

Biz

Aksi dan Kolaborasi

SysAdmin Manage Company Advanced & Custom Package TUTORIALOCTOBIZ2024





SysAdmin Manage Company

SysAdmin – Manage Company : CFO Administrator can manage the Company Details, Account, and user Using this module

Ex: Tagging New Account, Create New User Group and New User



13 Approval 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)





Manage Company







Manage Company







Manage Company Menu: Administration > Manage Company

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1







TUTORIALOCTOBIZ2024

Manage Company Menu: Administration > Manage Company

STEP **03**



System will show the **Dashboard**





Click Manage Company



	Company Details	Familied Date		Company ID		
	Company Name MUHAMMAD RAFIF ALRABANI	MAHENDRA 24 Nov 2023 10:07:01	WIB	ATIKAHCO	RP	
1	Account Maintenance	t Accessibility Contact Info Signature Type	User Group User			
	22 account(s)					
	Account No. 💲	Account Nickname 🗘	Currency 🗘	Account Type 💲	Islamic 🗘	Allow Transac
	<u>101075289100</u>	ATIKAH EDIT 1	IDR	Financing Account	No	No
	<u>101089170400</u>	ATIKAH EDIT	IDR	Financing Account	No	No
	<u>101089179200</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes
	<u>101089182300</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes
	<u>160115427300</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
	<u>160121226600</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
	<u>16012122780000001</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
	160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
	703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes
	703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes
			< 1 of 3 >			
	Primary Billing Account					
	Primary Billing Account 101075289100-IDR MUHAMMA	D RAFIF ALRABANI MAHENDRA	Corporate Daily Limit Unlimited			

System will show the Manage Company > Edit







STEP



2

BY 🔁 CIMB NIAGA

Company Details									
Company Name MUHAMMAD RAFIF ALF	En BANI MAHENDRA 24	rolled Date I Nov 2023 10:07:1	01 WIB		Cor AT	npany ID IKAHCORP			
Account Maintenance	Account Accessibility Contact Info	Signature Type	User Group	User					
22 account(s)								^	
Account No. 🗘	Account Nickname 🗘	Currency 🗘	Account Type) Islamic (Allow Transaction	n 🗘 Sub-Actio	n 🗘 Transaction Status	Action	
<u>100108142000</u>	ATIKAH EDIT 1	IDR	Financing Accourt	nt No	No				
101007170400	ATIKAH EDIT	IDR	Financing Accour	nt No	No			<u> </u>	
<u>101089179200</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	Yes			Delete	
101089182300	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	Yes			Delete	
160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	No			Delete	
160121226600	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	No			Delete	
16012122780000001	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	No			Delete	
160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Accourt	nt No	No			Delete	
703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes			Delete	
703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes			Delete	
			< 1 of	3 >					
Primary Billing Acco	unt								
Primary Billing Account *			0	Corporate Daily	.imit *				
101075289100-IDR M	UHAMMAD RAFIF ALRABANI MAHENDRA		с. 	IDR - Indones	ia Rupiah 🗸	Enter			
Sub-Action List									
No.	Sub-Action		Transac	tion Status					
1									

Click Account Hyperlink

1

If the Account Use as Primary Billing Account, so the Delete button will not shown









× Account Details **Account Details** ^ System will go back to **Pop-up Account Details page** Account No. Account Type Currency 100108142000 **Financing Account** IDR Account Name Account Nickname Receiving Bank YUUP J UOZWWOQ YUUP I UOZWWOO 🖍 Islamic Opening Branch Account with Bank Click **Pencil Icon** to No 24045 - Cirebon - Siliwangi 1 change the **Account** Account Limit Per Transaction Allow Transaction Unlimited Yes 🧨 Limit per Transaction 1 System will show the **Pop** Close 2 Up Edit Account Nickname, change × **Edit Account Limit Per Transaction** Account Limit per Transaction 2 Account Limit Per Transaction IDR - Indonesia R... 🗸 23,456.00 Click Save 3 Unlimited Notes: If the Unlimited Box is chosen, 3 Cancel Save the Transaction Limit Can't be change

STEP



TUTORIALOCTOBIZ2024

S T E P



System will go back to **Pop-up Account Details**





Close

Manage Company Menu: Administration > Manage Company

s t e p

Company Name MUHAMMAD RAFIF ALF	IABANI MAHENDRA	Enrolled Date 24 Nov 2023 10:07:0	D1 WIB		Company ATIKAH	CORP		
Account Maintenance	Account Accessibility Contact In	fo Signature Type	User Group	User				
22 account(s)								
Account No. 💲	Account Nickname 🗘	Currency 🗘	Account Type 💲	Islamic 🗘	Allow Transaction 💲	Sub-Action 🗘	Transaction Status	Action
101075289100	ATIKAH EDIT 1	IDR	Financing Account	No	No	Edit		
101089170400	ATIKAH EDIT	IDR	Financing Account	No	No			Delet
101089179200	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			Delet
101089182300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			Delet
160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delet
160121226600	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delet
16012122780000001	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delet
160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delet
703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes			Delet
703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA	le IDR	Savings Account	No	Yes			Delet
			< 1 of 3	•				
Primary Billing Acco	unt							
Primary Billing Account *			Co	rporate Daily Li	mit *			
101075289100-IDR M	UHAMMAD RAFIF ALRABANI MAHEND	RA	Q 10	R - Indonesia	a Ruplah 🖌 Ente	r		
				Unlimited				
Sub-Action List								
No.	Sub-Action		Transactio	n Status				

System will go back to *Edit* page after the List is added



TUTORIALOCTOBIZ2024



Manage Company





s t e p

ompany Name	ALRABANI MAHENDRA	Enrolled D 24 Nov 2	Date 2023 10:07:01 WIB		Company ID ATIKAHCORP		
	count Accessibility	Contact Info Signa	ature Type User G	roup User			
22 account(s)							^
Account No. 🗘	Currency 🗘	Account Nickname 💲	Account Type 💲	Islamic 🗘	Allow Transaction 💲	Sub-Action	Transaction Status
101075289100	IDR	ATIKAH EDIT 1	Financing Account	No	No	e.	
101089170400	IDR	ATIKAH EDIT	Financing Account	No	No		
101089179200	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	Yes		
101089182300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	Yes		
160115427300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
160121226600	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
16012122780000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
160122040300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
703057606100	IDR	ATIKAH EDIT 2	Savings Account	No	Yes		
703060923600	IDR	MUHAMMAD RAFIF ALRABANI MAHENDRA e	Savings Account	No	Yes		
			< 1	of 3 >			
unctions Listing							~
Modules / Products							
Administrat	(m)	_	_	_	_	_	^
Compa	av Logo			Manage Co	mnany		
Manage	Notifications			User Status	and Secure Token		
Workfle	w Setup						
Payment							^
Bil Pay	ment			TRY 03			
Transfe	r to Other Banks			Transfer wi	hin CIMB Niaga		
Portfolio							^



Notes:

• User can **Review only** on the **Detail**, and **CAN'T** do the **Edit**





Manage Company





s t e p



System will show the *Manage Company* > *Edit page*



2 Click Contact Info hyperlink to Edit the Contact info that record on Admin and Cash

Primary Contact Info field, can't be edited



Contact Purpose (Applicable in Contact Info Listing)	Remarks
Admin	 To Contact Purpose as "Admin", will get the Welcome letter after the Company Onboarding are done Contact Purpose used on Layout Payment Advice
Cash	 Pada Layout Payment Advice, will be prioritize using Contact Purpose with tag "Cash" If user Don't have The Contact Purpose with tag "Cash", it can use Contact Purpose dengan Tag "Admin" Every Corporate ID, can have just 1 contact info with Tag "Cash"



step 12

Contact Purpose *		System will show the Pop-up Con
Use Primary Contact	🗹 Display Contact Details 0	info Details
Name *	Phone No.	
test	7777788888	
Country Code * Mobile No. *	Email *	Edit fields that needed
+62 ~ 5555566666	ASD@GMAIL.COM	
Company Details	Cane 3	If the Primary contact colu is Chosen , so the other de will automatically disable k
Contact Purpose *	Contact Info Details	
Admin 2	V Display Contact Details 🗨	3 If it's appropriate, Click
Admin 2 Use Primary Contact Name *	Country Code Phone No.	3 If it's appropriate, Click <i>Save</i>
Admin 2 Use Primary Contact Name * EKA	Country Code Phone No. Select V 123456789	3 If it's appropriate, Click <i>Save</i>
Admin 2 Use Primary Contact Name * EKA Country Code * Mobile No. *	Country Code Phone No. Select V 123456789 Email *	3 If it's appropriate, Click <i>Save</i>
Admin 2 Vuse Primary Contact Name * EKA Country Code * Mobile No. * +60 × 3423523423	Country Code Phone No. Select 123456789 Email * AD@GMAIL.COM	3 If it's appropriate, Click <i>Save</i>
Admin 2 We Primary Contact Name * EKA Country Code * Mobile No. * +60 × 3423523423	Country Code Phone No. Select V 123455789 Email * AD@GMAIL.COM	3 If it's appropriate, Click Save
Admin 2 Use Primary Contact Name * EKA Country Code * Mobile No. * +60 × 3423523423	Country Code Phone No. Select V 123456789 Email * AD@GMAIL.COM	3 If it's appropriate, Click Save

step **13**

Manage Company	> Edit						
Company Details							
Company Name MUHAMMAD RAFIF ALRABAN	II MAHENDRA	Enrolled I 24 Nov	Date 2023 10:07:01 WIB		Company ATIKAH	ID CORP	
Account Maintenance Acc	ount Accessibility	Contact Info Sign	ature Type User (Group User			
Primary Contact Info							^
Name AD Email AD@GMAIL.COM		Phone N -	lo.		Mobile No. +6281326	271078	
Contact Info Listing							^
No. Name 🗘	Contact Purpose 🗘	Mobile No. 🗘	Email 🗘	Use Primary Contact 💲	Display Contact Details		
1 <u>AD</u>	Admin	+6281326271078	AD@GMAIL.COM	Yes	Yes		
							Add
						Save	Submit

System will navigate back to **Edit page**





Manage Company Menu: Administration > Manage Company

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ompany Details								
mpany Name AHES		Enroller 20 Nor	d Date v 2023 10:49:15 WIB		Compan ATIKAI	y ID ICORP		
count Maintenance	Account Accessibility	Contact Info Sig	nature Type User	r Group User				
imary Contact Info								
Name		Phone	No.		Mobile No			
AD Email AAD@GMAIL.COM					+623123	1231		
ontact Info Listing								
No. Name 🗘	Contact Purpose 🗘	Mobile No. 💲	Email 🗘	Use Primary Contact 💲	Display Contact Details	🗘 Sub-Action 🖪	∧ Transaction ❤ Status	
1 <u>AD</u>	Admin	+628976543651	AAD@gmail.com	No	Yes	Edit		
								Add

System will go back to **Edit page**



TUTORIALOCTOBIZ2024



Manage Company















C.	Signature Type Details	×	System will show the Pop-up Signature Type Details
Signature Type * APPROVER1	Description		1 Edit
Ai 5 Signature type(s)	Cancel 2	Save	2 Click Save









3

Click Hyperlink User Assigned

2 System will show the pop-up User(s) Assigned to Signature Type

Click **Close**







System will navigate back to **Edit page**



3

Click **Add**

2 System will show the pop-up Signature Type, Edit part that needed to be edit

Click **Save**



TUTORIALOCTOBIZ2024







System will go back to *Edit* page with list that already deleted





Manage Company







Manage Company User Group

Non-SysAdmin

SysAdmin





User Group Non-SysAdmin

Can Add, Edit, and Delete User







User Group Non-SysAdmin

Functions

to give Function to User

Accounts

Action List

Assigned User







STEP **23**

11073015			
			/
mpany ID TKAHCORP	Company Name MUHAMMAD RAFIF ALRABANI MAHENDRA	System Uter Group -	
User Group *	Description		
ALL_2ND	Enter		
lect User Role(s) from the list (You can select more than one option):			
] Maker			
Approver			
Viewer			
Releaser			
Inctions Accounts Action List File Format Assigned Use	ers		
			Copy Functions From User Group
odules / Products ()			
] Service Package			^
] Administration			*
Company Logo			
Manage Company			
Manage Notifications			
Inersection Status ungury - Meintenence			
Transaction Status Inquiry - Iransactions			A
iransactional reports			
Charges Report			
Corporate Login & Logout Activity Report			
V Transaction Details Report			
User Activity Log			^
Administration Audit Trail Report			
Transaction Activity Log (BLFAST)			
Transaction Activity Log (In House Transfer to Own Account)			
Transaction Activity Log (In House Transfer to Third Party)			
V Transaction Activity Log (RTGS)			
User Activity Audit Trail Report			
			Save

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System will show the **Pop-Up User Group Details**








User Group Non-SysAdmin

Functions

Accounts

To Add accounts

Action List

Assigned User



	Action List File Form	mat Assigned Users				
						bfo.sbm.text.copyAccountList >
	Account No. 🗘	Currency 💲	Account Nickname 🗘	Account Type 💲	Provider 🛟	Allow Transaction 💲
	100233908000	IDR	SMPPLR KLTWW RVXLVL	Financing Account	CIMB NIAGA	Yes
	10106856380000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	CIMB NIAGA	Yes
	16012224450000002	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	No
	16012224450000013	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
	16012224450000014	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
	16012224450000015	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
° 2	703057606100	IDR	ANJAR ASMORO HERYANTO	Savings Account	CIMB NIAGA	Yes
	703185655500	IDR	TB LIABILITY 2	Savings Account	CIMB NIAGA	Yes
	703200686300	IDR	MAHES	Savings Account	CIMB NIAGA	Yes
	800035034600	IDR	ANJAR	Current Account	CIMB NIAGA	Yes
			< 1 of	2 >		



1 Choose *Accounts*

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3



User Group Non-SysAdmin



Assigned User



Manage Company Menu: Administration > Manage Company

STEP 25

Fun	Action List Fmat Assigned Users							
	Action 🗘	Maker	Reviewer	Approver	Releaser	Viewer		
	Manage templates only	Yes	No	No	No	No		
	Use Cash templates only	Yes	No	No	No	No		
	User Linking	Yes	No	No	No	No	1	Choose Action List
	View Sensitive	No	Yes	Yes	Yes	No		
	Add	No	No	No	No	No		Choose fields
	Add/Clone	Yes	No	No	No	No	2	CHOUSE Helds
	oprove (Approver/Releaser)	No	No	Yes	Yes	No		
	Cove (Reviewer)	No	Yes	No	No	No	2	Click Save
	Auth Return	No	No	Yes	No	No		Cher Suve
	Cancel	Yes	No	No	No	No		
	J		1 of 4 >					
					3	Save		





User Group Non-SysAdmin



to see which **User Group** that **Assigned** to **User**



step **26**

Functions	Accounts Action List File Format Assigned Users			
No.	Company ID 🛟	Company Name 💲	User ID 🗘	User Full Name 💲
1	ATIKAHCORP	MAHES	ANJARSAU	sau anjar
2	ATIKAHCORP	MAHES	ATIKAHDELETE1	DELETE SOFT TOKEN
3	ATIKAHCORP	MAHES	ATJKAHDELETE2	DELETE NO TOKEN
4	ATIKAHCORP	MAHES	ATIKAHMAXTUKARASDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	MAX USER ID
5	ATIKAHCORP	MAHES	EKA	MIN USER ID
6	ATIKAHCORP	MAHES	EKAAUTHO01	AUTHO NO TOKEN
7	ATIKAHCORP	MAHES	EKAAUTH003	AUTHO SOFT TOKEN
8	ATIKAHCORP	MAHES	EKAAUTH004	AUTHO SOFT TOKEN 2
9	ATIKAHCORP	MAHES	EKAAUTHOOS	AUTHO NO TOKEN 2
10	ATIKAHCORP	MAHES	EKAAUTHOOG	AUTHO 6
		< 1 of 4		
				Save







Manage Company Menu: Administration > Manage Company

Manage Company > Edit **Company Details** Company Name Enrolled Date Company ID System will navigate MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB ATIKAHCORP back to Edit page. Account Maintenance Account Accessibility Contact Info Signature Type User Group User If admin want to 7 user groups(s) ~ Delete the List, No. User Group 🏠 icted Template Maker 🗘 View Sensitive Details 🔀 🗘 Sub-Action Transaction Status Action 1 ADMINPUREMAKER Yes No 2 ALL Yes No Delete 3 ALL 2ND No No Delete 4 ALL SYS ADMIN Yes Yes All entitlement for User(s) who are tagged to this User Group will be removed. Proceed to delete? 5 FOR ALL Yes Yes 2 6 PUREAUTHO1 Yes Yes No 2 Yes Delete 7 PURE MAKER No Yes No No No No No No Replicate From Template Add Submit

STEP



Click **Delete**

Click **Yes**

Comp	any Details											
Compar MUHA	ny Name MMAD RAFIF ALRABAN	NI MAHENDRA	A		Enrolled 24 Nov	Date 2023 10:	07:01 WIB		Company ID ATIKAHCORP			
Accou	nt Maintenance Acc	count Accessi	bility	Contact I	nfo Sign	nature Ty	/pe Use	er Group User				
7 use	r groups(s)											
No.	User Group 🗘	Sysadmin 🗘	Maker	Reviewer	Approver	Vlewer	Releaser	Restricted Template Maker 💲	View Sensitive Details 🕦 🗘	Sub-Action	Transaction Status	Action
1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No	No	а.	-	
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	No		1	
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No			Dele
4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes			
5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	PUREAUTHO1	Yes	No	No	Yes	No	No	No	Yes			
7	PURE MAKER	No	Yes	No	No	No	No	No	No			Dele
										Replicate Fr	rom	Add

System will navigate back to Edit page with new **List**





User Group SysAdmin

Can see the User Group ONLY and Can't edit the data







User Group SysAdmin

Functions

to give the Function to User

Accounts

Action List

Assigned User







welcome, 313 ADMINI	WARER /			
	User Group	Details		1
Details				
Company ID	Company Name	3	System User Group	
ATIKAHCORP User Group	MUHAMMAD RAFIF ALRABAN	NI MAHENDRA	Maker	
ADMINPUREMAKER	·	2	Yes	
Neviewer No	Approver No		No	
Releaser No	Sysadmin Yes			
Functions Accounts Action list File Format	: Assigned Users			
Modules / Products	Access	Modules / Products		Access
Service Package				^
Administration				^
Company Logo	Access - Yes	Manage Company		Access - Yes
Manage Notifications	Access - Yes	User Status and Secure Token		Access - Yes
Workflow Setup	Access - Yes			
Payment				^
Bill Payment	Access - Yes	TRY 03		Access - Yes
Transfer to Other Banks	Access - Yes	Transfer within CIMB Niaga		Access - Yes
Portfolio				^
Account Details	Access - Yes	Account Statement Summary		Access - Yes
Casa Balance Summary	Access - Yes	Financing Account Summary		Access - Yes

System will show the **Pop-Up User Group Details**





User Group SysAdmin

Functions

Accounts

to Add Accounts

Action List

Assigned User



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1	Accounts A Action List File Fo	rmat Assigned Users				
						bfo.sbm.text.copyAccountList >
	Account No. 🛟	Currency 💲	Account Nickname 💲	Account Type 💲	Provider 💲	Allow Transaction 💲
	100233908000	IDR	SMPPLR KLTWW RVXLVL	Financing Account	CIMB NIAGA	Yes
	10106856380000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	CIMB NIAGA	Yes
	16012224450000002	IDR	JTJRJJQOW	Financing Account	CIMB NIAGA	No
	16012224450000013	IDR	JTJRJJQOW	Financing Account	CIMB NIAGA	Yes
	16012224450000014	IDR	JTJRJJQOW	Financing Account	CIMB NIAGA	Yes
	16012224450000015	IDR	JTJRJJQOW	Financing Account	CIMB NIAGA	Yes
	703057606100	IDR	ANJAR ASMORO HERYANTO	Savings Account	CIMB NIAGA	Yes
	703185655500	IDR	TB LIABILITY 2	Savings Account	CIMB NIAGA	Yes
	703200686300	IDR	MAHES	Savings Account	CIMB NIAGA	Yes
	800035034600	IDR	ANJAR	Current Account	CIMB NIAGA	Yes
			< 1 of	2 >		



Save

System will show the *List Account Number*





User Group SysAdmin



Assigned User



Manage Company Menu: Administration > Manage Company

STEP 25

Functio	ns Ar Action List France Assigned Users					
	Action 💲	Maker	Reviewer	Approver	Releaser	Viewer
	Manage templates only	Yes	No	No	No	No
	Use Cash templates only	Yes	No	No	No	No
	User Linking	Yes	No	No	No	No
	View Sensitive	No	Yes	Yes	Yes	No
	Add	No	No	No	No	No
	Add/Clone	Yes	No	No	No	No
	Approve (Approver/Releaser)	No	No	Yes	Yes	No
	Approve (Reviewer)	No	Yes	No	No	No
	Auth Return	No	No	Yes	No	No
	Cancel	Yes	No	No	No	No
		< 1 of	4 >			
					Si	ave



System will show the *Account List*





User Group SysAdmin



to see the **User Group** which **Assigned** to **User**



step **26**





STEP **27**



System will navigate back to *Edit page*



Notes:

Replicate From Template is function to duplicate the User Group based on default template from system. Replicate from Template can replicate the SysAdmin and Non-SysAdmin Group



STEP **28**

			Replicate From 1	ſemplate				×
ystem Us	er Groups Listing							^
No.	System User Group 💲	Description 🗘	Maker	Reviewer	Approver	Viewer	Releaser	
1	ALDY_UG_SYS	ALDY UG SYS	Yes	No	Yes	Yes	Yes	
2	TESTUSERGROUP3	TEST USER GROUP FEL13	Yes	No	No	Yes	No	
3	UG_CASH_APPROVER	UG_CASH_APPROVER	No	No	Yes	Yes	No	
4	UG_CASH_MAKER	UG_CASH_MAKER	Yes	No	No	Yes	No	
5	UG_CASH_RELEASER	UG_CASH_RELEASER	No	No	No	Yes	Yes	
6	UG_CASH_REVIEWER	UG_CASH_REVIEWER	No	Yes	No	Yes	No	
	UG_INQUIRY	UG_INQUIRY	No	No	No	Yes	No	
1	EXAMPLE1	TEST1	Yes	Yes	No	No	Yes	
9	EXAMPLE2	TEST2	Yes	No	Yes	No	Yes	
10	EXAMPLE3	TEST3	No	Yes	Yes	No	Yes	
_			1 of	2 >				_
Create Report	5		N	,				
Downloads Re	re traviry		N					^
Transaction A	dvice Detail Report		N					
Transaction A	dvice Inquiry		N					
Transaction A	dvice Listing Report		N					
ransaction State	us Inquiry							~
Transaction SI	tatus Inquiry - Administration		N					
Transaction St	tatus Inquiry - Download		N					
Transaction St	tatus Inquiry - Maintenance		N					
Transaction St	tatus Inquiry - Transactions		N					
ransactional Re	ports							~
iser Activity Log								^
Administratio	n Audit Trail Report		N					
Transaction A	rtivity Log (III-(AST)		N					
Transaction &	multur Lon (In House Transfer to Oaro Arrowst)							
Transaction &	ctivity Log (In House Transfer to Third Party)							
Transaction &	rtivity Los (RTGS)							
(here both -	hada Taril Barant							-
Joe Aunity /	and the regulation		N				Contraction of the second	-









Comp	oany Details												
Compar MUHA	ny Name MMAD RAFIF ALRABA	NI MAHENDRA	A		Enrolled 24 Nov	Date 2023 10:	07:01 WIB			Company ID ATIKAHCORP			
Accou	nt Maintenance Ac	count Accessi	bility	Contact I	nfo Sigr	nature T	ype Use	er Group User					
7 use	r groups(s)												
No.	User Group 💲	Sysadmin 🗘	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Make	r 🗘 View S	ensitive Details 🚯 🗘	Sub-Action	Transaction Status	Action
1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No	No		-		
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	No		a.	<i></i>	
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No				Delete
4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		-	4	
5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes				
6	PUREAUTHO1	Yes	No	No	Yes	No	No	No	Yes				
7	PURE MAKER	No	Yes	No	No	No	No	No	No				Delete
											Replicate Fi Templat	rom e	Add

System will navigate back to **User Group tab**





Manage Company







Manage Company User Tab

User Tag to Non-SysAdmin

User Tag to SysAdmin





Manage Company User Tab

User Tag to Non-SysAdmin

can **Edit and Delete**



STEP







Choose User



Click User hyperlink



Manage Company Menu: Administration > Manage Company

step **31**

1													
								7.5					
	User Full Nan	ne *				L Sir	igle Access User	5					
	eredit												
	KTP / Passpor	rt				Secure Token	Secure Token Type						
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	+62	× 132	3244124										
	Country Code	e Offic	e No.			Dashboard	Dashboard *						
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elongs	to User Grou	đt									^		
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Manage Company User Tab

User Tag to SysAdmin

Can View ONLY, Not Editable



STEP







Choose User



Click User hyperlink



						User Details	5			×
Details										^
User ID ADAUTHO1 Mobile No. +6281326271078 Single Access User No Dashboard Default_PortalGroup				User Full Name AUTHO1 Office No. - Request New Secure No Last Updated Date 15 Oct 2024	Token			KTP / Passport - Email AD1@GMAILCOM Secure Token Type - Updated By EKASYSMAKER7		
Belongs to User Group										^
No. User Group 🗘	Sysadmin 🗘 Yes	Maker Yes	Reviewer Yes	Approver Yes	Viewer	Releaser Yes	Restricted Template Maker 🗘	View Sensitive Details 🔮 🔅	Sub-Action Edit	
Has this Signature Type										^
No. Company ID			Company Nar	ne			Signature Type	Description		
						No records four	nd.			
								1	Close	e

System will show the **User Details Box**





Manage Company Menu: Administration > Manage Company

34

To Delete the user





ompai	ny Details								
ompany IUHAM	Name MAD RAFIF ALR/	ABANI MAHENDRA	Enrolled Da 24 Nov 20	te 23 10:07:01 WIB					
ccount	Maintenance	Account Accessibility C	Contact Info Signat	ure Type User Group	User				
Sear	rch								
Sea	arch By								
	U	ser ID	User Nar	ne	Enter				
								Sea	rch
									_
1 user	(s)								ŝ
No.	User ID 🗘	User Full Name 🗘	Mobile No. 🗘	Email 🗘	Single Access User	∧ Secure Token ❤ Type	Ç Sub-Action	Transaction Status	
1	<u>543534</u>	eredit	+621323244124	editchanyeiq@gmail.com	No	Secure Token (Software)	Delete	1	Unde
2	ADAUTHO1	AUTHO1	+6281326271078	AD1@GMAIL.COM	No				
3	ADAUTHO2	AUTHO SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)			
4	ADAUTHO3	AUTHO SOFT TOKEN	+6281326271078	NGB5@mylab.local	No	Secure Token (Software)			
5	ADAUTHO4	AUTHO SOFT TOKEN 4	+6281326271078	NGB1@mylab.local	No	Secure Token (Software)			
6	ADMAKER1	MAKER1	+6281326271078	AD1@GMAIL.COM	No				
7	ADMAKER2	MAKER2	+6281326271078	AD@GMAIL.COM	No				
8	ADMAKER3	MAKER NO TOKEN	+6281326271078	NGB5@mylab.local	No				
9	ADMAKER4	MAKER NO TOKEN 4	+6281326271078	NGB1@mylab.local	No				
10	ADSAU001	SAU1	+6281326271078	AD@GMAIL.COM	Yes				
				< 1 of	8 >				
									Add

System will go back to **Edit User Tab**, with List already **Deleted**.

to **Cancelling the delete action**, Click **undo** to **recover the list item**

1	Click Undo



STEP



System will show the **Manage Company > Edit** with the newest List Action





STEP

Submitted for approval © Reference Na: 11024101500001227 © Submitted Ge: 13: Do: 2024 120433 WB								
ompany Details								
ompany Name MUHAMMAD RAFIF ALR	RABANI MAHENDRA	Enrolled Date 24 Nov 2023 10:07:01 WIB			Company ID ATIKAHCORP			
account Maintenance	Account Accessibility Contact Info	Signature Type	User Group User					
2 account(s)								
Account No. 🗘	Account Nickname 💲	Currency 🗘	Account Type 🔇	Islamic 🗘	Allow Transaction	Sub-Action 🗘	Transaction Status	
101075289100	ATIKAH EDIT 1	IDR	Financing Account	No	No			
101089170400	ATIKAH EDIT	IDR	Financing Account	No	No			
101089179200	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			
101009182300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			
160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			
160121226600	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			
16012122780020021	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			
160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			
703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes			
703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes			
			<1 of 3 →					
Primary Billing Acco	unt							
rimary Billing Account 01075289100-IDR MUH	IAMMAD RAFIF ALRABANI MAHENDRA		Corporate Dai Unlimited	ly Limit				

Submitted for approval							
Company Details							
Company Name MUHAMMAD RAFIF ALRABANI MAHENDRA		Enrolled Date 24 Nov 2023 10:07:01 WIB		Company	Company ID ATIKAHCORP		
Account Maintenance	Account Accessibility	Contact Info Signature	Type User Group Use	er			
22 account(s)						^	
Account No. 🗘	Currency 🗘	Account Nickname 🗘	Account Type 🗘	Allow Transaction 💲	Sub-Action 🗘	Transaction Status 🗘	
101075289100	IDR	ATIKAH EDIT 1	Financing Account	No		~	
101089170400	IDR	ATIKAH EDIT	Financing Account	No			
101089179200	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	Yes			
101089182300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	Yes			
160115427300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No			
160121226600	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No			
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160122040300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No			
703057606100	IDR	ATIKAH EDIT 2	Savings Account	Yes			
703060923600	IDR	MUHAMMAD RAFIF ALRABANI MAHENDRA e	Savings Account	Yes			

Reference No.: 1162							
Company Details							
ompany Name NUHAMMAD RAFIF ALRAB	ANI MAHENDRA	Enrolled Date 24 Nov 202	3 10:07:01 WIB		Company ID ATIKAHCORP		
ccount Maintenance A	ccount Accessibility	Contact Info Signatu	ire Type User Group	User			
rimary Contact Info							
Name AD Phone No.		Email AD@GMA	ILCOM		Mobile No. +6281326271078		
ontact Info Listing							
No. Name 🗘	Contact Purpose 💲	Mobile No. 💲	Email 🗘	Use Primary Contact 💲	Display Contact Details 💲	Sub-Action 🗘	Transaction Status
1 <u>AD</u>	Admin	+6281326271078	AD@GMAIL.COM	Yes	Yes		

System will show the **Submitted for Approval page**. **user** can see the **submission detail**



Manage Company Menu: Administration > Manage Company

38

STEP



System will show the **Submitted for Approval page**. **user** can see the **submission detail**





Approval Process Manage Company



Approve Transaction | Manage Company

Manu: Manage Company


TUTORIALOCTOBIZ2024



73

O1 APPROVER

STEP











Filter by Status All



Viewing

~



1

2

Navigate to side menu, Click Task List

Click Transaction

Hyperlink

Approve Transaction | Manage Company 74 Manu: Manage Company

BY 🔁 CIMB NIAGA

(

Dashboard

Function All

Action Type 💲

Create

View All Accounts >

~

Task List

64 result(s)

2

Product/Function Reference No.

Manage Company I16241015000001238

OCTO Biz

- Dashboard

Task List Q Inquiry

C Accounts

Services

Reporting

Adminstration

? Help & Support

🔅 Settings

🥏 🛛 Pay & Transfer

Manu: Manage Company



STEP

APPROVER







2

Yes



Manu: Manage Company

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1

System will show the **Pop-Up Approver on the Website**

2

System will **Sent a notification** in mobile. Open device, and **Click Notification bar**



TUTORIALOCTOBIZ2024

Manu: Manage Company



3:18 월 ‰ № •	শ হ	ıll 65% ■				
Мо	bile Token	×				
	â					
Approv	e Transaction					
Time Rem	aining : 37 Second(s)	6				
Reference No. Submitted On	I162312060 06 Dec 2023 15:'	00000305 15:19 WIB		×	1	Click Approve
Company ID	co	DRPGRITE	******			
Note If you did not perform Business Call Centre in 14042 (Local) +6221 80655111 (Ove Monday to Friday fron	n this transaction, please mmediately for assistance erseas) n 8:00AM to 7:00PM	a e. k v.	Enter PIN Please enter a 6-digi	J) it PIN. : O O I	2	Fill in the 6-Digit Pin
Saturday from 8:00AM (excluding public holic	И to 5:00PM days).					
Reject	Approve					
			TUTOPIALOC	TOBI72024		

77

BY 📔 CIMB NIAGA

Manu: Manage Company

78





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



Manu: Manage Company

79



	Account N	laintenance				Accou	nt Acc	essibili	ty		(
Tasklist > Acknowledgement				Tasklist > Ackn	owledgemen	t					
Change(s) approved © Reference No. : 116041035500001227 © Approv	ed On : 15 Oct 2024 14/26/07 Will			Change(s) ap	proved	Approved On : 15 Det 202	1 14:21:07 WIII				Tasklist > Ack Change(s) a
Company Details				Company Details							 Reference No.: 1
Company Nervo MUHAMMAD RAFIF ALRADANI MAHENDRA	Drobled Date 24 Nov 2023 10:07:01 WIB	Company ID ATEKANCORP		Company Name MUHAMMAD RAFIF ALBA	SANI MAHENDRA	Errolled Date 24 Nev 2023	10:07:01 W18	o A	анрану ID ТЕКАНСОВР		Company Details
Account Maintenance Account Accessibility Contac	t Info Signature Type User Group	User		Account Maintenance	Account Accessibilit	Contact Info Signature	t Type User Group L	ser			MUHAMMAD BATT ALS
22 account(s)			*	22 account(s)						~	Account Maintenance
Account No. 🗧 Account Nickname 🗘	Currency 🗧 Account Type	C blamic C Allow Transaction C S	b-Action 💲 Transaction Status	Account No. 0	Currency 🗘	Account Nickmanne 💲	Account Type 💲	Allow Transaction	; Sub-Action	🗘 Transaction Status 🗘	Primary Contact Info
101075289109 ATKAH EDIT 1	IDR Privancing Acc	aunt No No		101075289100	104	ATIKAH EDIT 1	Financing Account	No	941 -		bate
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1010000179200 MILHAMMAN RAFEF ALRAG	IDR Financing Acc	aunt No Ves		101089179280	104	MURAMMAD BATTI ALBAD	Financing Account	Tes			Phone No.
101000102200 MUHAMMAD RATIT ALRAD	IDR Financing Acc	sunt No Nis		111089182300	101	MUHAMMAD IARDI ALMA	Financing Account	765			
1001135022000 MUHAMMAD RATIF ALBAB	IDR Phancing Acc	sunt. No No		160115427800	104	MUHAMIMO INFERINS	Financing Account	No			Contact Info Listing
162121228600 MUHAMMAD RAFE ALRAS	IDR Financing Acc	ount. No No		160121226680	104	MERONAND RATE ALBAR	Financing Account	No			
16812122780808001 MUHAMMAD RAFEF ALRAG	IDR Financing Acc	aunt No No		16012122788008001	104	MURAMMAD BATTI ALBAS	Financing Account	No			No. Nerve 🗘
101122040200 MUHAMMAO RATIFACINE	IDR Rhancing Acc	aunt No No		160122040300	104	MUHAMMAD BAPT ALMAS	Financing Account	No			1 42
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EKKSYSMAKERE - SYS ADAUN MAKER 6	501.	15 Oct 2024 14 13 34 W88								Done	•
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EKKSYSMAKER7 - SYS ADMEN MAKER 7	Approve	15 Oct 2024 14(26:07 WB									

<section-header>

Contact Info

If it succeed, System will show the Acknowledgement



s t e p

APPROVER

Change(s) approved	Approved On : 15 Oct 2024 14:26:07 1			
mpany Details				
IDANY NAME JHAMMAD KAFIF ALRABANI MAHENDRA	Ervoled Date 24 Nev 2023 10.07:01 W	8	Company ID ATIKAHCORP	
ount Maintenance Account Accessibility	y Contact Info Signature Type	ser Group User		
ignature type(s)				^
Na. Signature Type 🗘	Description 🗘		Users Assigned? Seb-	Action Transaction Status
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3 APPROXEM			No	
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s staa			200	
er Activities				
User	Advities	0++	v/Time	Remark
BRAGISMAKER? - SVS ADMIN MAKER ?	Save	15.0	ci 2024 10:25:38 WEB	
DIASISMANER7 - SVS ADMIN MANER 7	Submit	15.0	ct 2024 10:56:32 WIB	
EKASYSMANERG - SYS ADMIN MARER 6	Recal	15.0	ci 2024 14/13/17 WEB	
BUAGYSMOWERS - SYS AZON'N MARER S	i di	15.0	ct 2024 14:12:34 WEB	
EKASISAUTHO7 - SIS ADMEN AUTHO 7	Submit	15.0	ct 2024 14:23:21 WB	
BANDOMARKA - SADAGAN MARKA 1	Approve	15.0	<1 2024 14 26:07 W/B	

Signature Type

User Group

Ch ⊘r	ange(s) app Reference No. : 1162411	roved	⊙ ∧	pproved Or	1: 15 Oct 21	124 14:26	07 W18				
omp	any Details										
Сотрит	y Name MMAD RAFIF ALRADAN	e Mahendra			Enrolled Data	10:07:0	1 W2B		Сотрату 10 АТІКАНСО	69	
Account	it Maintenance Acc	ount Accessibil	ity C	ontact Info	Signati	are Type	User G	roup User			
/ user	groups(s)										
No.	User Group 🗘	Systemin 🗘	Maker	Reviewer	Approver	Viewor	Releaser	Restricted 1	omplata Makar 💲 🛛 Ylew Sensit	ive Desails 🔿 🗧 Sub-J	Action Transaction Status
1	ADMINPUREMAKER	Yes	Ves	No	Ne	No	No	No	No		
2	844	Yes	Ves	No.	Ves	Yes	Yes	No	No		
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No		
4	ALL SYS ADMIN	Yes	Nex.	Max	Ves	Yes	Ves	No	Yes		
5	FORALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
6	PUREAUTHO1	Yes	No	No	Yes	No	No	No	Yes		
7	PURE MAKER	No	Yes	No	No	No	No	No	No		
User A	uctivities										
User				Activit	les				Dets/Time		Remark
BIAS	YSMAKERT - SYS ADMIN MA	828.7		Save					15 Oct 2024 10:25:38 W18		
8945	YSMAKERT - SYS ADMIN MA	AER 7		Submit					15 Oct 2024 10:56:32 WB		
BAS	YSMAKERG - SYS ADMIN MA	KER 6		Recall					15 Oct.2024 5413:17 WB		
DAS	YSMAKERG - SYS ADMIN MA	AIR 6		6dit					15 Oct 2024 Set 12:34 WB		
DIAS	YSAUTHO? - SYS ADMIN AU	THO 7		Submit					15 Oct 2024 14(23:21 WB		
8945	YSMAKERT - SYS ADMIN MA	8287		Approx					15 Oct 2024 14:26:07 WIB		

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	ange(s)							
Compa	ny Details							
Company	Name			Ervalled Date		Company ID		
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Account	Maistenanci	Account Accessibilit	y Contact Info	Signature Type User (iroup User			
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Oser Li	sting - Total	/1 item(s) in the bab	in				_	
Ne	uner ID 🗧	User full Name 💲	Mobile No. 0	Inel 1	Single Access User	🗘 Secure Token Type 🗘	Seb-Action	Transoction Status
	543534	MK12	01323244124	Medicharyeigtgrat.com	No		2.61	
5	ADALTHOU	AUTHOR	+5281326271378	AD186MALCOM	No			
3	A5417102	AUTHO SOFT	+5281326271278	AD/(GRAALCOM	No	Secure Tales (Software)		
4	ADALTHOU	AUTHO SOFT TOKEN	+6281326271378	MillipryMolecal	No	Secure Select (Software)		
s	ADALTHON	AUTHO SOFTTOKIN 4	+6287326271378	Mill1(PryMclocal	No	Secure Tokes (Software)		
6	ADMARTEL	MOREN	+6281326271378	AD105MALLOW	No			
3	A2MAKIR2	MANAGERI	+62811206271178	AD(FGMAL COM	No			
1	ADMAKER2	MAKER NO TOKEN	+628/12/02/11/12	MGBS@mySe0.local	No			
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If th transaksi Berhasil, System will show the Acknowledgement



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Approve Transaction | Manage Company

Manu: Manage Company

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