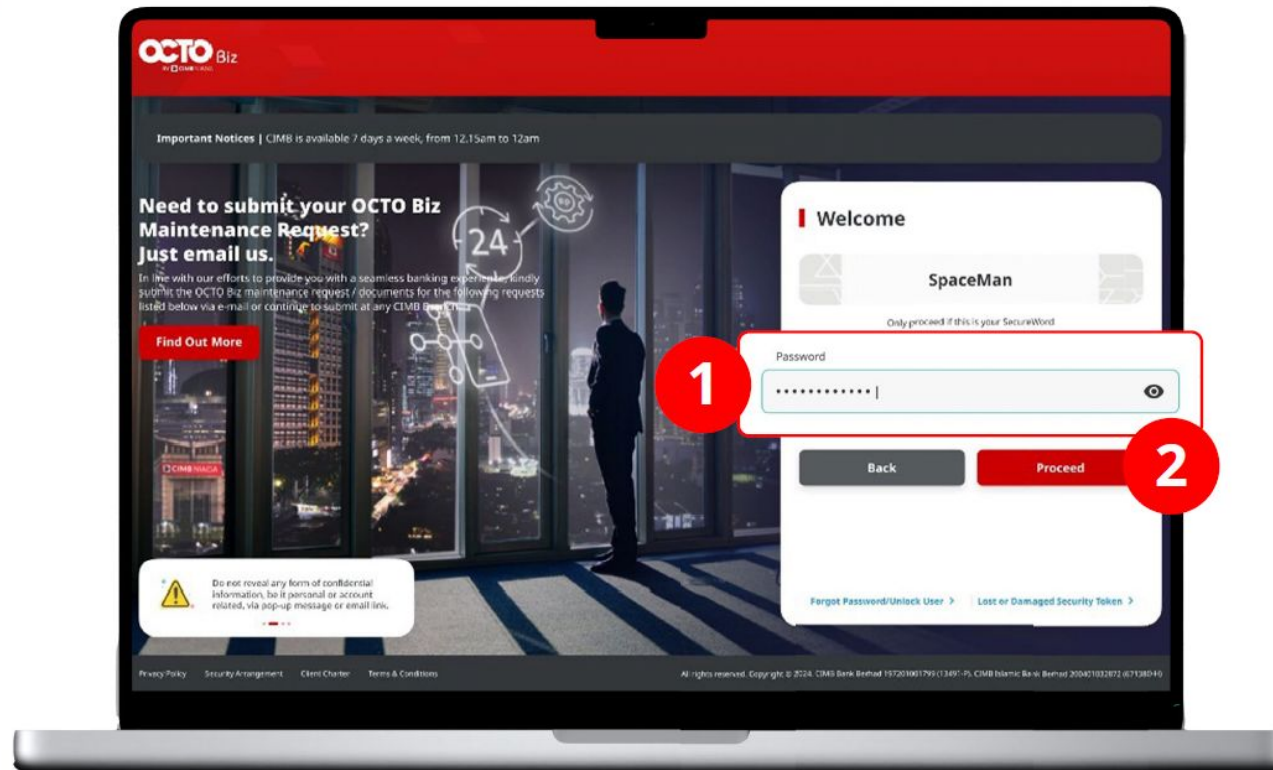


- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

*Login as **SysAdmin** using **User ID & Password***

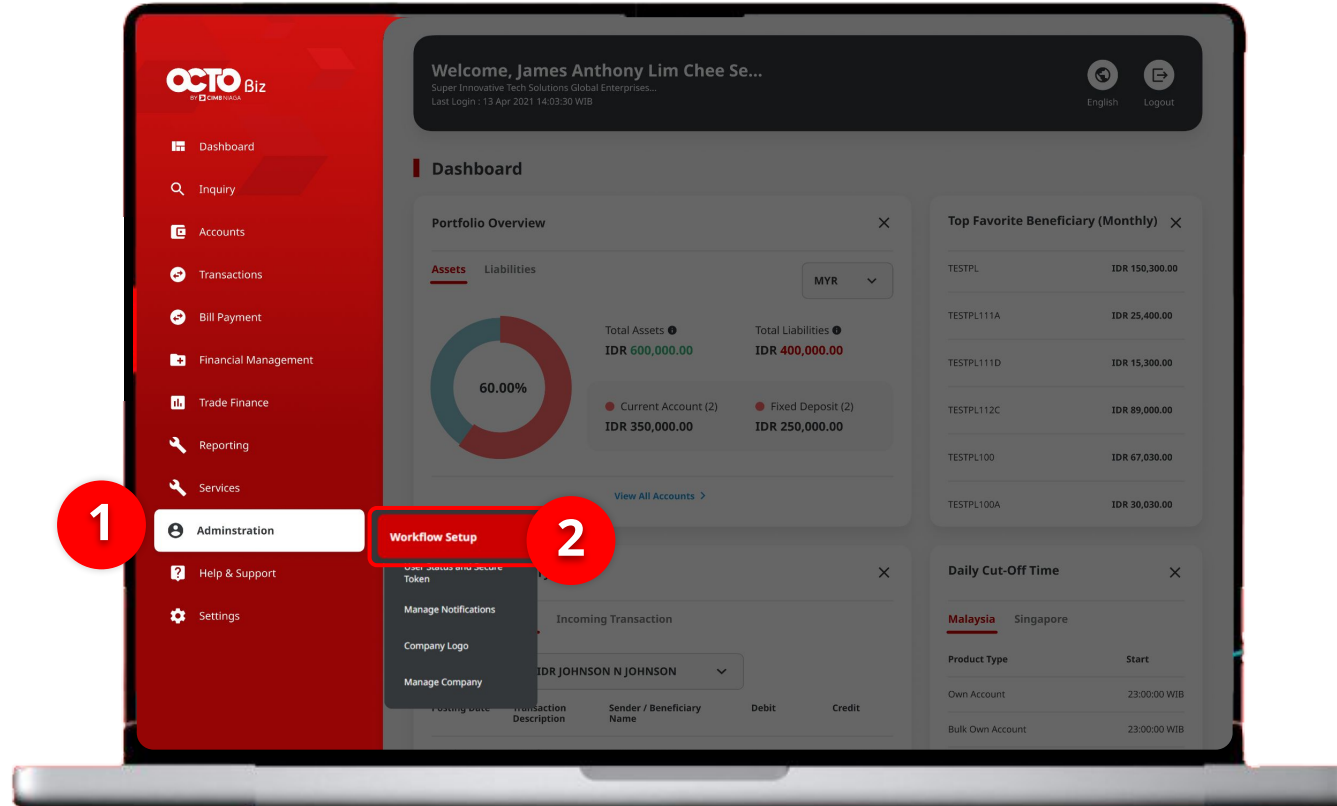
- 2 Klik **Next**

*Click **Next***



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

*System will show the **Dashboard** page*

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

*Navigate to **Administration***

2 Klik **Workflow Setup**

*Click **Workflow Setup***

Workflow Setup > Listing

Listing

Company ID

CHANCORP

Company Name

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

Back

1

Workflow Setup > Listing

Workflow Setup

Workflow Name

WORKFLOW_1

Effective Date *

13 Jul 2025

Close

Next

2

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

System will show the **Workflow Setup > Listing** page

1 Klik **Duplicate**

Click **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

System will show the **Effective Date** pop up

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

Choose **Effective Date** & click **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 | 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.

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

3

Back Cancel Next

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

System will show the **Workflow Setup > Edit** page

1 Klik **Workflow Setup**

Click **Workflow Setup**

2 Pilih **Setup** yang ingin diubah

Choose **Setup**

3 Klik **Next**

Click **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.

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

Payment

Bill Payment	0	1	Testing
Modul 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**

System will show the **Review Details** page

1 Klik **Submit**

Click **Submit**

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Tab	Description
Authorisation Policy / Policy Setup	- The function of an 'Authorisation Policy' is to define which 'Signature Sets' are required to move a task on to the next workflow stage whenever certain 'Rules' (Conditions) are met. This 'Rule' + 'Signature Set' combination is known as a Policy Item. There can be multiple Policy Items per Authorisation Policy. - Whenever a transaction fulfils the 'Rules' specified in the 'Policy Item', the 'Signature Set' that is coupled with the 'Rules' will be used to determine which 'Signature Types' and how many of them are needed before the transaction can move on to the next workflow stage. - Within an authorisation policy, user also need to define below items: Anchor Currency: To be used during amount-based rule evaluation, regardless of the source currency, if no currency was specified for the Transaction Amount based rule, the source amount will always be converted into the anchor currency before evaluation. Users can explicitly specify another currency when defining a Transaction Amount based rule. If this is done, then for that rule, evaluations will be performed in that currency instead. Sequence of 'Policy Item': To define the priority in which Policy Item will be evaluated by the workflow engine first. Excluded User: To exclude specific user from approving the impacted transaction.
Signature Set	'Signature Set' is a collection of Signature Types (configurable via BBO Company Maintenance) that must be collected for a transaction to move on to the next workflow stage. It defines: - The number of each Signature Type needed. - The sequence in which the Signatures must be collected (priority), if any. - BBO user / Corporate admin can define multiple workflow paths in a single Signature Set using OR operator. - System shall perform checking in CFO Task List, if the Signature Type is no longer applicable, system to remove the impacted transaction from the authorisers' task list. - Consider sample signature set below: - Path 1: Assistant Manager (Seq 1, No. of Approvers 2) - Path 2: Clerk (Seq 1, No. of Approvers 1) + Manager (Seq 2, No. of Approver 1) - For transaction using this signature set, the transaction will be routed to the task list of 'Assistant Manager' and 'Clerk' - If 'Assistant Manager' approves the transaction, path 2 will be disabled, the task will be removed from 'Clerk' task list. - Vice versa, if 'Clerk' approves the transaction, path 1 will be disabled, the task will be removed from 'Assistant Manager' task list.
Rules Library	Rules are the conditions used to determine which Signature Set is used. There are 5 rule types available in the system - Product (Provider Product Group, e.g. Transfer within CIMB Niaga) - Payment Mode (e.g. Own Account) - Highest Batch Transaction Amount (Highest transaction amount in the batch) - Total Batch Transaction Amount (Total transaction amount in the batch) - Initiating Account No. (Debit Account Number for Payment) - Transaction Source (Data Entry - manual input via Data Entry / Template - load from Template)

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

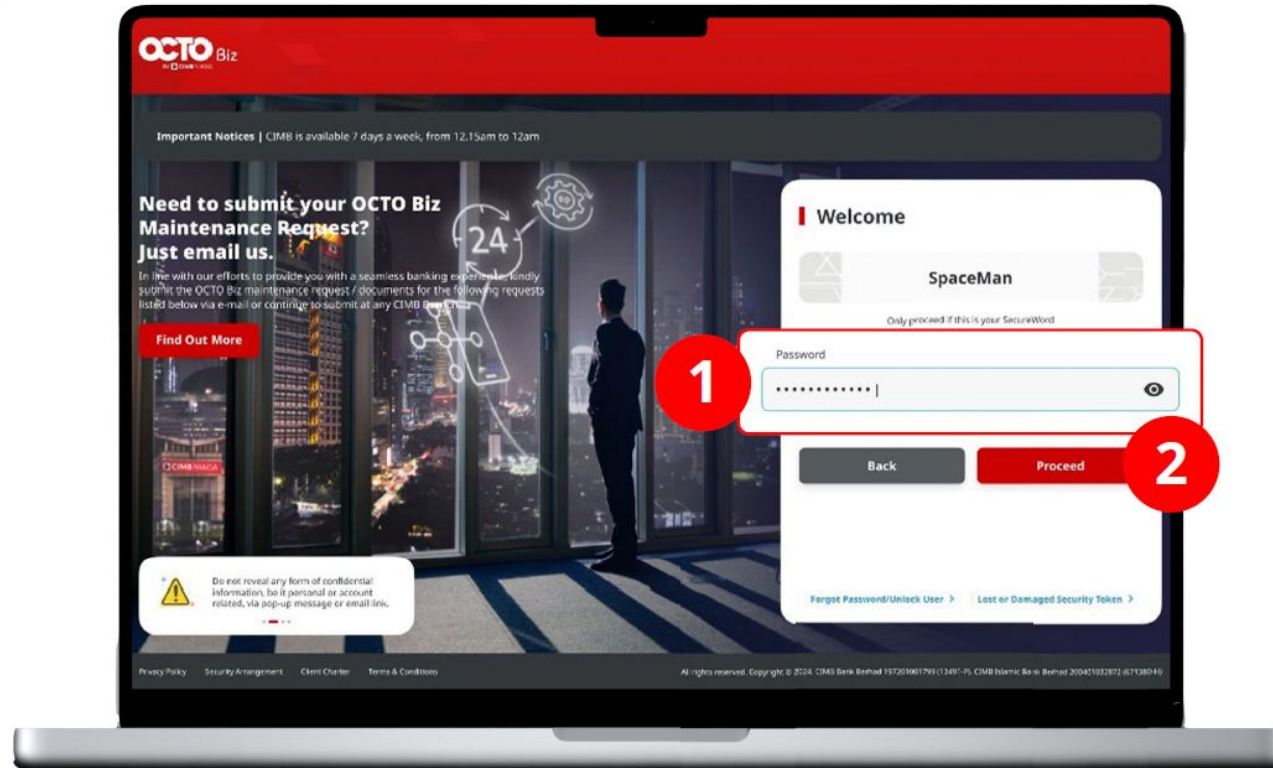


- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

*Login as **SysAdmin** using **User ID & Password***

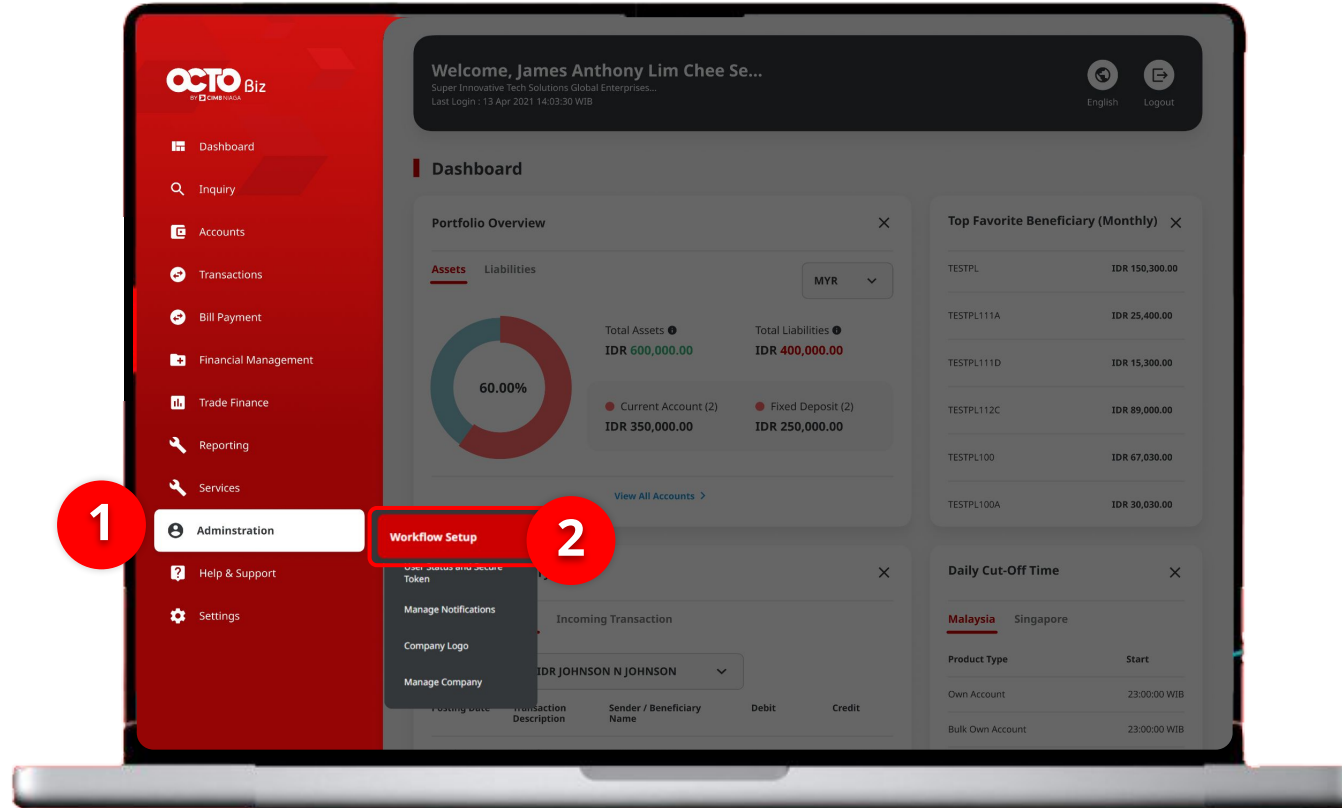
- 2 Klik **Next**

*Click **Next***



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

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

Navigate to **Administration**

2 Klik **Workflow Setup**

Click **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJOYQYSYZL 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**

System will show the **Workflow Setup > Listing** page

1 Klik **Duplicate**

Click **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

System will show the **Effective Date** pop up

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

Choose **Effective Date** & click **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	Workflow 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**

System will show the **Workflow Setup > Edit** page

1 Klik **Authorisation Policy**

Click **Authorisation Policy**

2 Pilih **Signature Set Library**

Choose **Signature Set Library**

3 Klik **Add**

Click **Add**

The screenshot shows a 'Pop-Up Add Signature Set' window. It contains a 'Details' section at the top with fields for 'Company ID' and 'Workflow Name'. Below this is a 'Signature Set Name' field with a placeholder 'Enter:' and a 'Stage' dropdown menu with 'Approver Stage' selected. A red circle with the number '1' is next to these fields. Below the name field is a '4 item(s)' section with 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 with a drag handle icon. Below the table is a 'Signature Set' section with a 'Signature Set Details*' field and a red 'Add Signature Set Details' button. A red circle with the number '3' is next to this button. At the bottom of the window are three buttons: 'Close', 'Duplicate Check', and 'Confirm'.

Sistem akan menampilkan halaman
Pop-Up Add Signature Set

System will show the **Add Signature Set Pop up page**

1 Lengkapi **Signature Name & Stage**

Complete the **Signature Name & Stage**

2 Drag **Jenis Signature** yang tersedia ke **Tabel Signature Set**

Drag **Signature Type** that available on the table

3 Klik **Add Signature Set Details**

Click **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**

System will show **other table**

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

Input other Signature Set to create new Signature Set combination

- 2 Klik **Confirm**

*Click **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 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 Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

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

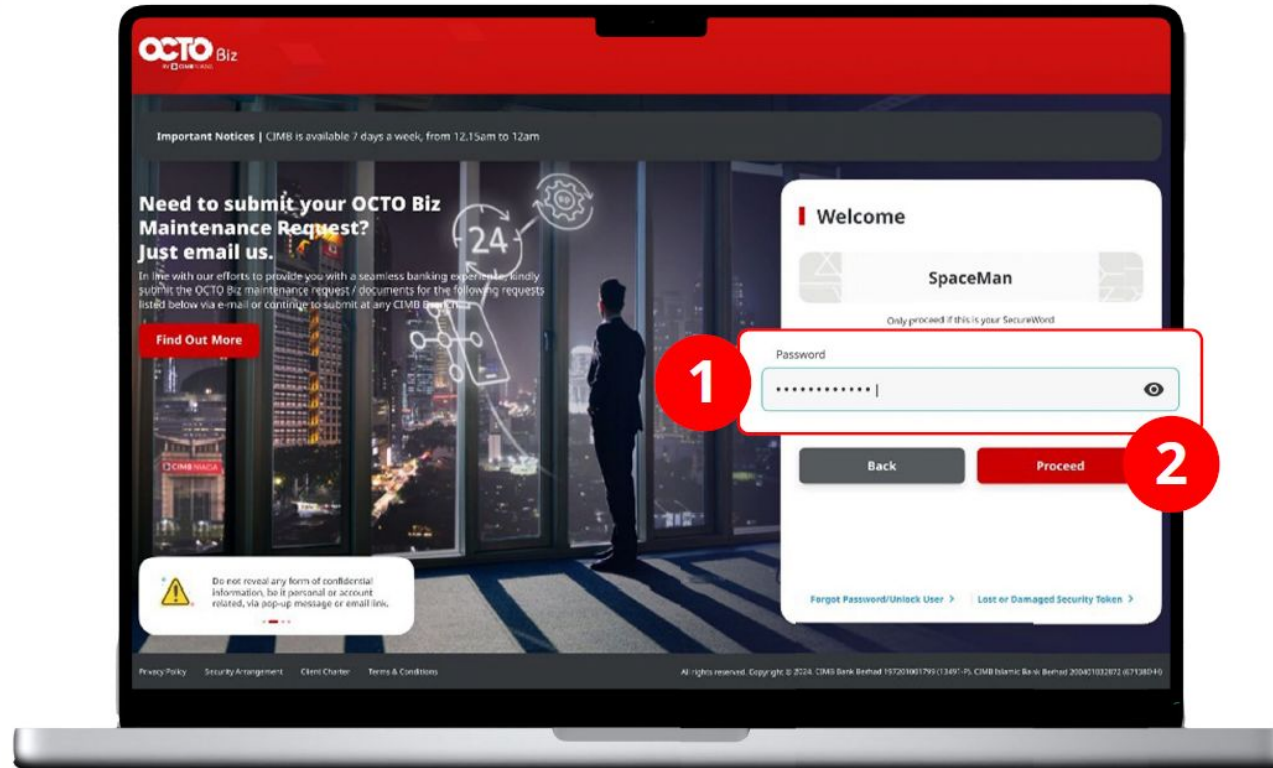
Menu: Administration > Workflow Setup

- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

*Login as **SysAdmin** using **User ID & Password***

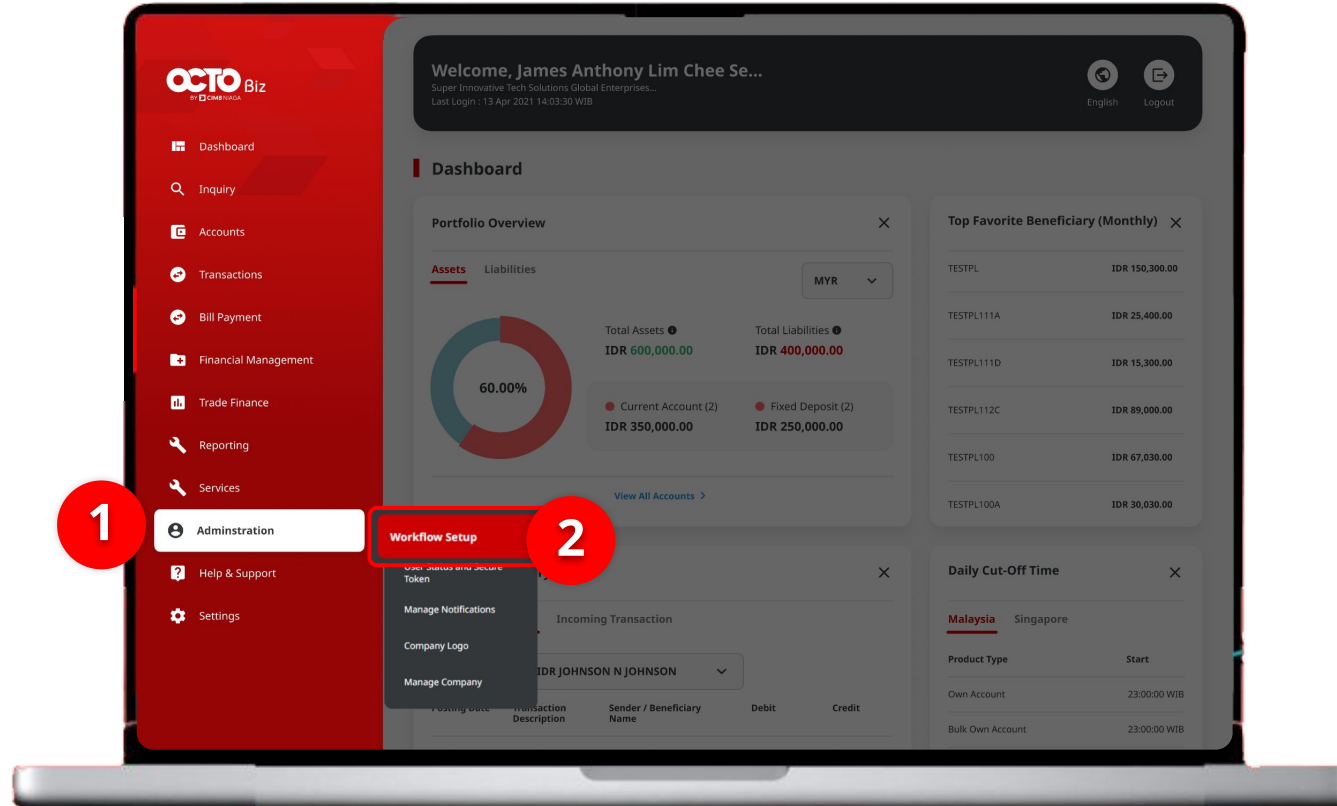
- 2 Klik **Next**

*Click **Next***



1 Isi **Password**
Input Password

2 Klik **Proceed**
Click Proceed



Sistem akan menampilkan halaman ***Dashboard***

*System will show the **Dashboard** page*

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

*Navigate to **Administration***

2 Klik **Workflow Setup**

*Click **Workflow Setup***

Workflow Setup > Listing

Listing

Company ID

CHANCORP

Company Name

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

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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**

System will show the **Workflow Setup > Listing** page

1 Klik **Duplicate**

Click **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

System will show the **Effective Date** pop up

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

Choose **Effective Date** & click **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 J&PJTU JPYKULZ TJOQISYZL TWONZSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Is Active Date -	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 Heat

1

2

3

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

System will show the **Workflow Setup > Edit** page

1 Klik **Duplicate**

Click **Duplicate**

2 Pilih **Rules Library**

Choose **Rules Library**

3 Klik **Add**

Click **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**

System will show the **Rules Details** page

- 1 Pilih **References**
Choose **References**
- 2 Masukan **Evaluation Type**
Input **Evaluation Type**
- 3 Lengkapi **Detail yang tersisa**
Complete **All Details**
- 4 Klik **Add**
Click **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 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 Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

LANGKAH

01

MAKER



Policy Setup | Workflow Setup

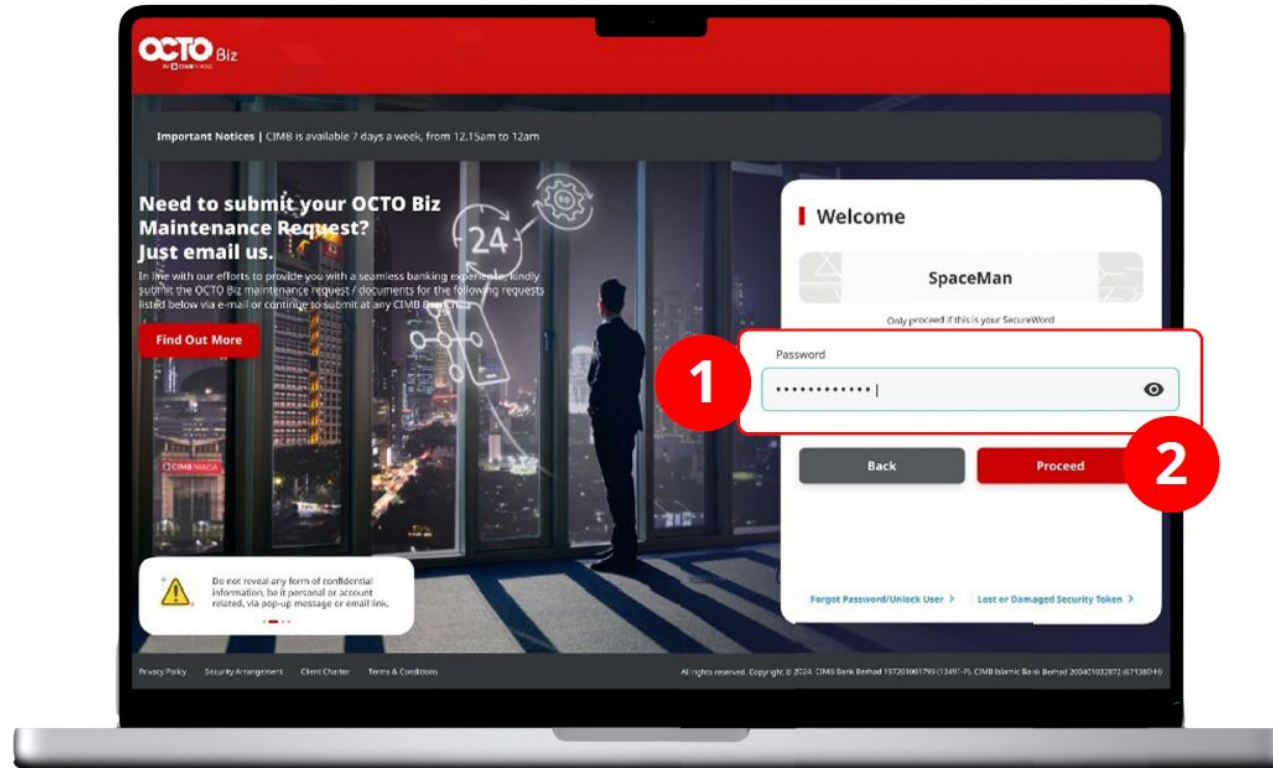
Menu: Administration > Workflow Setup

- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

*Login as **SysAdmin** using **User ID & Password***

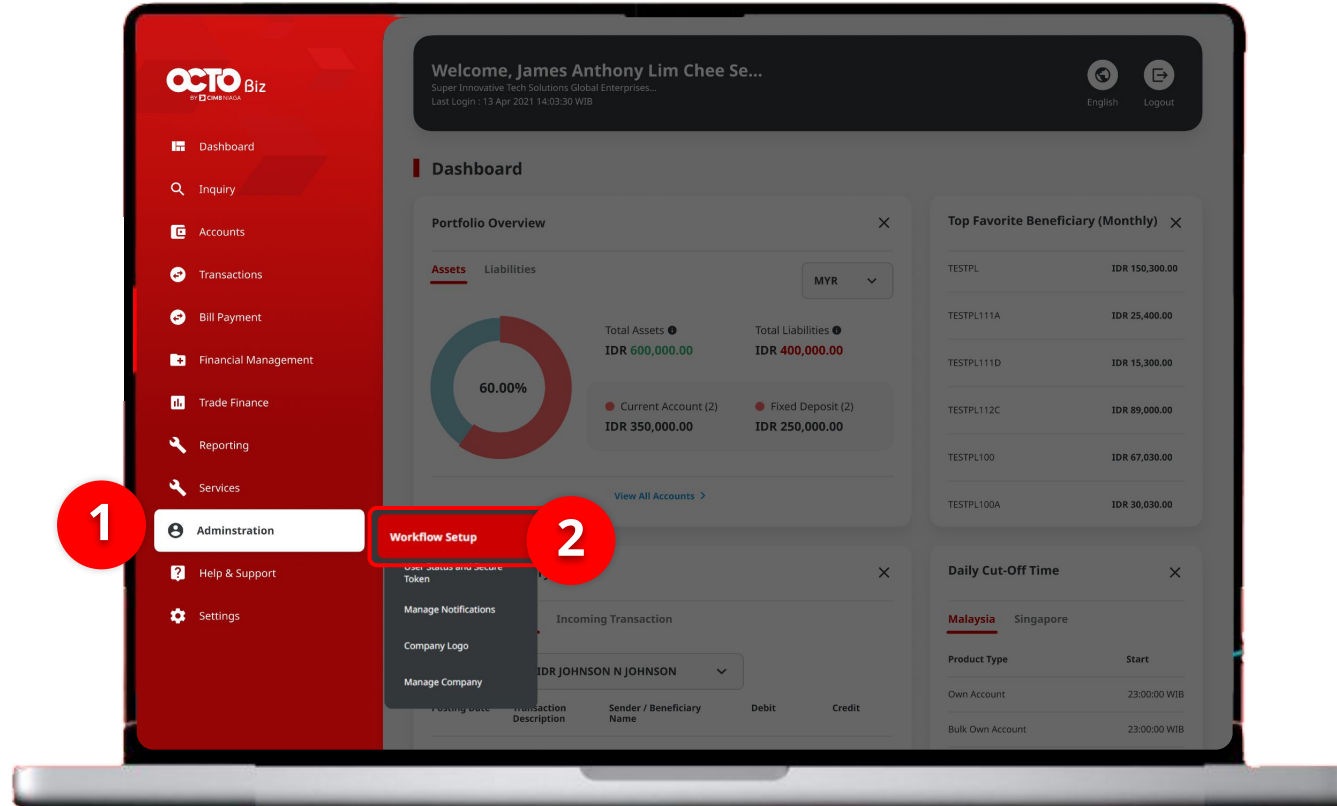
- 2 Klik **Next**

*Click **Next***



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

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

Navigate to **Administration**

2 Klik **Workflow Setup**

Click **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID

Company Name

CHANCORP

JLPTJTU JPYKULZS TJOYQYSYZL 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**

System will show the **Workflow Setup > Listing** page

1 Klik **Duplicate**

Click **Duplicate**

Sistem akan menampilkan **pop up tanggal efektif**

System will show the **Effective Date** pop up

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

Choose **Effective Date** & click **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 TJQYQYSYL 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 Rule **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**

System will show the **Workflow Setup > Edit** page

1 Klik **Authorisation Policy**

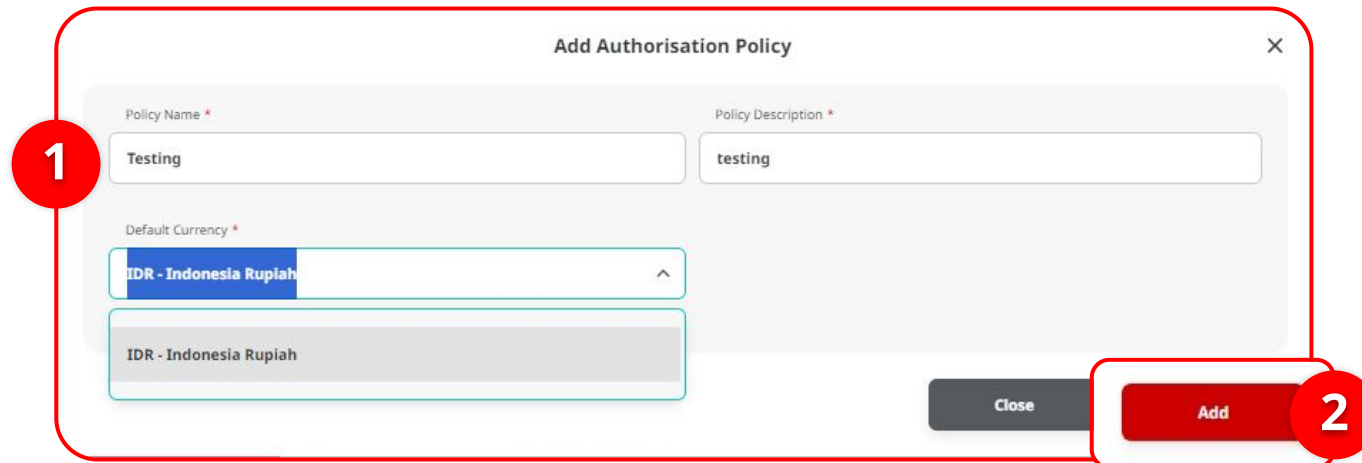
Click **Authorisation Policy**

2 Pilih **Policy Setup**

Choose **Policy Setup**

3 Klik **Add**

Click **Add**



The screenshot shows a web form titled "Add Authorisation Policy" with a close button (X) in the top right corner. The form contains three main input fields: "Policy Name *" with the value "Testing", "Policy Description *" with the value "testing", and "Default Currency *" with a dropdown menu showing "IDR - Indonesia Rupiah". A red circle with the number "1" is placed over the "Policy Name" field. 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 placed over the "Add" button.

Sistem akan menampilkan halaman
Add Authorisation Policy

System will show the **Add Authorisation Policy** page

1 Lengkapi **seluruh Detail**
Complete **All Details**

2 Klik **Add**
Click **Add**

Workflow Setup > Edit

Successful task saved

Reference No. : BRC224061900007223 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 TJQYQYSYZL 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**

System will show the **Workflow Setup > Edit** page

1 Klik **Task Hyperlink**

Click **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**

System will show the **Policy Items** page

1 Klik **Add Policy Item**

Click **Add Policy Items**

1

Sistem akan menampilkan halaman **Add Policy**

System will show the **Add Policy** page

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

Input **Policy Item** & **Signature Set** part

The screenshot displays the 'Policy Rules' configuration window. It is divided into two main sections: 'Rule Details*' and 'OR'. The 'Rule Details*' section contains a list of conditions for Rule 1, including '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'. The 'OR' section contains conditions for Rule 2, including '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, there are buttons for 'Close', 'Duplicate Check', 'Add Policy Rule', and 'Confirm'.

1 Sistem akan menampilkan **Role yang tersedia**

System will show the Available Role

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

Drag Role to the Table

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

Click Add Policy to add the Policy Setup combination

4 Klik **Confirm**

Click 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"**

Note: Signature Types dragged into the same row will be combined as an "AND Operator" and in a different row as an "OR Operator".

The screenshot shows the 'Policy Items' interface. At the top, there's a 'Details' section with 'Policy Name: Testing' and 'Default Currency: IDR - Indonesia Rupiah'. Below this is a 'Listing - Total 1 item(s)' section. A red circle with the number '1' highlights the 'Expand All' button. Below the listing, there's a table with columns 'No.', 'Approver Stage', 'Action', and 'Change Sequence'. The first row shows '1', 'Policy: 123', and 'Signature Set: testing'. A red arrow points from this row to the expanded 'Policy Details' section below. The expanded section shows 'Policy Details' with a list of conditions: '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'. Below this is 'Signature Set Details' with '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 'Exclude User Details: N/A'.

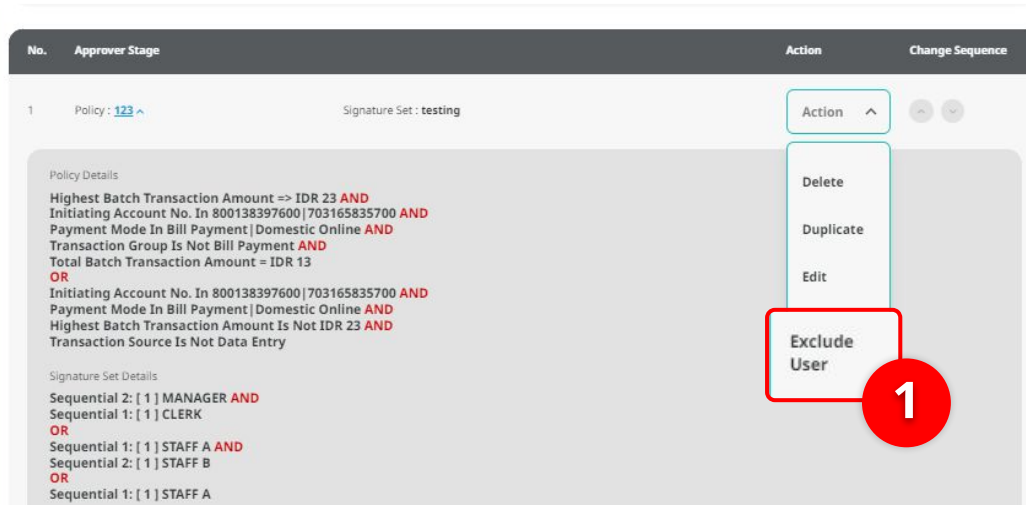
Sistem akan mengarahkan kembali ke halaman **Policy Details**,

*System will show the **Policy Details** page*

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

*Click **Expand** to see the **Detail***

EXCLUDED USER



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



No.	User
1	KEERTHI - Tina
2	MELSAU - MELSAU



The screenshot shows the 'Update' button at the bottom of the 'Excluded Users' table, highlighted with a red circle and the number 4.

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

Click **Expand** to **see the Details**

2 Klik **Add** untuk **menambah User** kedalam **List Exclude User**

Click **Add** to **add new User** to **Exclude user List**

3 Klik **Remove** untuk **Menghapus User** dari **List Exclude User**

Click **Remove** to **Delete** the **User** from **Exclude User List**

4 Klik **Update**

Click **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 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**,

System will show to **Policy Details** page

1 Klik **Save Sequence**

Click **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**,

System will show the **Edit** page

1 Klik **Next**

Click **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	taskilur	IDR - Indonesia Rupiah

Back

Submit

1

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

System will show the **Review Detail** page

1 Klik **Submit**

Click **Submit**

Task List > Acknowledgement

Submitted for approval

Reference No. : BBC224061900007228Submitted 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 Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

SysAdmin Approval Process

Workflow Setup

LANGKAH

01

APPROVER



Approval Process | Workflow Setup

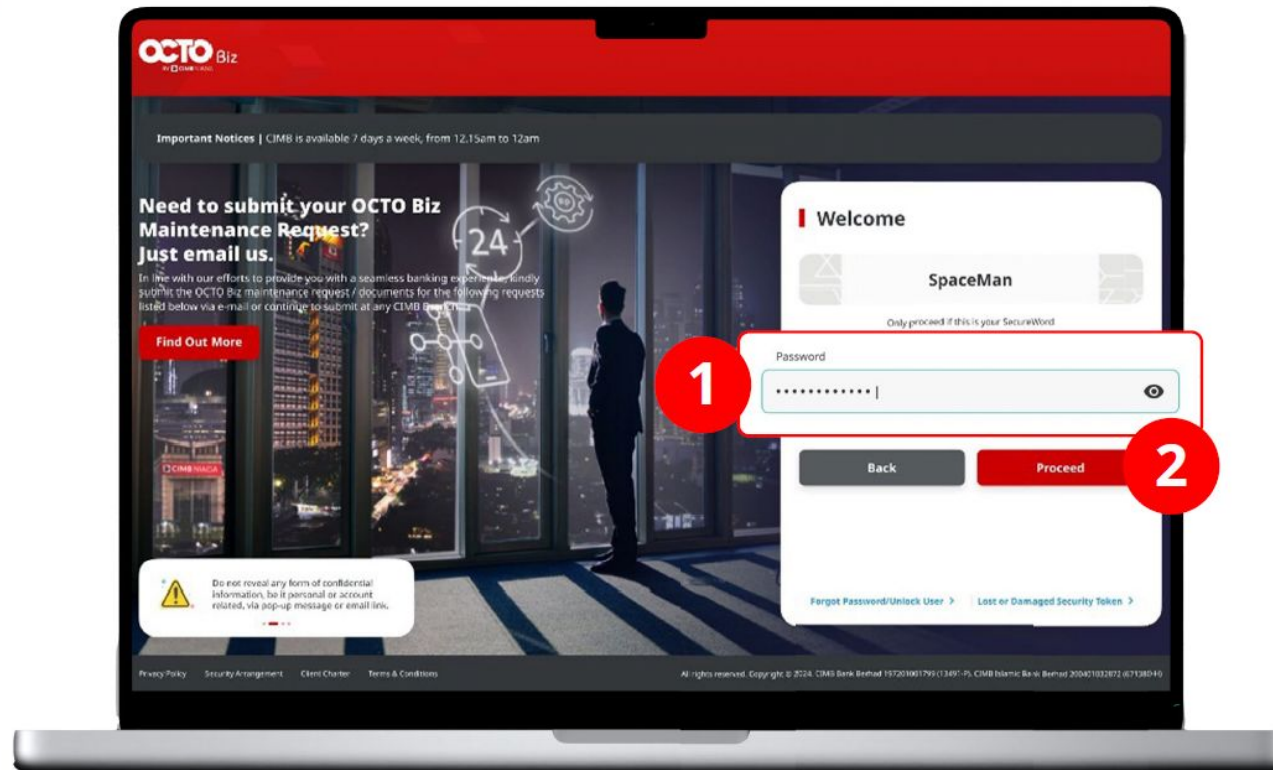
Menu: Administration > Workflow Setup

- 1 Masuk sebagai **Approver** dengan menggunakan **User ID & Password**

Login as **SysAdmin** using **User ID & Password**

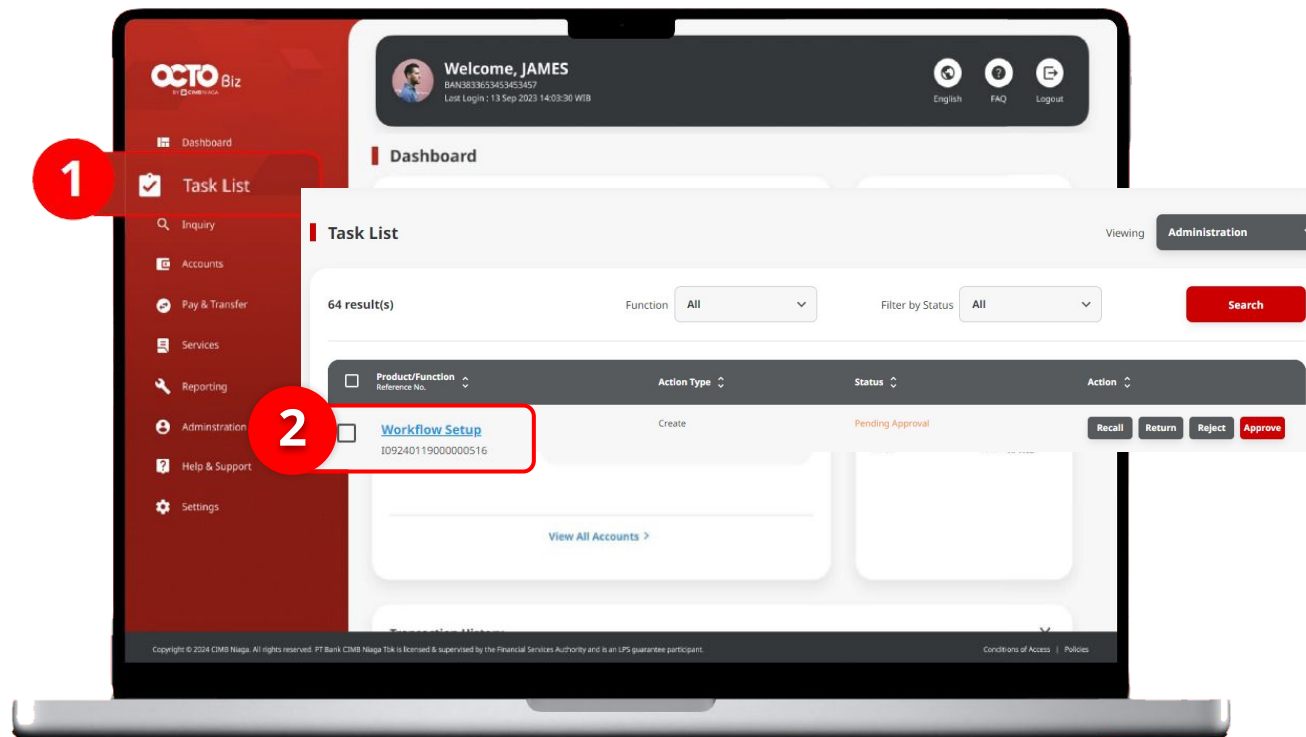
- 2 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



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

*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

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 TJQYQSYZL TWQNSJW

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 Maker**,

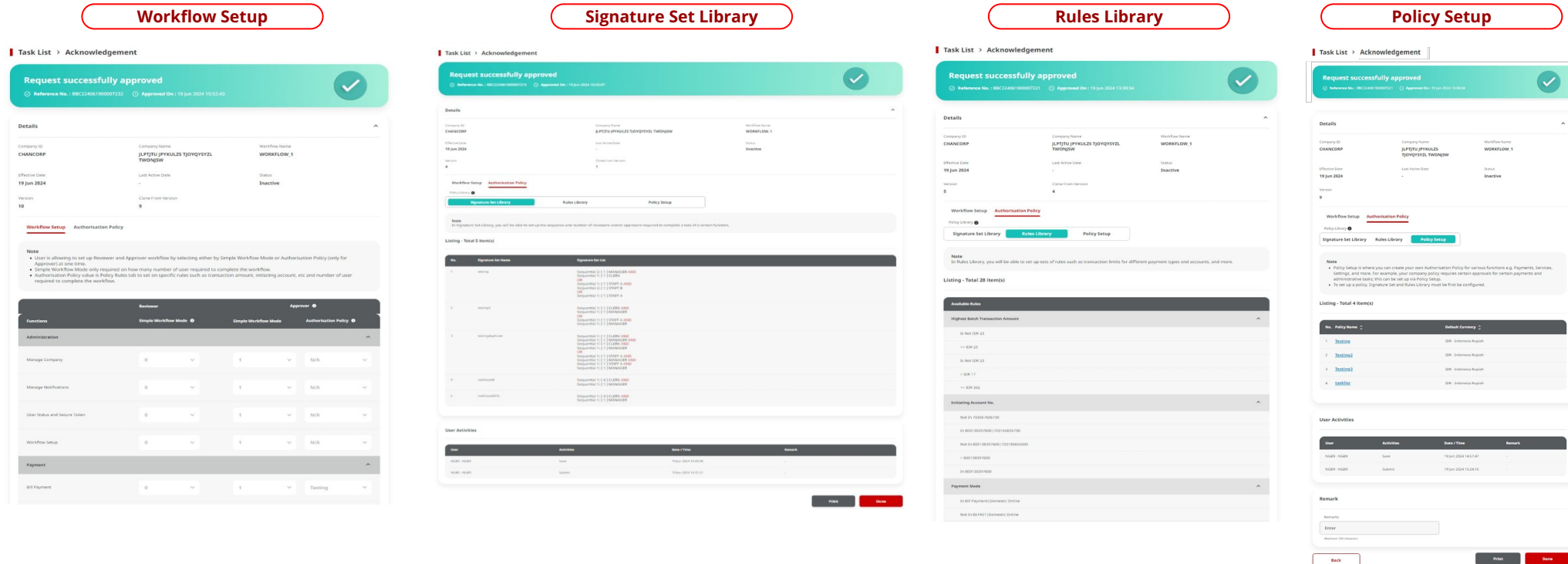
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes



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

System will show the **Submitted for Approval** page. User can see the **submission details on every Tab**



OCTO Biz
BY  **CIMB NIAGA**

