

OCTO Biz

Service
Manage Biller
Mobile

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*





Service

Manage Biller

Service – Manage Biller - This function is used to manage (create, edit, delete) favorite Biller



Service Manage Biller

Add

Edit

Delete

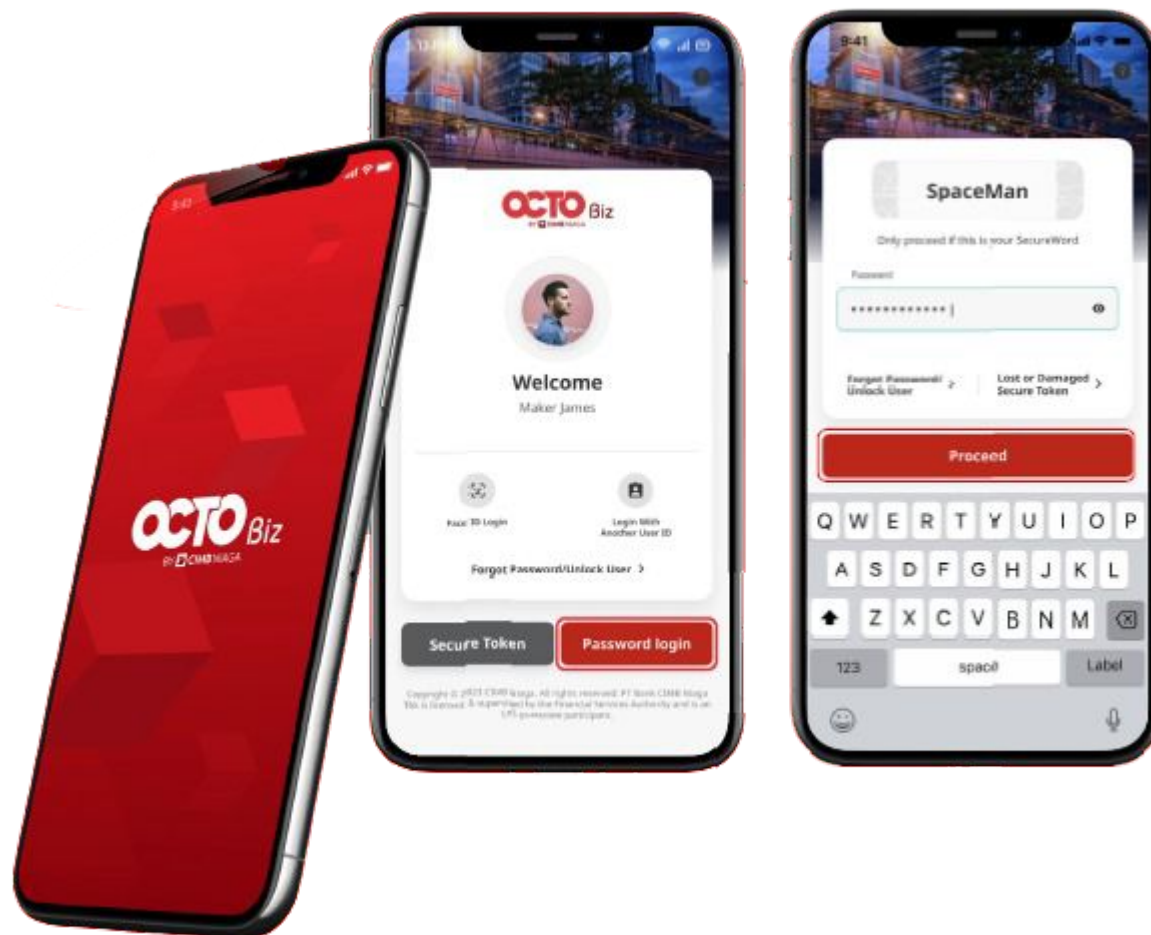


Service Manage Biller

Add

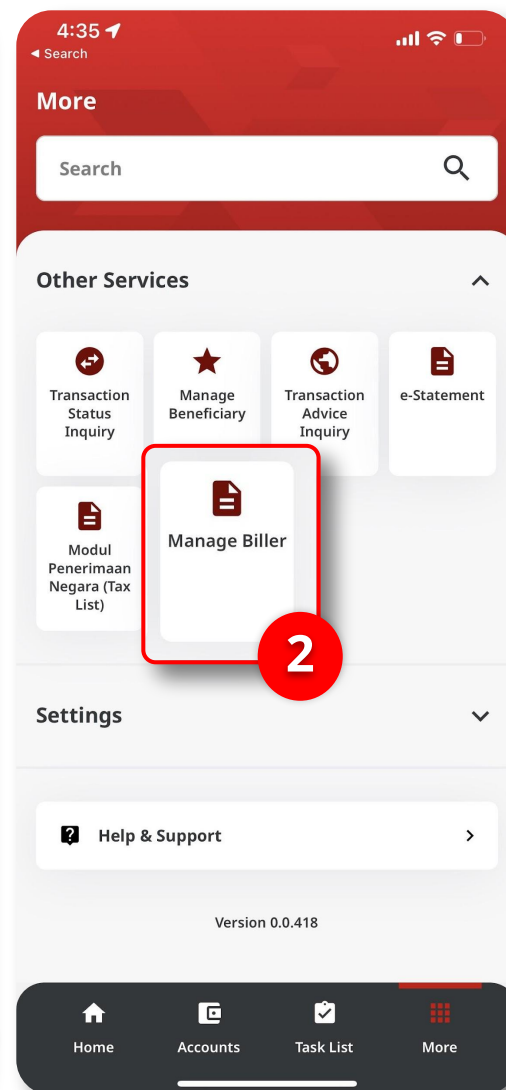
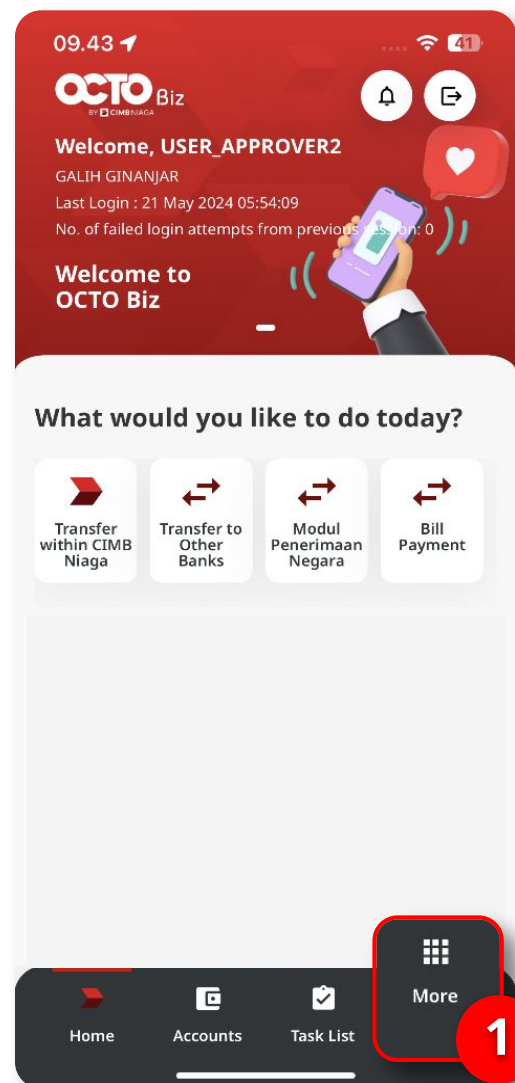
Edit

Delete



Login as **Maker**

- 1 Fill in the **Password**
- 2 Click **Proceed**



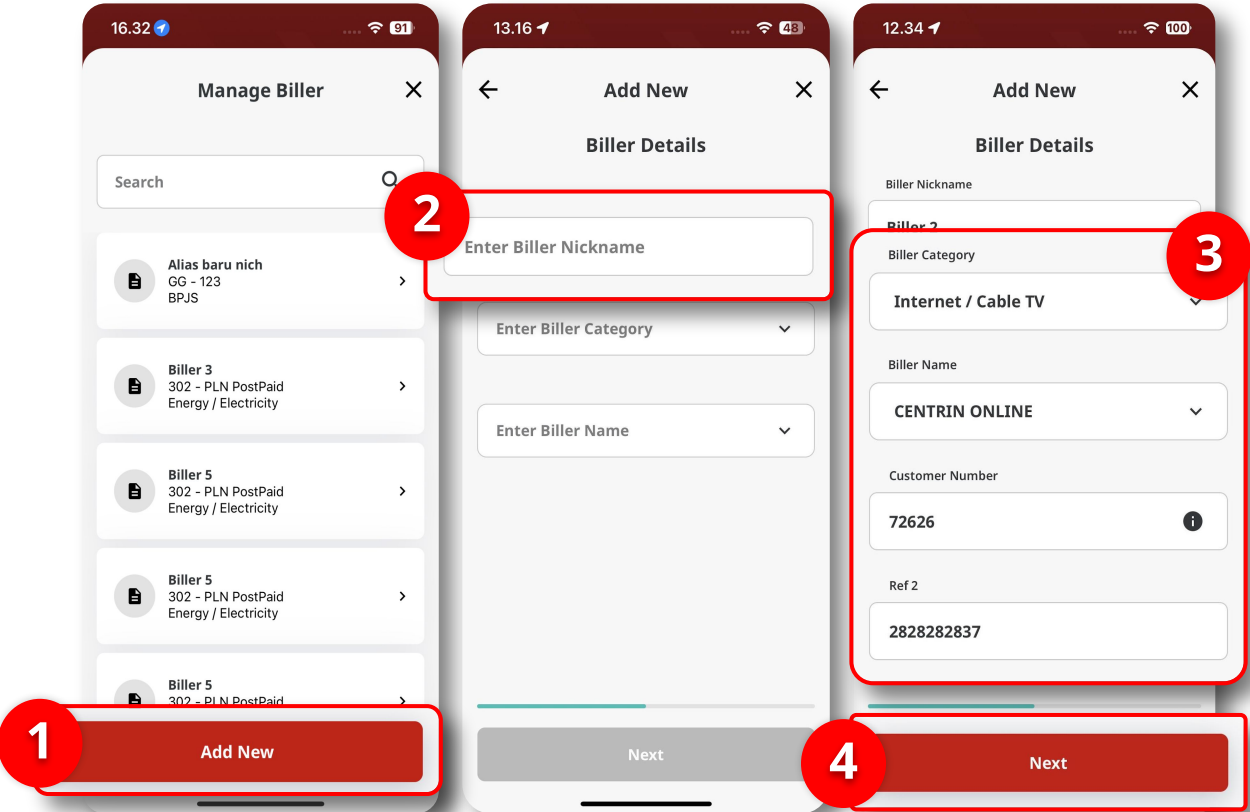
1 Click **More** on footer Menu

2 Click **Manage Biller**

STEP

03

MAKER



System will navigate to
Manage Biller Page

- 1 Click Add Now
- 2 Input the **Biller Nickname**
- 3 Input the **Biller Details**
- 4 Click **Next**

Confirmation

← ×

Biller Nickname Biller 2

Biller Category Internet / Cable TV

Biller Name CENTRIN ONLINE

Customer Number 72626

Ref 2 2828282837

Save as Draft **1** Submit

Submitted For Approval

Reference No. I02240520000000080

Biller Nickname Biller 2

Biller Category Internet / Cable TV

Biller Name CENTRIN ONLINE

Customer Number 72626

Ref 2 2828282837

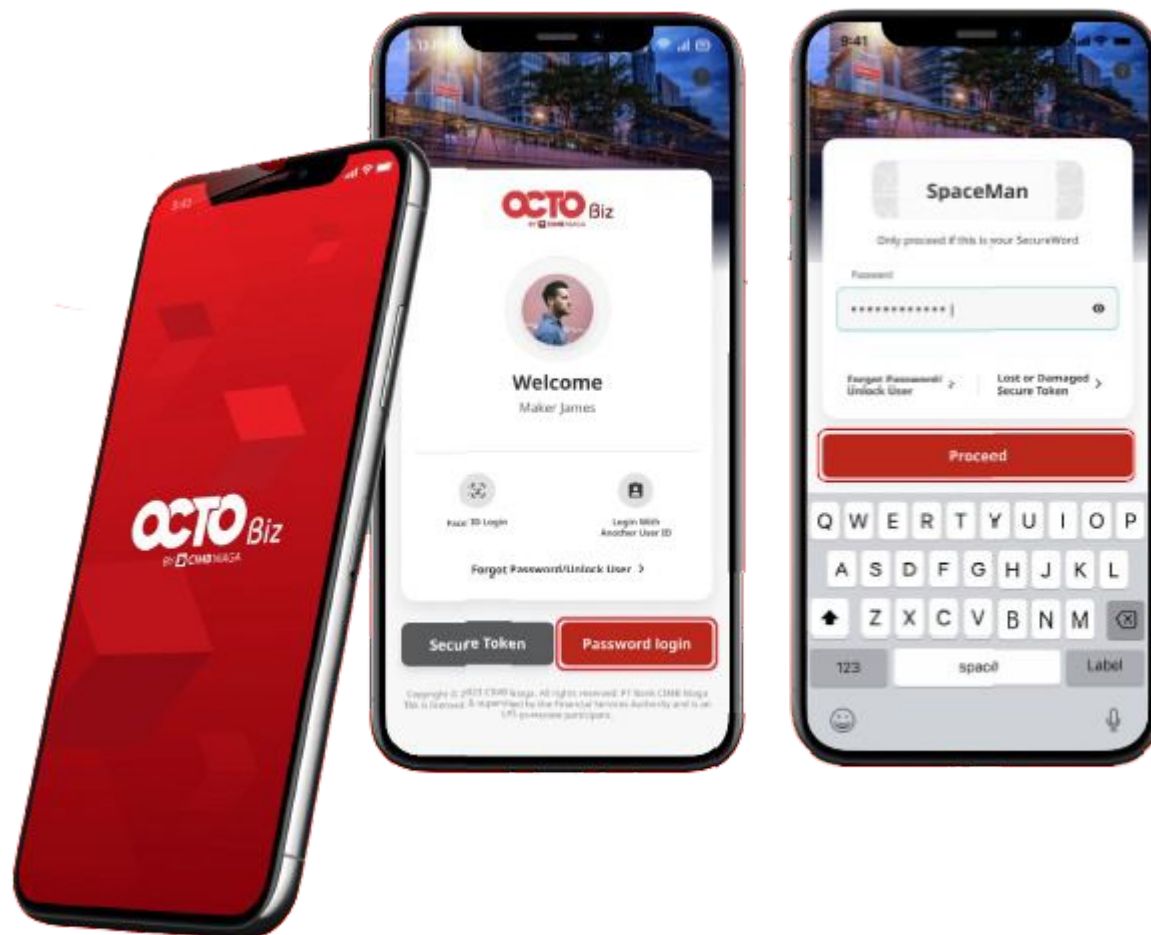
2 Done

1

System will show the **Confirmation Page**, Click **Submit**

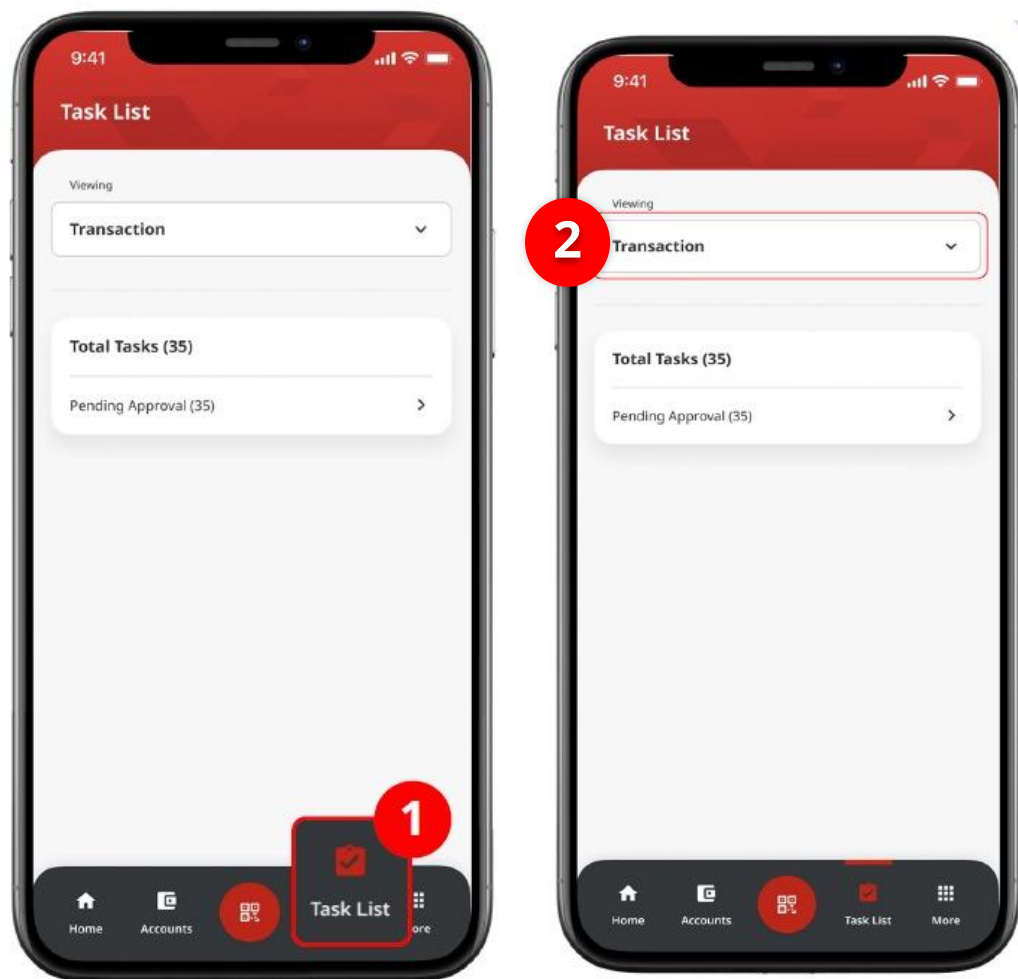
2

If Successful, system will navigate to **Submitted for Approval Page**, Click **Done**



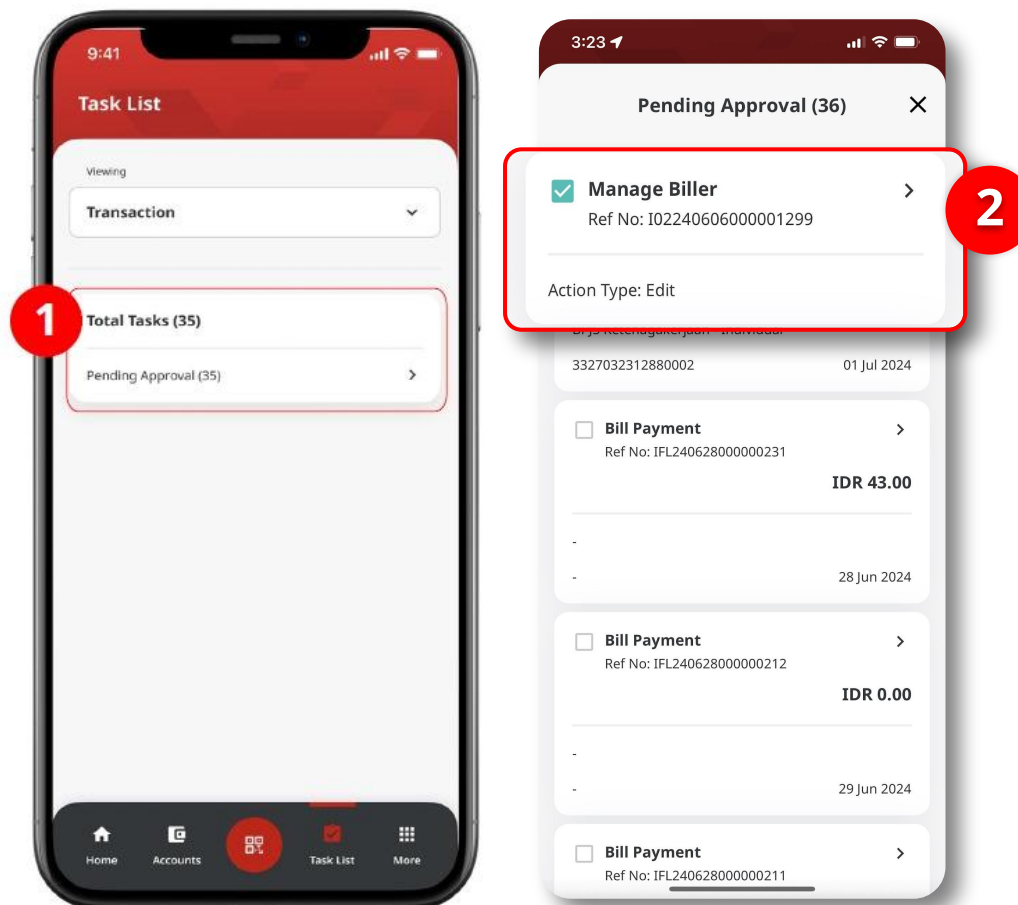
Login as Approver

- 1 Fill in the **Password**
- 2 Click **Proceed**



1 Navigate to footer menu, Click **Task List**

2 Choose **Transaction** as **Viewing**

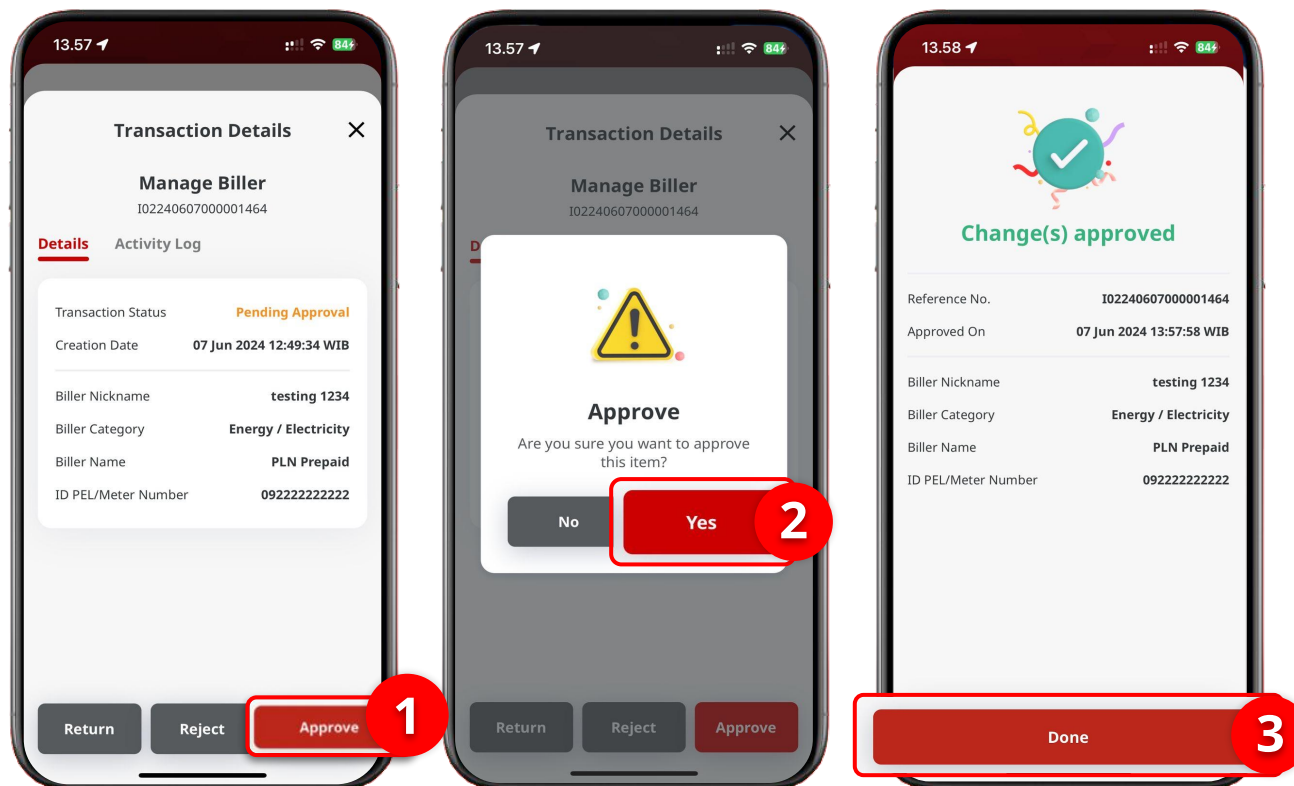


1

Choose **Pending Approval**

2

Choose **Transaction** that
needed to be **Approve**



- 1 Review Transaction, Click **Approve**
- 2 System will show **Approve Transaction Pop-up**, Click **Yes**
- 3 If Transaction is Success, Click **Done**

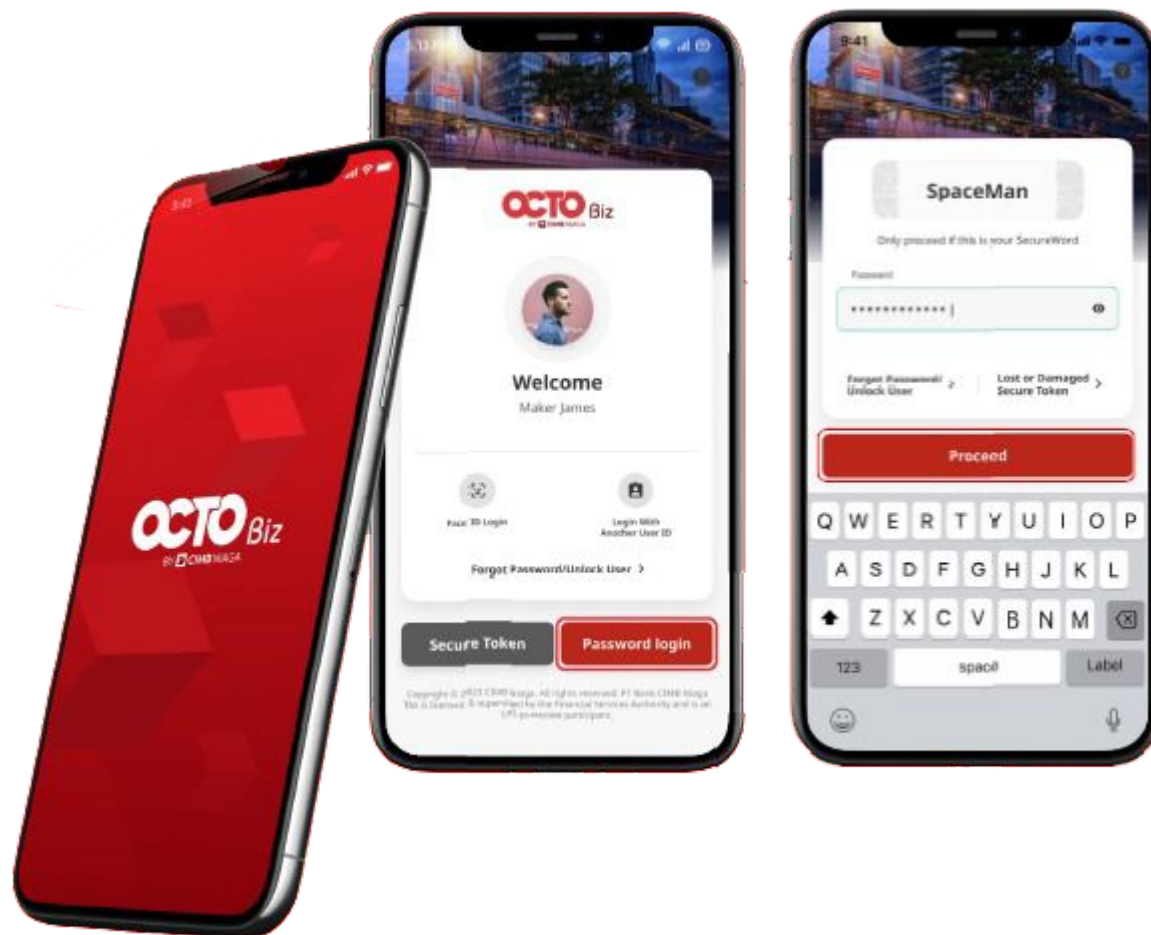


Service Manage Biller

Add

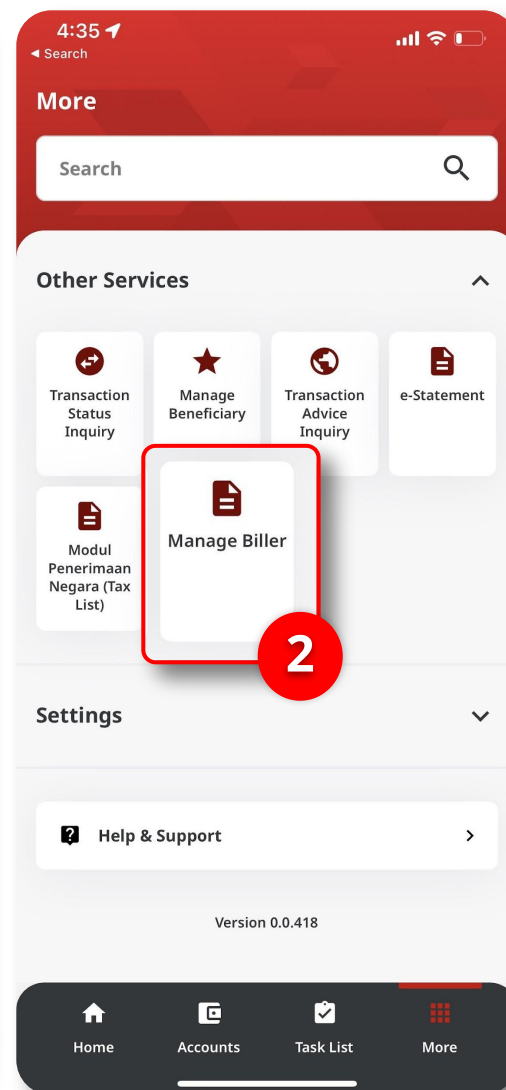
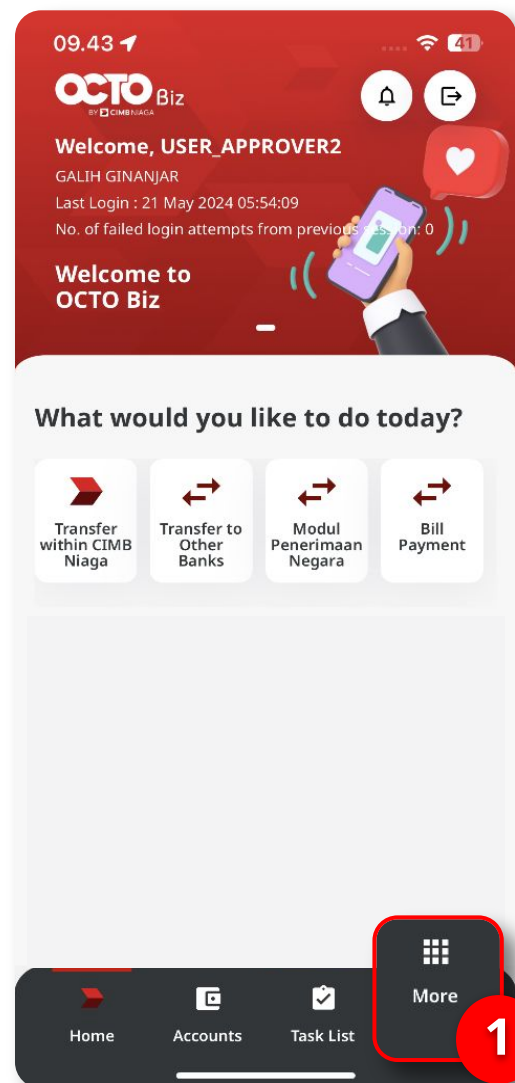
Edit

Delete



Login as **Maker**

- 1 Fill in the **Password**
- 2 Click **Proceed**



1

Click **More** on footer Menu

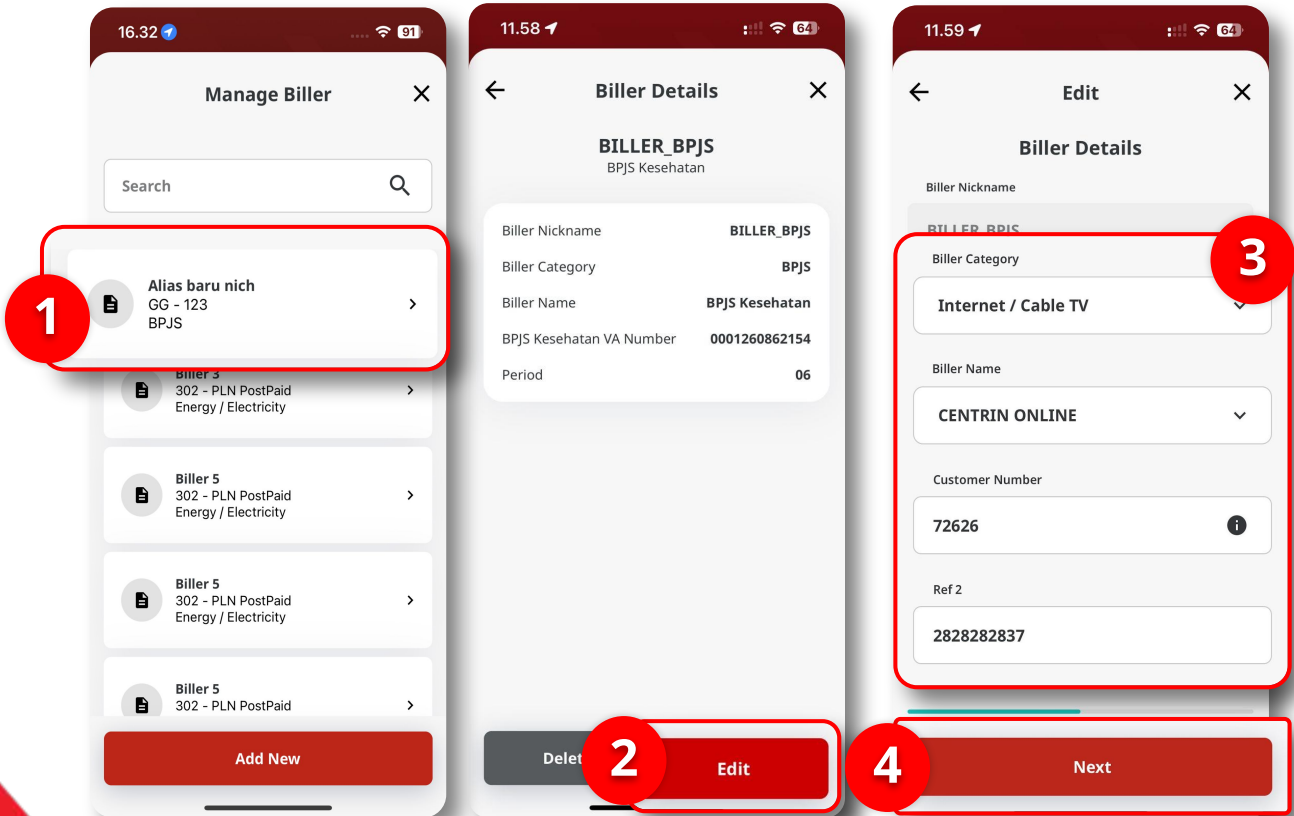
2

Click **Manage Biller**

STEP

03

MAKER



System will navigate to
Manage Biller Page

- 1 Click Transaction that needed to **Edit**
- 2 Click **Edit**
- 3 Edit **Biller Details**
- 4 Click **Next**

STEP

04

MAKER

12.34
100

←
Confirmation
×

Biller Nickname
Biller 2

Biller Category
Internet / Cable TV

Biller Name
CENTRIN ONLINE

Customer Number
72626

Ref 2
2828282837

Save as Draft

1
Submit

12.34
100


Submitted For Approval

Reference No.
I02240520000000080

Biller Nickname
Biller 2

Biller Category
Internet / Cable TV

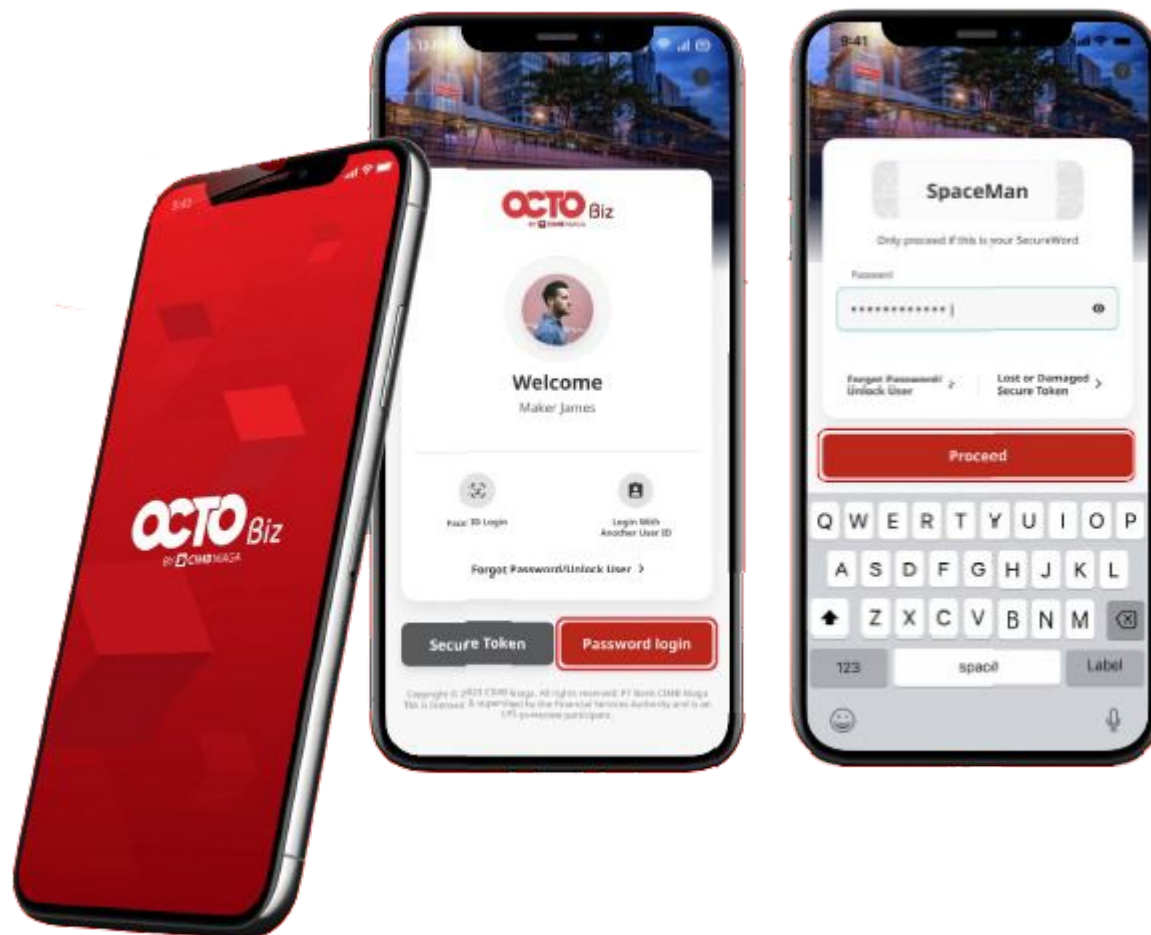
Biller Name
CENTRIN ONLINE

Customer Number
72626

Ref 2
2828282837

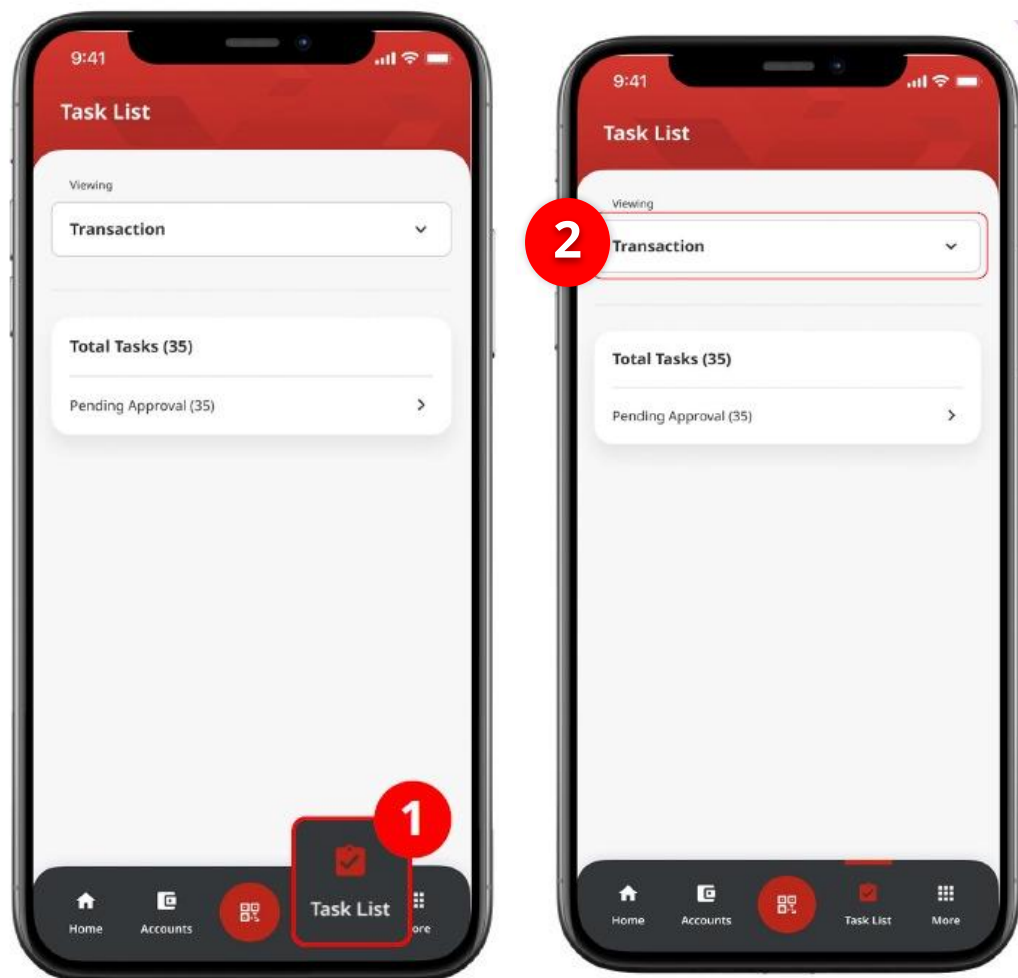
2
Done

- 1 System will show the **Confirmation Page**, Click **Submit**
- 2 If Successful, system will navigate to **Submitted for Approval Page**, Click **Done**



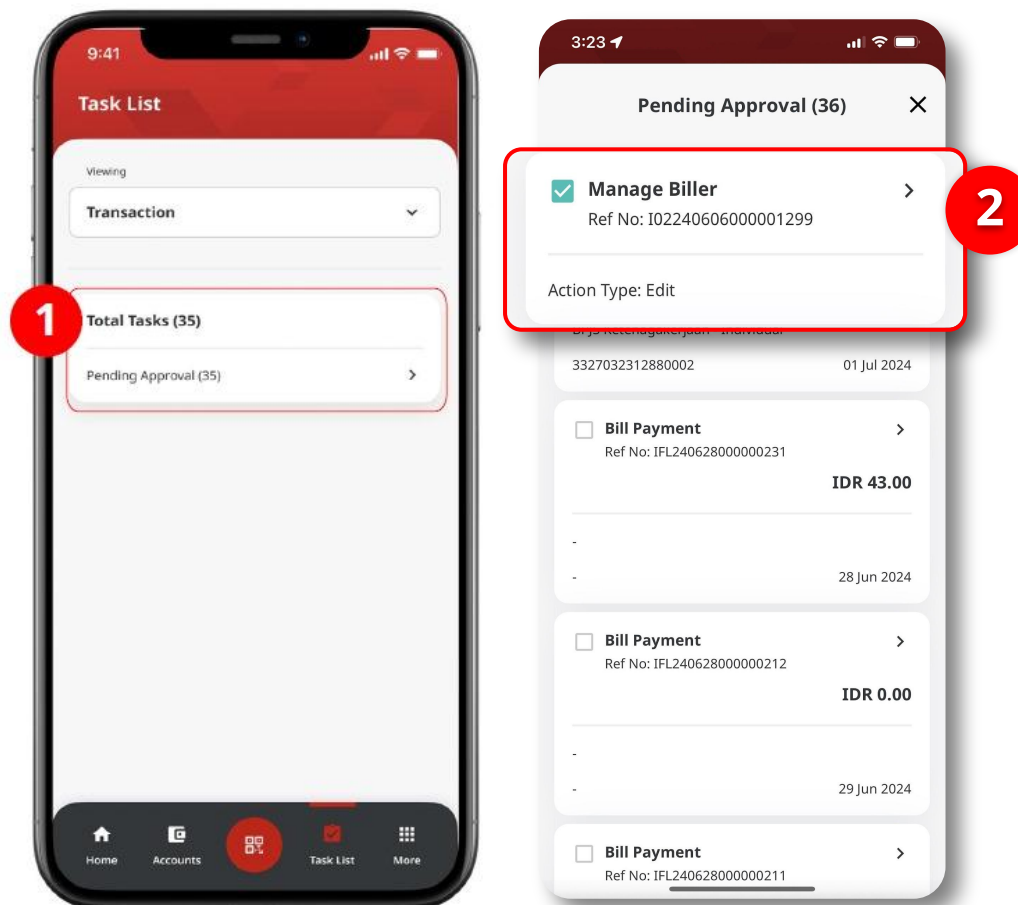
Login as **Approver**

- 1 Fill in the **Password**
- 2 Click **Proceed**



1 Navigate to footer menu, Click **Task List**

2 Choose **Transaction** as **Viewing**



1

Choose **Pending Approval**

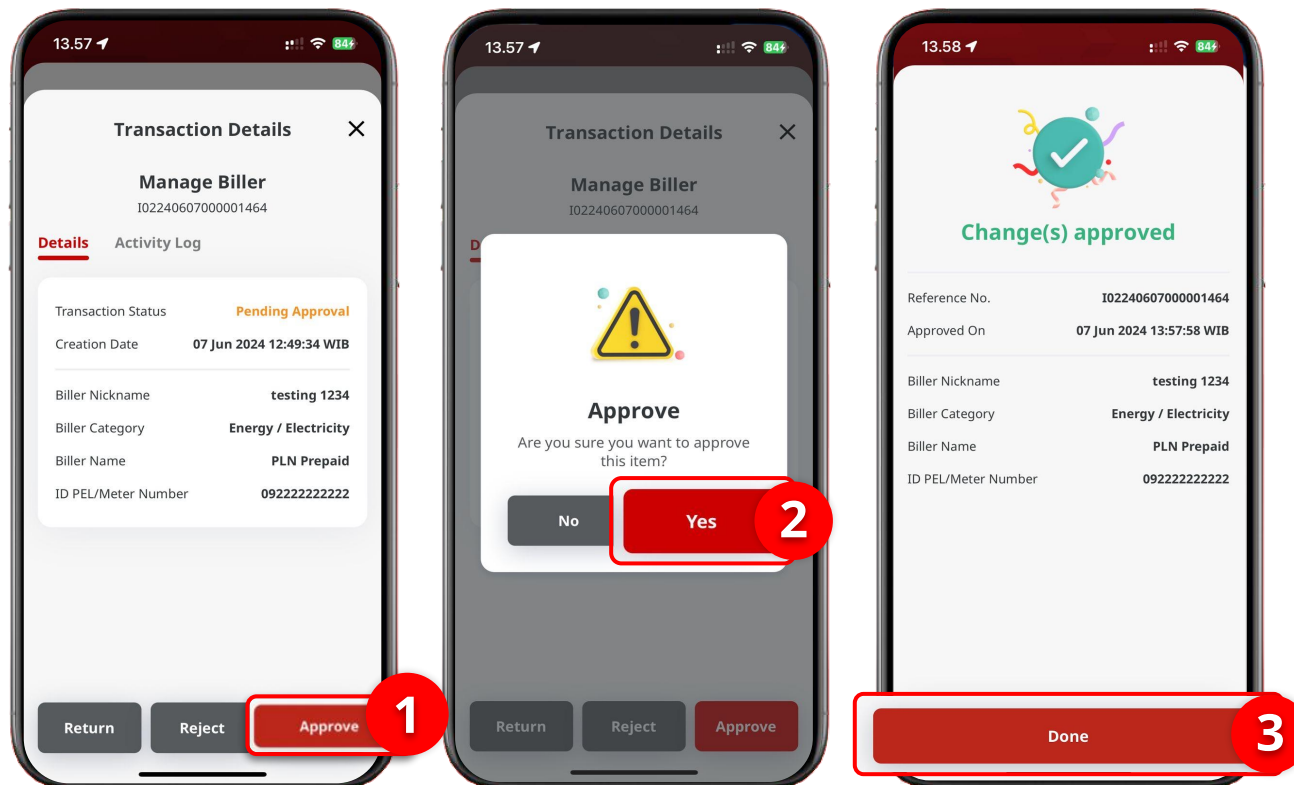
2

Choose **Transaction** that
needed to be **Approve**

STEP

08

APPROVER


1 Review Transaction,
Click **Approve**

2 System will show
**Approve Transaction
Pop-up**, Click **Yes**

3 If Transaction is
Success, Click **Done**

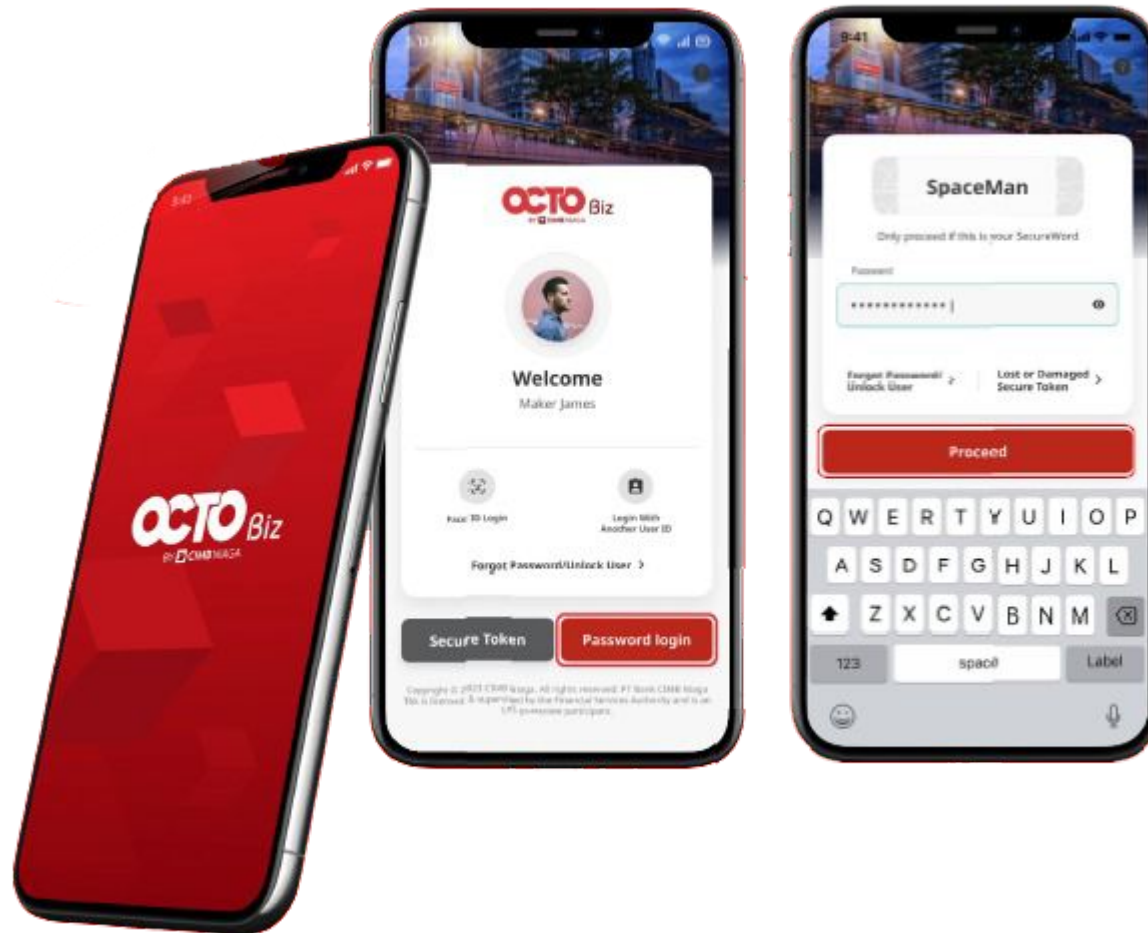


Service Manage Biller

Add

Edit

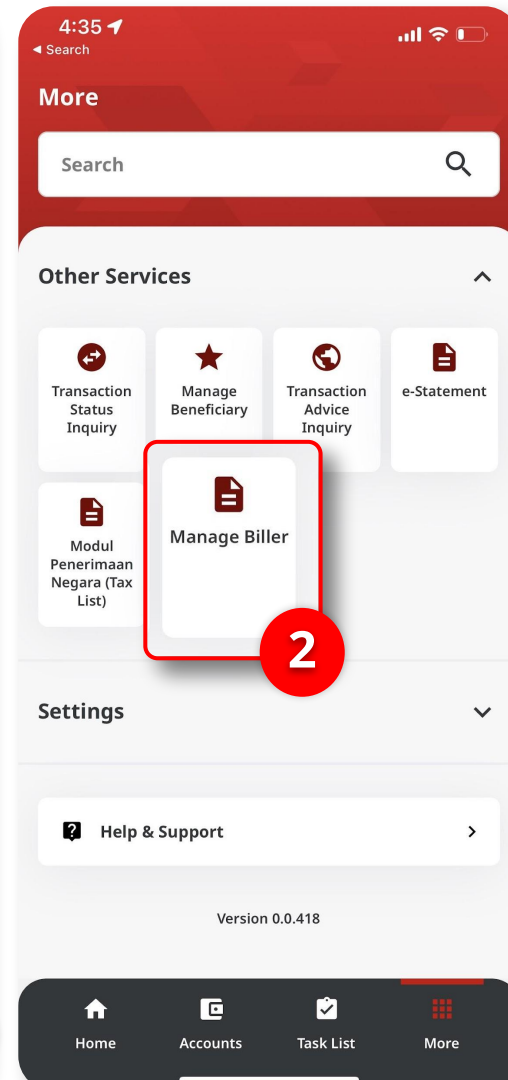
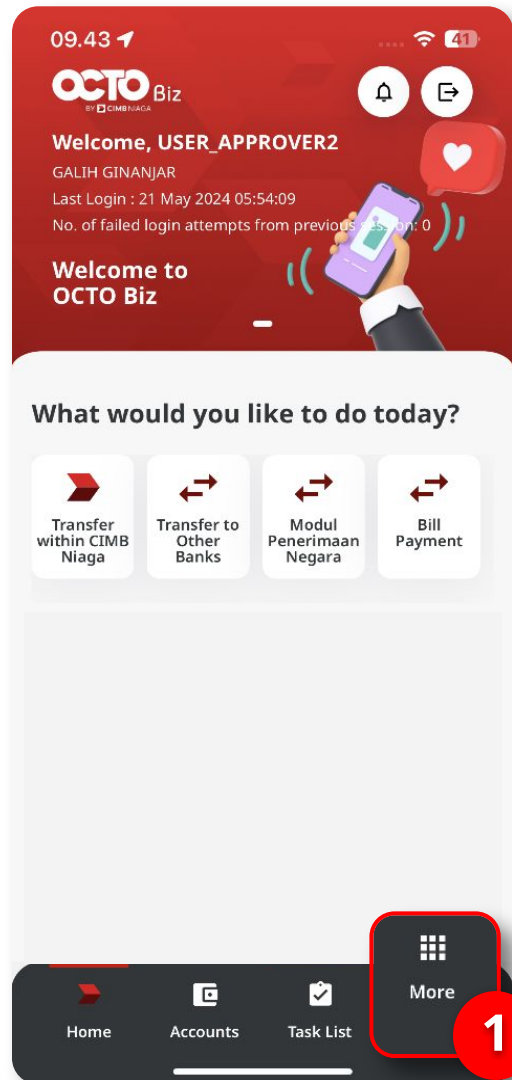
Delete



Login as **Maker**

1 Fill in the **Password**

2 Click **Proceed**



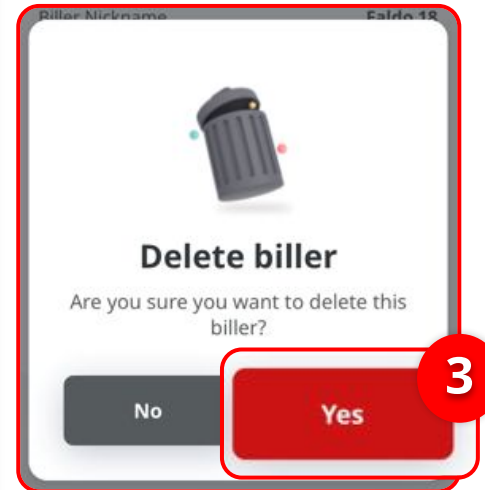
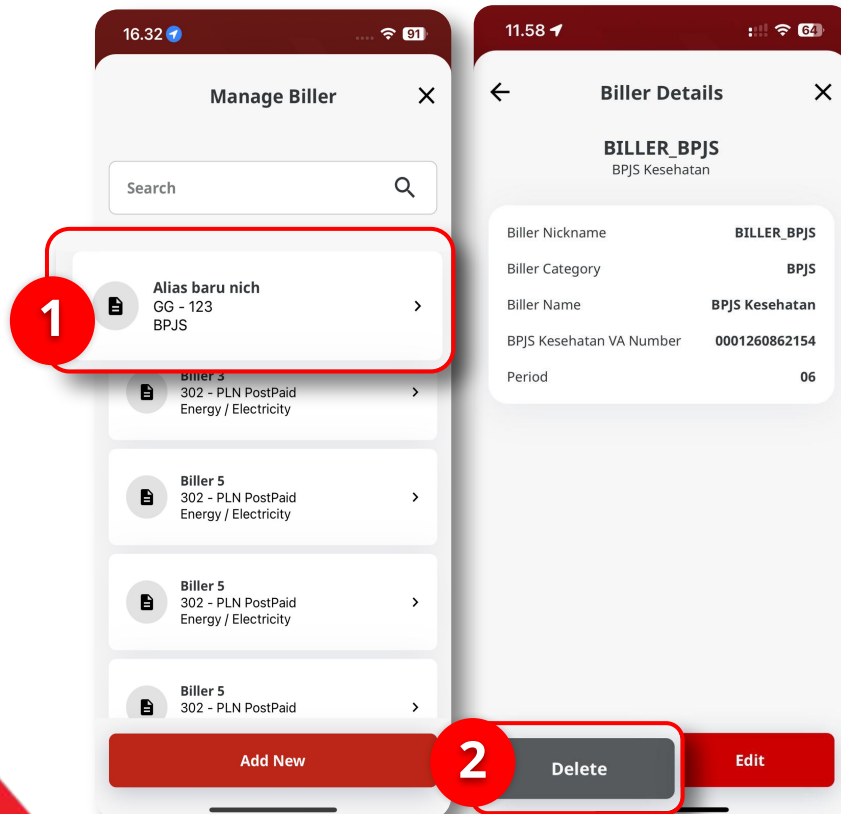
1 Click **More** on footer Menu

2 Click **Manage Biller**

STEP

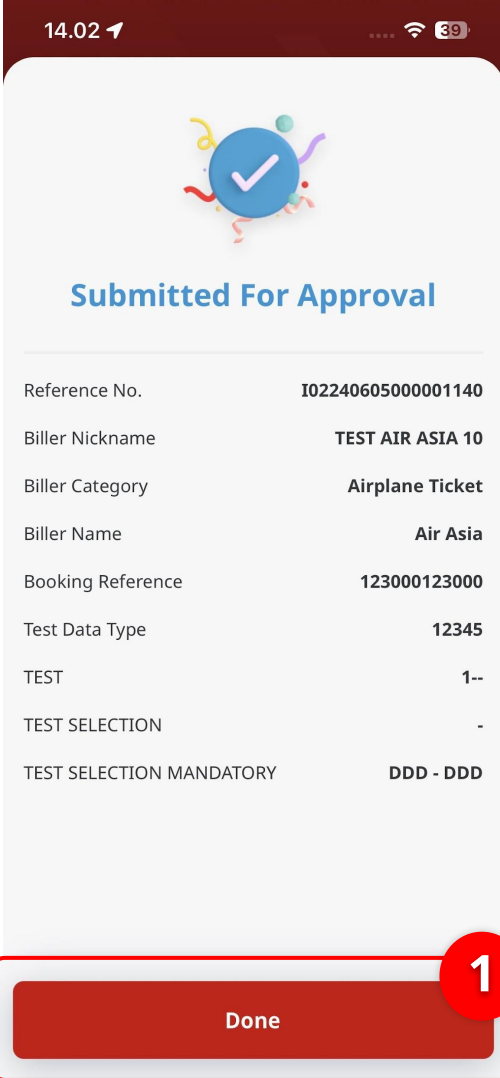
03

MAKER



System will navigate to
Manage Biller Page

- 1 Click **Transaction** that needed to **Delete**
- 2 Click **Delete**
- 3 System will show the **Delete Biller Pop-Up**, Click **Yes**



14.02 1

39



Submitted For Approval

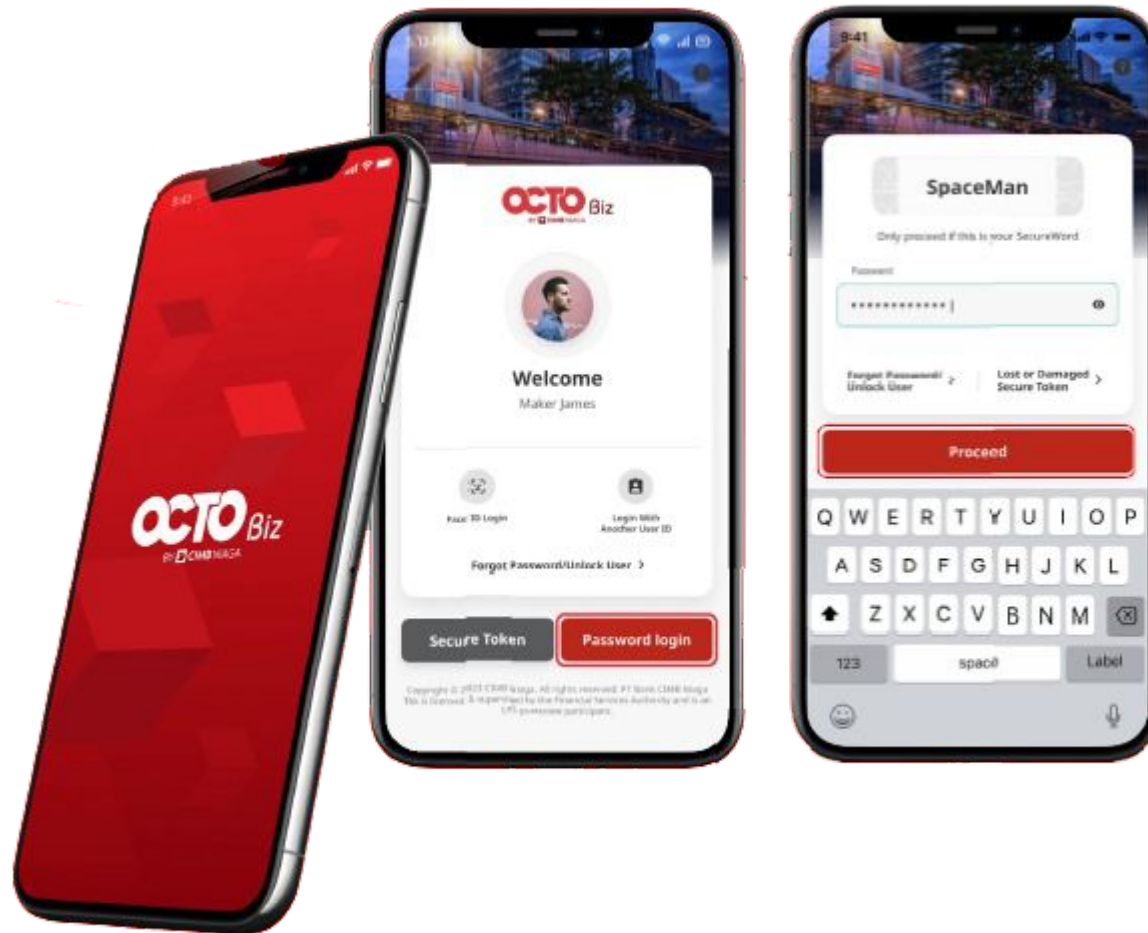
Reference No.	I02240605000001140
Biller Nickname	TEST AIR ASIA 10
Biller Category	Airplane Ticket
Biller Name	Air Asia
Booking Reference	123000123000
Test Data Type	12345
TEST	1--
TEST SELECTION	-
TEST SELECTION MANDATORY	DDD - DDD

1

Done

1

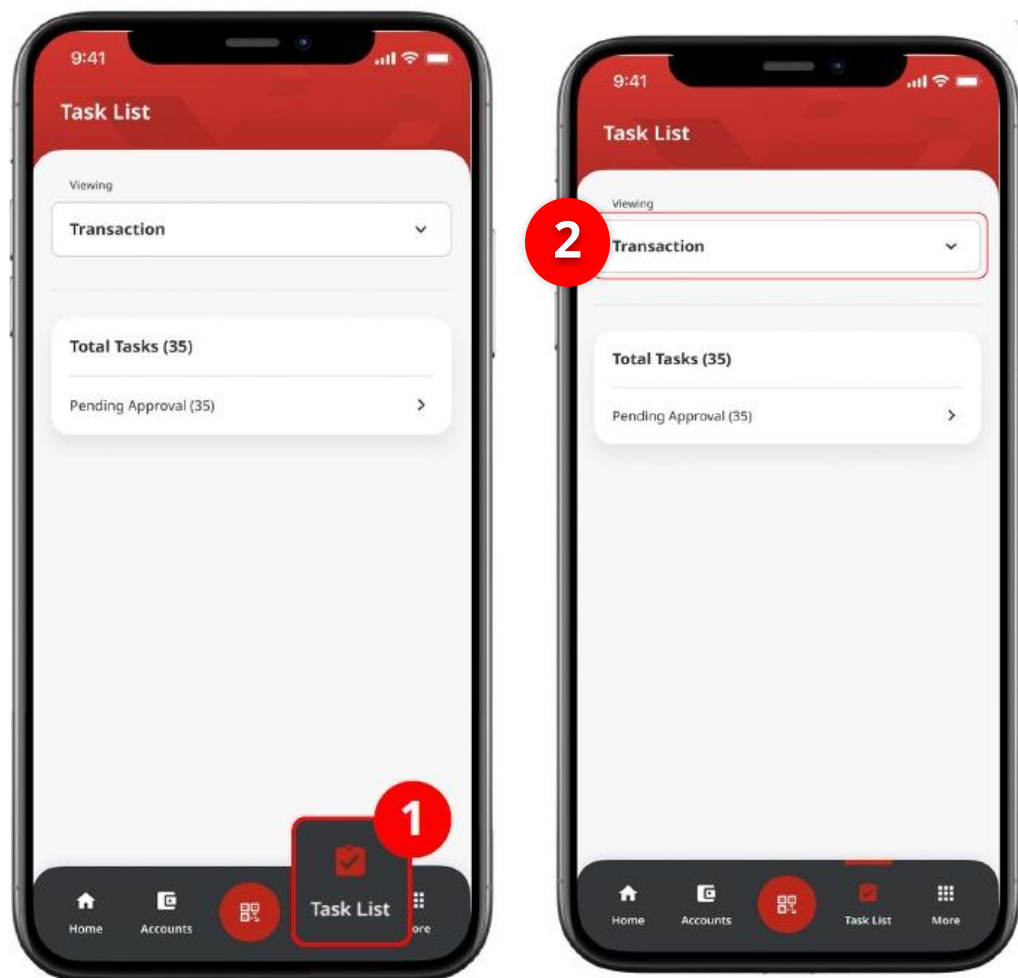
If Successful, system will navigate to **Submitted for Approval Page**, Click **Done**



Login as **Approver**

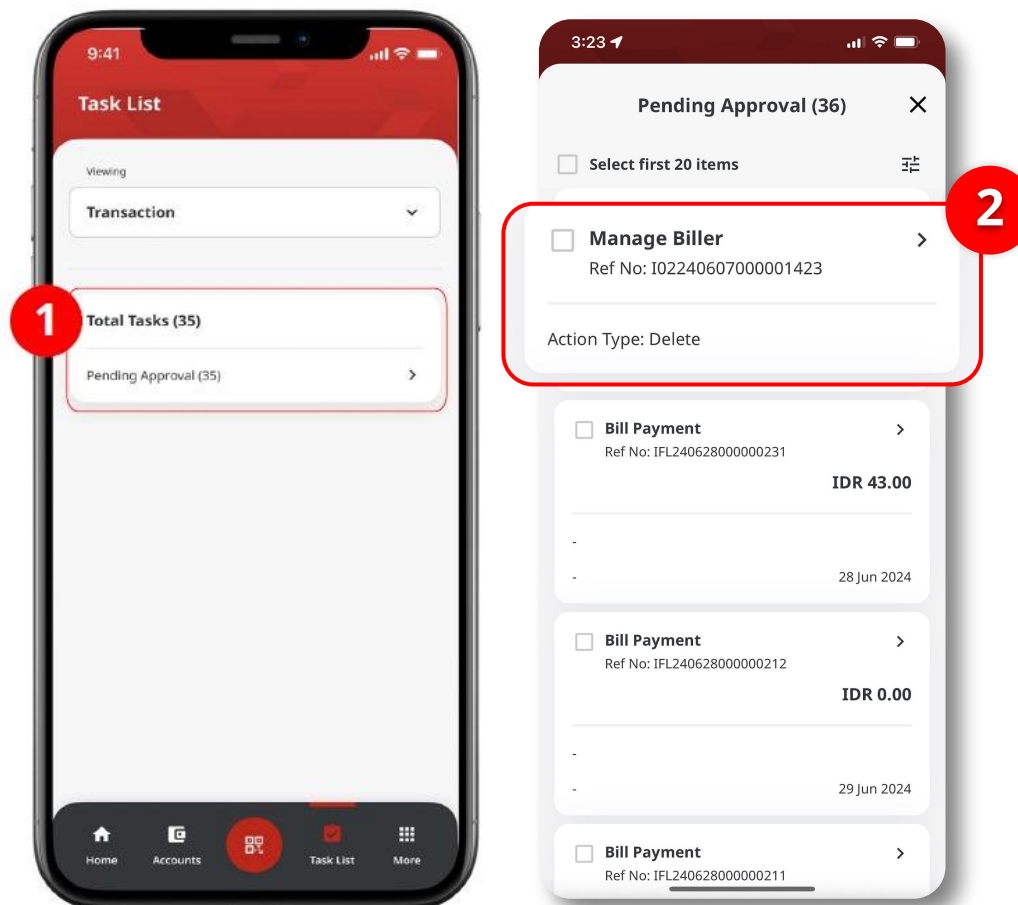
1 Fill in the **Password**

2 Click **Proceed**



1 Navigate to footer menu, Click **Task List**

2 Choose **Transaction** as **Viewing**

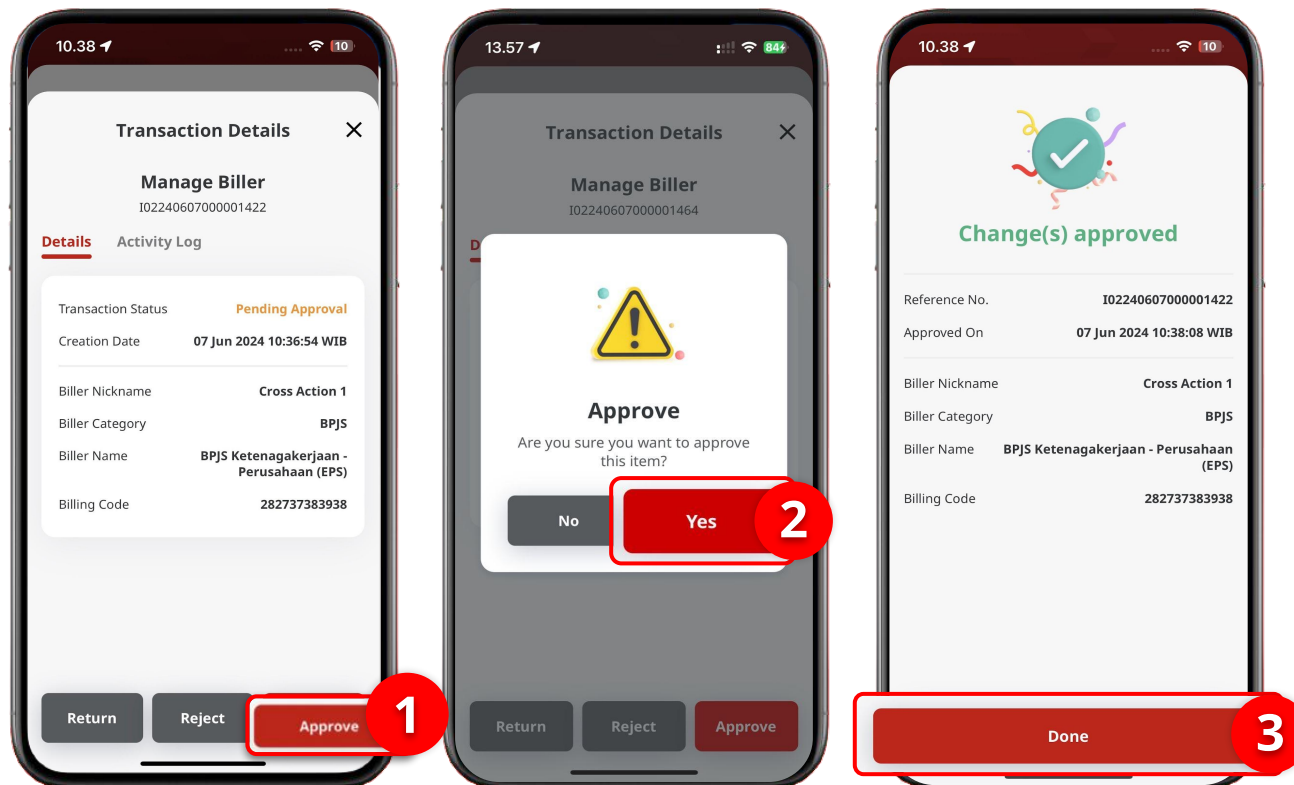


1

Choose **Pending Approval**

2

Choose **Transaction** that
needed to be Approve



- 1 Review **Transaction**, Click **Approve**
- 2 System will show **Approve Transaction Pop-up**, Click **Yes**
- 3 If Succeed, Click **Done**



OCTO Biz
BY  **CIMB NIAGA**

