

OCTO Biz

SysAdmin
Workflow Setup
Lite Package

TUTORIALOCTOBIZ2024

*Aksi dan
Kolaborasi*





SysAdmin

Workflow Setup

SysAdmin - Workflow Setup to setup the simple workflow

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Setup

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Process

Role	Description
Maker	Users who act as transaction creators or transaction data inputters
Reviewer	User who functions as a Reviewer to validate transaction data that has been submitted by Maker (Optional)
Approver	User who is tasked with providing decisions (Rejecting or approving Transactions) on transactions that have been sent by Maker (Can be arranged in a Hierarchical manner)
Releaser	User who functions to provide decisions that have been approved by Approver (Optional)
Viewer	User who functions to view Financial Reports only (Cannot make Transactions)

NOTES: Prerequisite to have before set Workflow Setup

Can be set from: BBO Company Maintenance, BBO Onboarding and CFO Manage Company Menu

Company Maintenance > Details

Company Details

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

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

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		-

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1 Navigate to *Signature Type page*

2 need to have the *Signature type listing*

Company Maintenance > Details

Company Details

Company Name	CIF No.	Enrolled Date
JLPTJTU JPYKULZS TJOYQYSZL 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	ADMIN2	ChanpreetAdmin	+621323244124	chanyei@gmail.com	No	Secure Token (Software)	No	Edit	-
2	ADMIN2	ChanpreetAdmin	+621323244124	chanyei@gmail.com	No	Secure Token (Software)	No	Edit	-
3	ADMIN2	ADMIN TESTING	+62242424	emailtesting1@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	-	-



User Details

User ID	User Full Name	KTP / Passport
ADMIN1	ChanpreetAdmin	-
Mobile No.	Office No.	Email
+621323244124	-	chanyei@gmail.com
Authorized Person	Single Access User	Secure Token Type
No	No	Secure Token (Software)
Request New Secure Token	Waive Secure Token Charges	Dashboard
Yes	No	Default PortalGroup
Last Updated Date	Updated By	
19 Jun 2024	NGB9	

Belongs to User Group

No.	User Group	SynAdmin	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 TJOYQYSZL TWONJSW	CHANCORP_v10_testing@ex-v10-18c0346-7971-4a2d-5afb-6c0481a6608e	
2	CHANCORP	JLPTJTU JPYKULZS TJOYQYSZL TWONJSW	CHANCORP_v10_testing@ex-v10-78f1eaf-120-4b72-ba58-79663d925088	
3	CHANCORP	JLPTJTU JPYKULZS TJOYQYSZL TWONJSW	CHANCORP_v10_testing@ex-v10-5466a6c8-f96b-4fb1-b591-6b0974aa4e63	



- 1 Click on the **User** part
- 2 Click on the **User ID Hyperlink**
- 3 Check is the user already assign to **Signature Type**



SysAdmin Workflow Setup

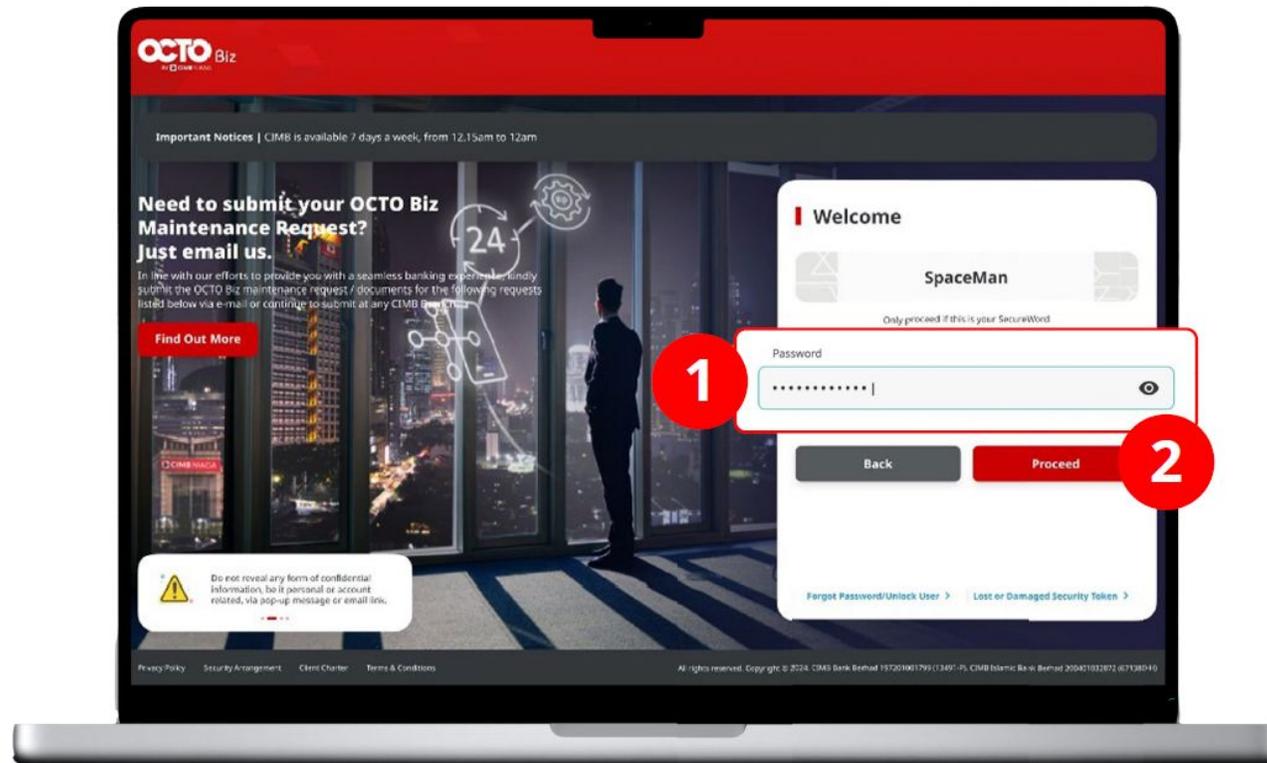
STEP 01



1 Login as **CFO Administrator** using **User & Company ID**

2 Click on the **Next**

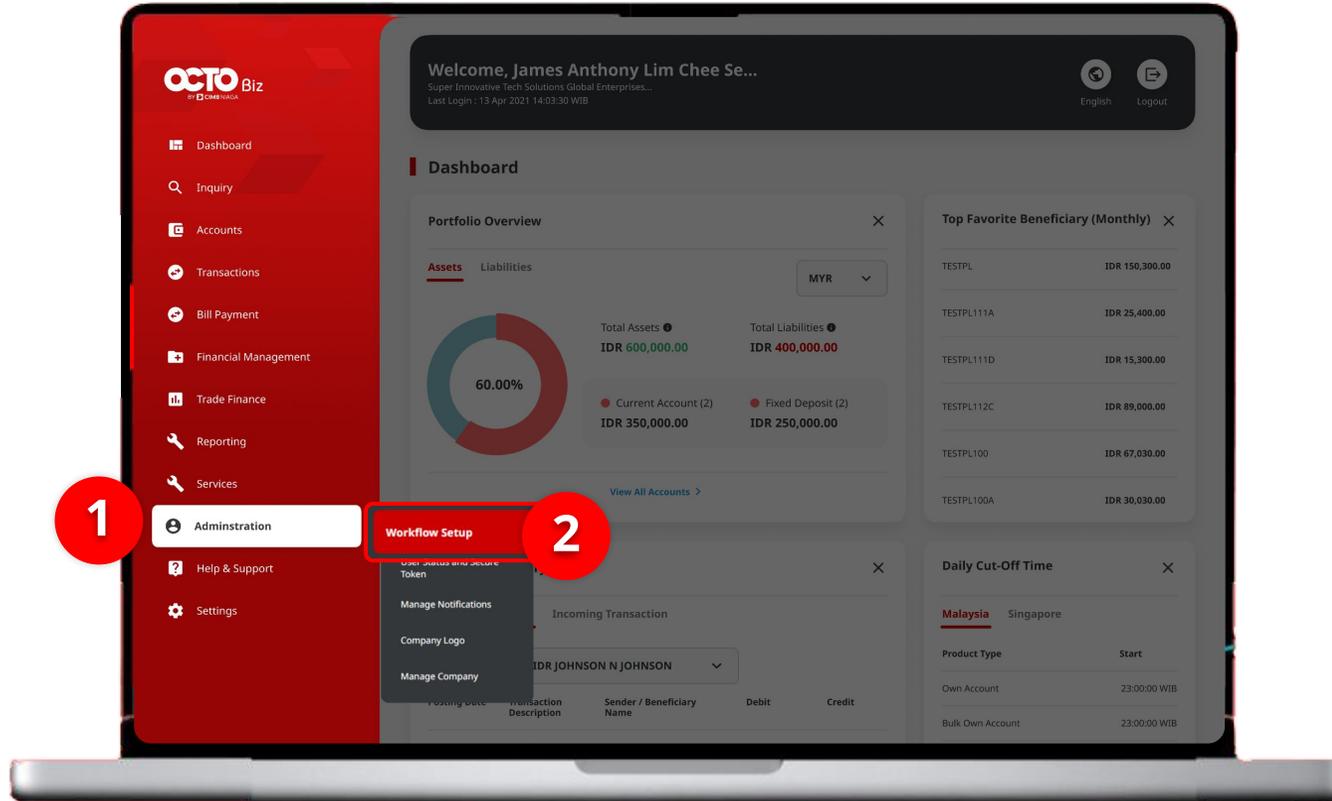
STEP 02



1 Fill in the **Password**

2 Click on the **Proceed**

STEP 03



System will show the Dashboard Page

- 1 Navigate to **Administration**
- 2 Click on the **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJOYQYSZL 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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System will show the
Workflow Setup > Listing

1 Click **Duplicate**

Workflow Setup > Edit

Successful task saved

Reference No. : BBC224061900007232 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 TJQYQSYZL TWDQNSW	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	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

2

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
BI-AS1 Alias Maintenance	0	1	N/A
BI-AS1 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

Cancel

3

Next

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

- 1 Click on the **Workflow Setup**
- 2 Choose **Setup** that needed to change
- 3 Click **Next**

Task List > Review Details

Details

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

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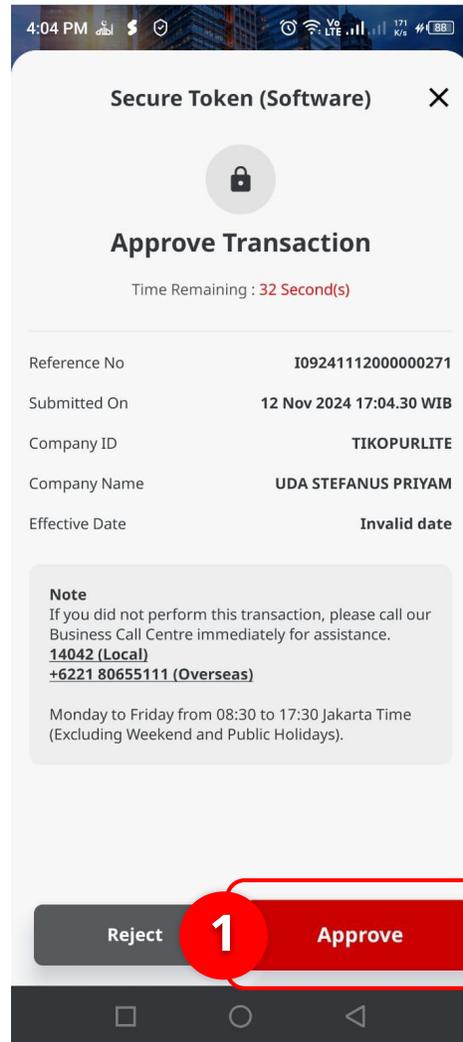
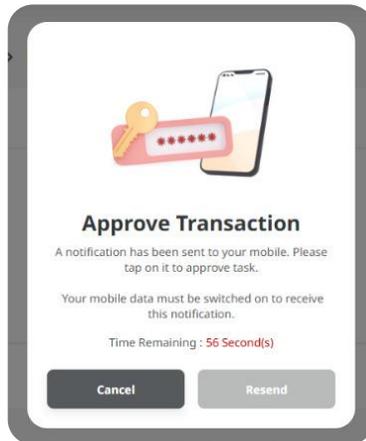
Functions	Reviewer		Approver
	Simple Workflow Mode	Simple Workflow Mode	Authorisation Policy
Administration			
Manage Company	0	1	N/A
Manage Notifications	0	1	N/A
User Status and Secure Token	0	1	N/A
Workflow Setup	0	1	N/A

Payment			
Bill Payment	0	1	Testing
Modul Penerimaan Negara	0	1	taskiler
Transfer to Other Banks	0	1	taskiler
Transfer within CIMB Niaga	0	1	taskiler
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

1 **Submit**

System will show the **Review Details**

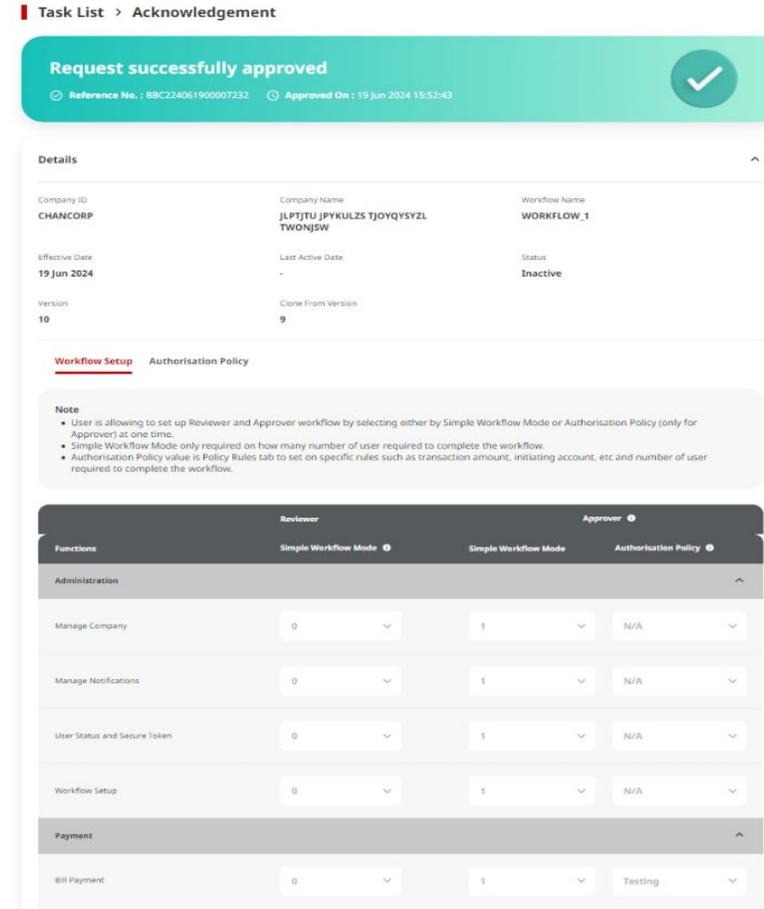
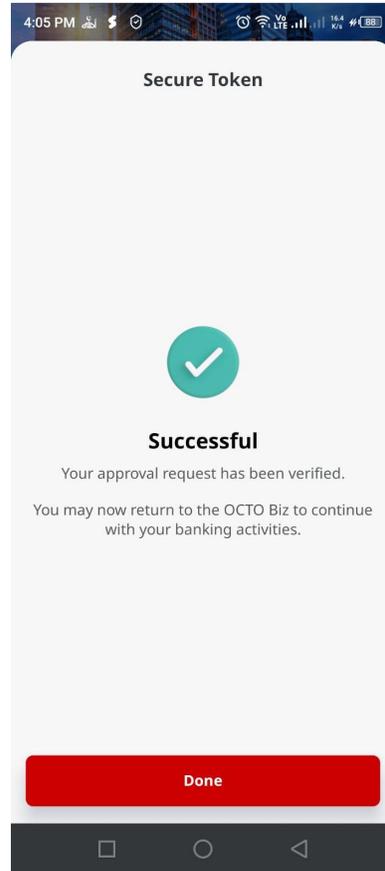
1 Click on the **Submit**



System will show the **Approve Transaction Pop-up**

- 1 Open **Mobile app**, and Click **Approve Transaction**

STEP
08



If it succeed, system will show the **Acknowledgement** page



OCTO Biz
BY  **CIMB NIAGA**

