

OCTO Biz

SysAdmin

Manage Company

Lite & Inquiry Package

TUTORIALOCTOBIZ2024

*Aksi dan
Kolaborasi*





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

PAGE
03 Manage
Company

PAGE
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)



SysAdmin Manage Company

Account Maintenance

Contact Info

User



SysAdmin Manage Company

Account Maintenance

Contact Info

User

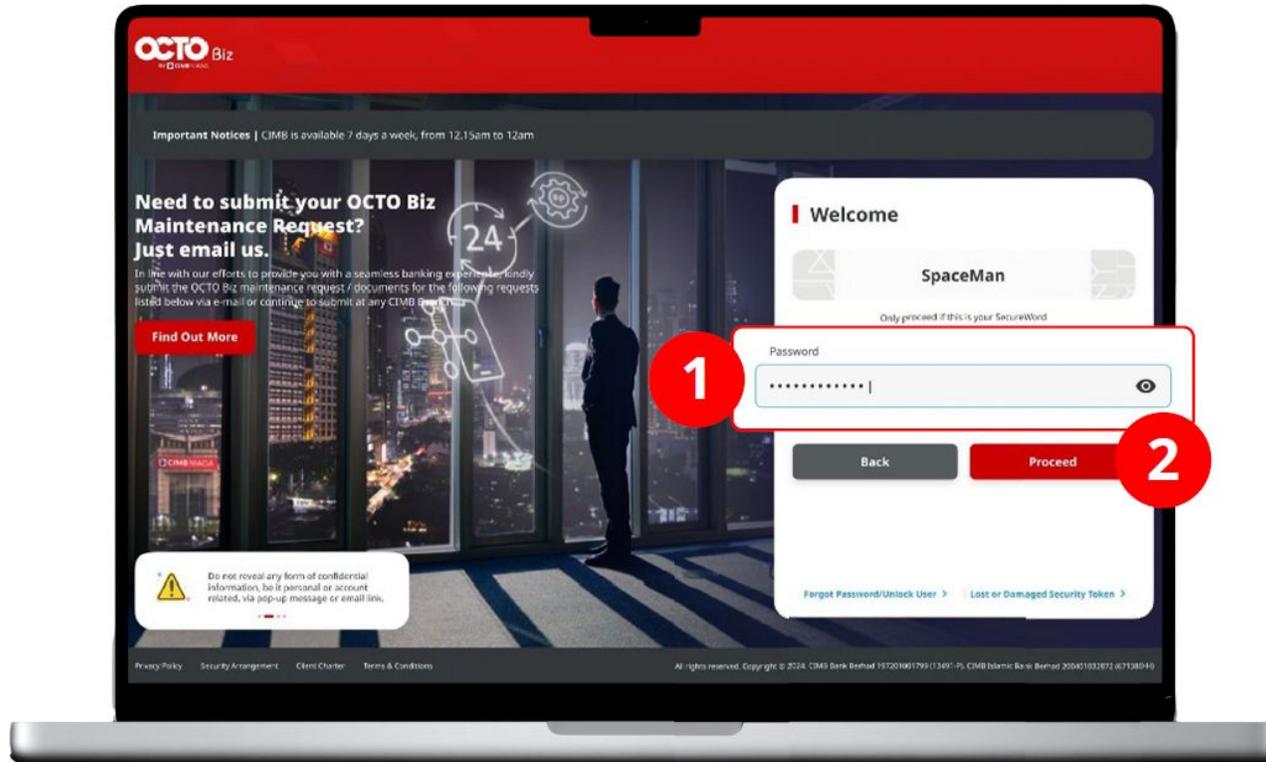


1

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

2

Click **Next**



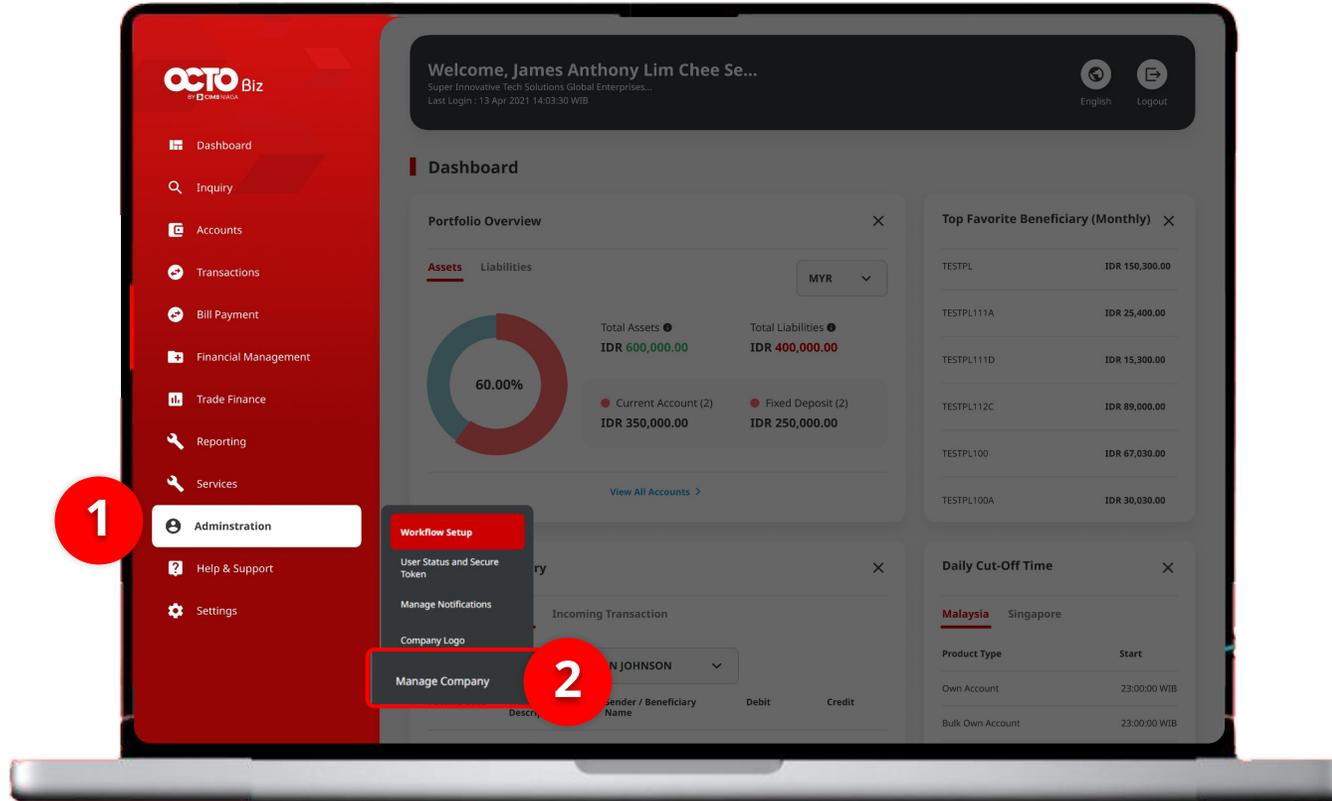
1

Fill in the **Password**

2

Click **Proceed**

STEP 03



System will show the
Dashboard page

- 1 Navigate to **Administration**
- 2 Click **Manage Company**

Manage Company > Details

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

1 **Account Maintenance** Contact Info User

3 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes
703210810100	HUWA	IDR	Savings Account	No	Yes
703210811300	HUWA	IDR	Savings Account	No	Yes

Primary Billing Account

Primary Billing Account	Corporate Daily Limit
100108142000-IDR YUUP J UOZWWOQ	IDR 999,999,999,999.00

Edit **2**

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

1 Choose **Account Maintenance**

2 Click **Edit**

STEP 05

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes	-	-	
101124336300	JJURJ LOTSPUPWX P00	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX P00	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

Retrieve Accounts by Own CIF

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *

100108142000-IDR YUUP J UOZWWOQ IDR - Indonesia Rupiah 999,999,999,999.00

Maximum Available Amount: IDR undefined

Sub-Action List

No.	Sub-Action	Transaction Status
1	-	-

Save Submit



1 Click **Account Hyperlink**

2 If the **Account** is used as **Primary Billing Account**, so the **Delete Button** Will not shown

Account Details

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ 	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited 	Allow Transaction Yes 	

Close

Edit Account Nickname

Account Nickname

YUUP J UOZWWOQ

Maximum 100 characters

Cancel Save

System will show the **Pop-up Account Details** page

- 1 Click **Pencil Icon** to change the **Account Nickname**
- 2 System will show the **Pop Up Edit Account Nickname, Change the Nickname**
- 3 Click **Save**

The screenshot shows the 'Account Details' page with a table of account information. A red circle with the number '1' highlights the 'Account Limit Per Transaction' field, which is currently set to 'Unlimited'. A red arrow points from this field to a pop-up window titled 'Edit Account Limit Per Transaction'. In the pop-up, a red circle with the number '2' highlights the 'Account Limit Per Transaction' input field, which contains the value '23,456.00'. A red circle with the number '3' highlights the 'Save' button at the bottom right of the pop-up. The 'Unlimited' checkbox is also visible in the pop-up.

Account Details		
Account No.	Account Type	Currency
100108142000	Financing Account	IDR
Account Name	Account Nickname	Receiving Bank
YUUP J UOZWWOQ	YUUP J UOZWWOQ ✎	-
Account with Bank	Islamic	Opening Branch
-	No	24045 - Cirebon - Siliwangi
Account Limit Per Transaction	Allow Transaction	
Unlimited ✎	Yes ✎	

Close

Edit Account Limit Per Transaction

Account Limit Per Transaction

IDR - Indonesia R... 23,456.00

Unlimited

Cancel Save

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

1 Click **Pencil Icon** to change the **Account Limit per Transaction**

2 System will show the **Pop Up Edit Account Nickname, Change the Account Limit for every transaction**

3 Click **Save**

Notes: if the **Unlimited box is Choose**, so the Transaction Limit **Can't be Changed**

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ ✎	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited ✎	Allow Transaction Yes ✎	

Edit Allow Transaction

Allow Transaction

Yes

Search

Please Select

Yes

No

Save

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

- 1 Click **Pencil Icon** to change the **Allow Transaction**
- 2 System will show the **Pop Up Edit Allow Transaction, Choose Permission**
- 3 Click **Save**

Account Details

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ ✎	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited ✎	Allow Transaction Yes ✎	

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

1 If it's appropriate, **Click Done**



STEP 10

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWVOQ	IDR	Financing Account	No	Yes	-	-	
101124324400	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

1 Retrieve Accounts by Own CIF

System will go back to **Manage Company > Details page**

- 1 Click **Retrieve Accounts by Own CIF**
- 2 System will show the **Box Retrieve Account**, Choose account
- 3 Click **Add**

Retrieve Accounts by Own CIF

CIF No.	Account No.	Account Nickname	Currency	Account Type	Account Status
11180000495823	703210810100	HUWA	IDR	Savings Account	Active
11180000495823	703210811300	HUWA	IDR	Savings Account	Active
11180000495823	100108142000	YUUP J UOZWVOQ	IDR	Financing Account	Active

Cancel 3 Add

STEP 11

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes	-	-	
101124324400	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

Retrieve Accounts by Own CIF

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *

100108142000-IDR YUUP J UOZWWOQ IDR - Indonesia Rupiah 999,999,999,999.00

Maximum Available Amount: IDR undefined

Sub-Action List

No.	Sub-Action	Transaction Status
1		

1 Save Submit

System will go back to **Edit** after **List added**

1 If it's appropriate, Click **Save**



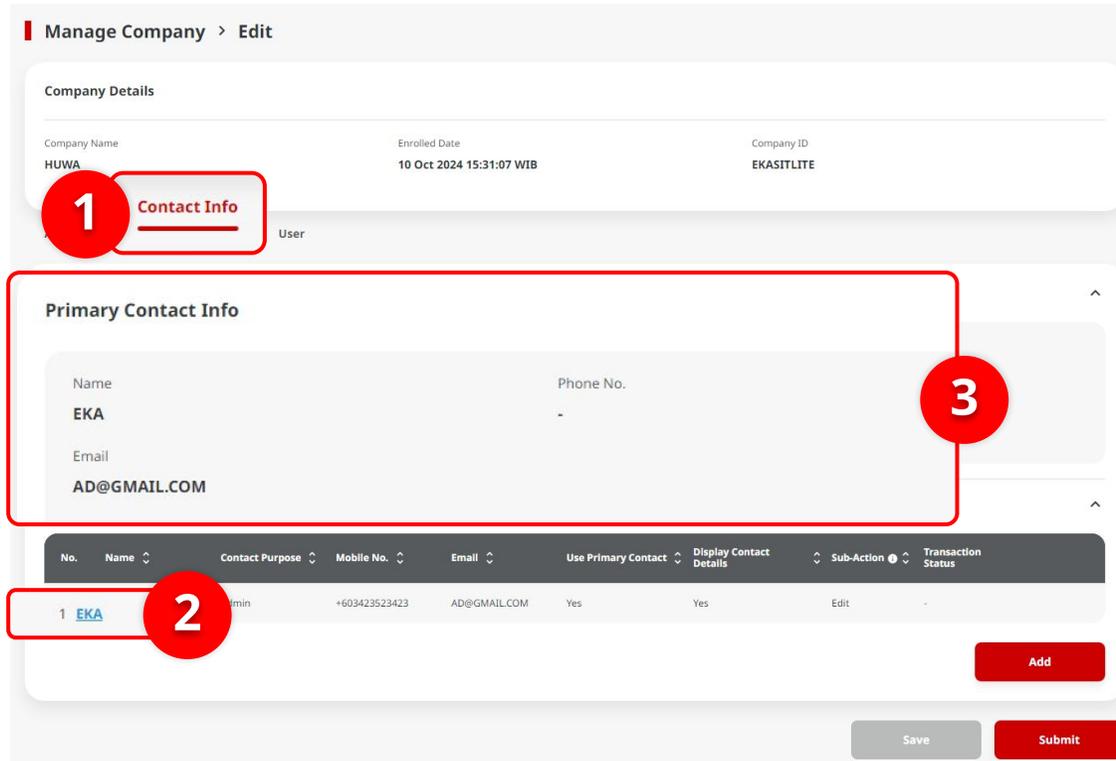
SysAdmin Manage Company

Account Maintenance

Contact Info

User

STEP 12



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

- 1 Choose **Contact Info**
- 2 Click **Hyperlink Contact Info** to **Edit the Contact info** that record on the **Admin and Cash**
- 3 **Primary Contact Info** part, **Can't be changed**

Contact Purpose (Applicable in Contact Info Listing)	Remarks
Admin	<ul style="list-style-type: none">• To Contact Purpose as “Admin”, will get the Welcome letter after the Company Onboarding are done• Contact Purpose used on Layout Payment Advice
Cash	<ul style="list-style-type: none">• 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 13

1

2

3

System will show the *Pop-up Contact Info Details*

1 **Edit** fields that needed

2 If the **Primary contact column is Chosen**, so the other details will automatically **disable by system** and **can't be edited**

3 If it's appropriate, **Click Save**

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance **Contact Info** User

Primary Contact Info

Name	Phone No.	Mobile No.
EKA	-	+603423523423
Email		
AD@GMAIL.COM		

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

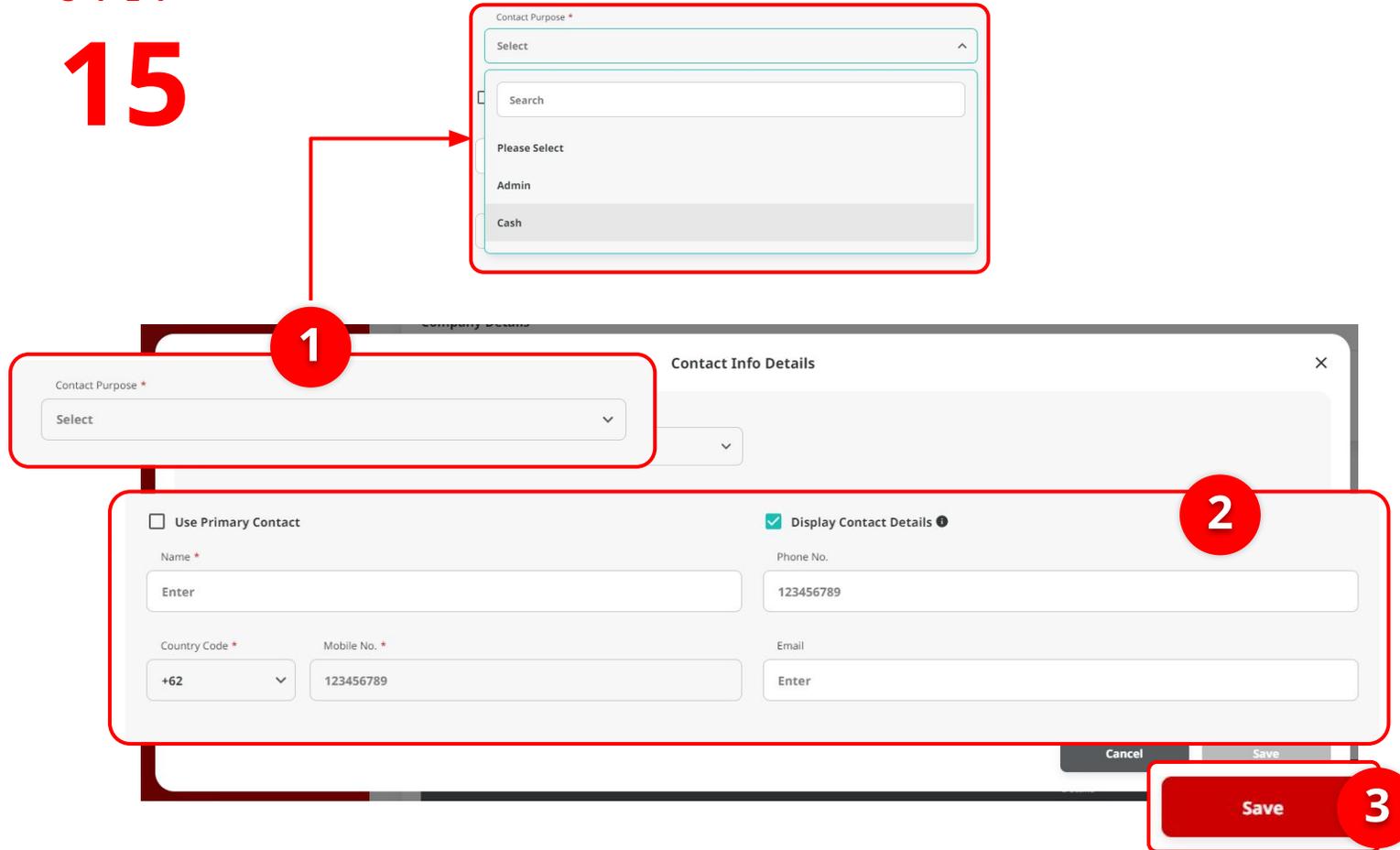
1 Add

Save Submit

System will show the **Edit** page

1 Click **Add**

STEP
15



System will show the **Pop-up Contact Info Details**

- 1 Choose **Contact Purpose** as needed
- 2 Complete the **Mandatory Fields**
- 3 Click **Save**

Notes: If the **Primary Contact box** is Chosen, so other part can't be edit

STEP
16

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance **Contact Info** User

Primary Contact Info

Name	Phone No.	Mobile No.
EKA	-	+603423523423
Email		
AD@GMAIL.COM		

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

Add **Save** **Submit**

System will go back to **Edit page**



SysAdmin Manage Company

Account Maintenance

Contact Info

User

STEP 17

Manage Company > Edit

Company Details

Company Name: HUWA | Enrolled Date: 10 Oct 2024 15:31:07 WIB | Company ID: EKASITLITE

Account Maintenance **1** **User**

Search

Search By: **User ID** | User Name | Enter | **Search**

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW USER	Chanpreet	09999999999	chanpreethanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

2 **Add** | Save | Submit

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

- 1 Choose **User**
- 2 Click **add**

STEP

18

The screenshot shows a 'User Details' form with the following fields and values:

- User ID: TESTT
- User Full Name: test
- KTP / Passport: Select
- Email: test@gmail.com
- Country Code: +62
- Mobile: 987654327
- Country Code: +62
- Office No.: 123456789
- Dashboard: Default_PortalGroup
- Role: Maker
- Request New Secure Token:
- Secure Token Type: Select

At the bottom, there is a table titled 'Has this Signature Type' with columns 'No.', 'Signature Type', and 'Description'. The table is currently empty with the message 'No records found.' Below the table is a 'Save' button.

System will show the Pop-up **User Details**

- 1 Complete the **mandatory fields**
- 2 Choose **User Role**
- 3 If it's appropriate, **Click Save**

The 'Role' dropdown menu is open, showing the following options:

- Single Access User
- Maker** (highlighted)
- Approver
- Inquiry
- Reviewer
- Releaser

STEP 19

Manage Company > Edit

Company Details

Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info **User**

Search

Search By: Enter

6 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	<input type="button" value="Delete"/>
4	NEW_USER	Changpreet	0999999999	changpreetdhanoa01@gmail.com	Yes	-	-	<input type="button" value="Delete"/>
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TEST2	test	12345678	test1@gmail.com	No	-	Create	<input type="button" value="Delete"/>

1

System will go back to **Edit**

1 Click **User Hyperlink**

- Notes:**
- If the **User tag** is **SysAdmin**: it can edit the **details fields only**, Other **fields can't be edit (disable)**
 - If the **User tag** as **normal User**: **Can do edit and delete**

STEP 20

Details

User Details

User ID *
TESTT

Role *
Maker

User Full Name *
test

KTP / Passport
Select

Secure Token Type
Select

Email *
test@gmail.com

Country Code *
+98

Mobile *
765432786

Country Code
+62

Office No.
123456789

Dashboard *
Default_PortalGroup

Has this Signature Type

No.	Signature Type	Description
No records found.		

Save

System will show the **Pop-up User Details** dengan **Maker Role**

1 Edit fields that needed

2 Click **Save**

STEP 21

Manage Company > Edit

Company Details

Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info **User**

Search

Search By:

6 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLTE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAHER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	<input type="button" value="Delete"/>	-
4	NEW_USER	Changpreet	0999999999	changpreetdhanoa01@gmail.com	Yes	-	-	<input type="button" value="Delete"/>
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TEST1	test	12345678	test1@gmail.com	No	-	Create	<input type="button" value="Delete"/>



Delete

Do you want to delete this user?

System will go back to **Edit**

1 Click **Delete**

2 Click **Yes**

2

STEP 22

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance Contact Info **User**

Search

Search By

User ID User Name Enter

Search

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW_USER	Chanpreet	09999999999	chanpreetdhanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

Add

Save **Submit**

System will navigate to **Edit page** with list that needed to be **Delete**

1 Click **Submit**

STEP 23

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details
Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes		
101124248400	JURJ LOTSPPUPKX POO	IDR	Financing Account	No	Yes		
101124248300	JURJ LOTSPPUPKX POO	IDR	Financing Account	No	Yes		
703210810100	HUWA	IDR	Savings Account	No	Yes		
703210811300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account
Primary Billing Account: 100108142000-IDR YUUP J UOZWWOQ Corporate Daily Limit: IDR 999,999,999,999.999,00

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details
Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

Primary Contact Info

Name: EKA Email: AD@GMAIL.COM Mobile No.: +60342323423

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+60342323423	AD@GMAIL.COM	Yes	Yes	Edit	

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

Company Details
Company Name: HUWA Enrolled Date: 10 Oct 2024 15:31:07 WIB Company ID: EKASITLITE

Account Maintenance Contact Info User

User Listing - Total 5 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)		
2	EKAADMIN	EKA ADMIN	+62342313421	AD@GMAIL.COM	Yes	Secure Token (Software)		
3	EKAMAKER1	EKA MAKER 1	01111111111	AD@GMAIL.COM	No	Secure Token (Software)		
4	NEWUSER	Changwee	09999999999	changwee@thruout@gmail.com	Yes			
5	TEST1	test1	+6282166145119	test1@gmail.com	No			

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Print Done

System will show the **Submitted for Approval**. user can see the **submission Detail** for every tab

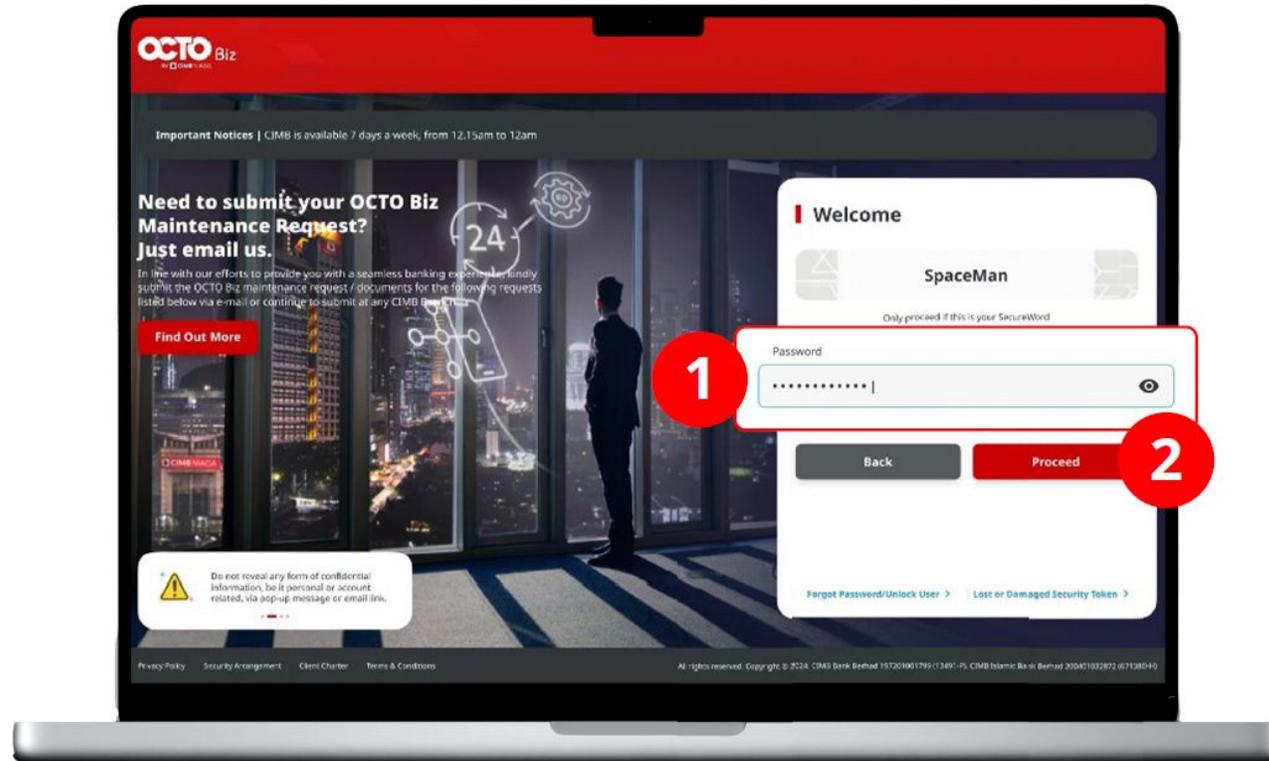


Approval Process Manage Company

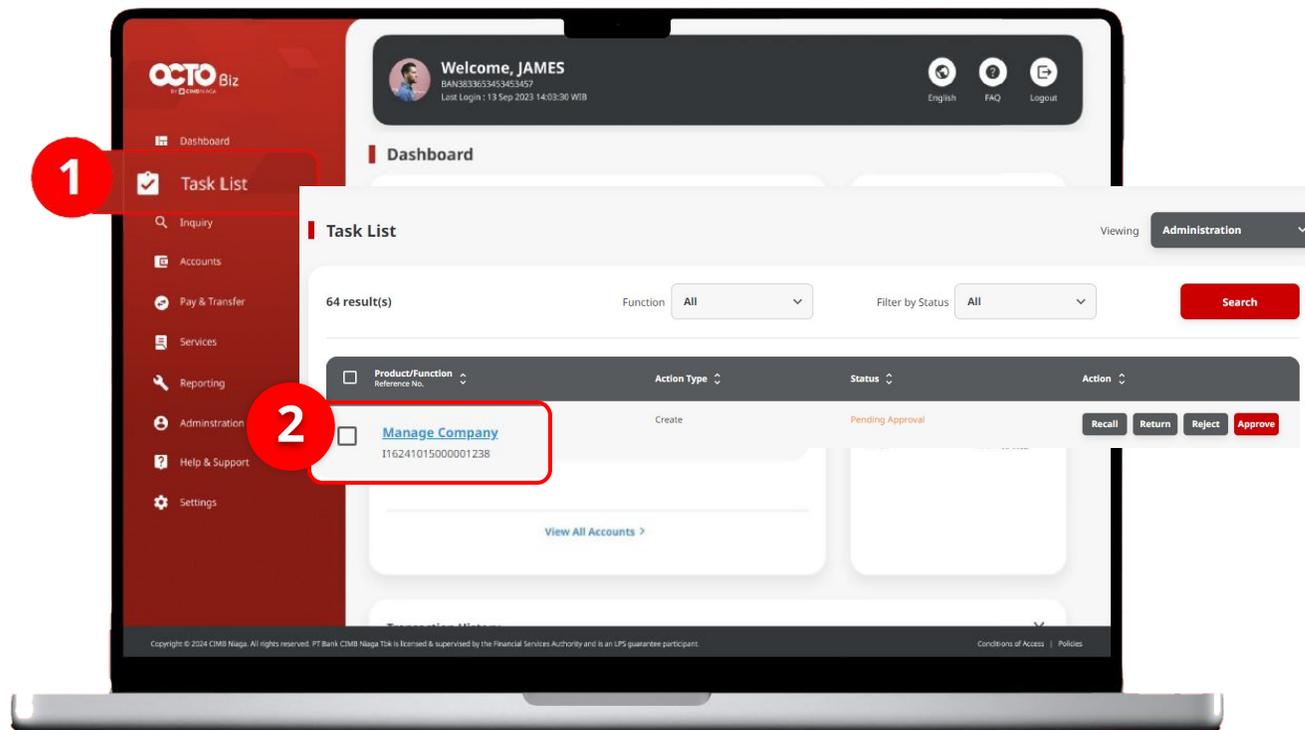


1 Login using **CFO administrator** as **Approver**. Login using **User & Company ID**

2 Click **Next**



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



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

2 Click **Transaction Hyperlink**

Task List > Details

Transaction Status : Pending Approval

Creation Date: 15 Oct 2024 17:12:21 WIB | Workflow Type: Edit

Company Details

Company Name: HUWA | Enrolled Date: 10 Oct 2024 15:31:07 WIB | Company ID: EKASITLITE

Account Maintenance • Contact Info • **User**

Search By: User ID | User Name | Enter

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Mobile	-	-
2	EKAAUTH01	EKA-AUTH01	+62242312421	AD@GMAIL.COM	Yes	Mobile	-	-
3	EKAMAKER1	EKA-MAKER1	0111111111	AD@GMAIL.COM	No	Mobile	-	-
4	NEWUSER	Changpreet	0999999999	changpreet@hanoa01@gmail.com	Yes	-	-	-
5	TEST1	test1	+6282166145119	test1@gmail.com	No	Mobile	-	-

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Remark

Remarks: Enter

Maximum 100 characters

Back | Recall | Return | **Approve**

Approve

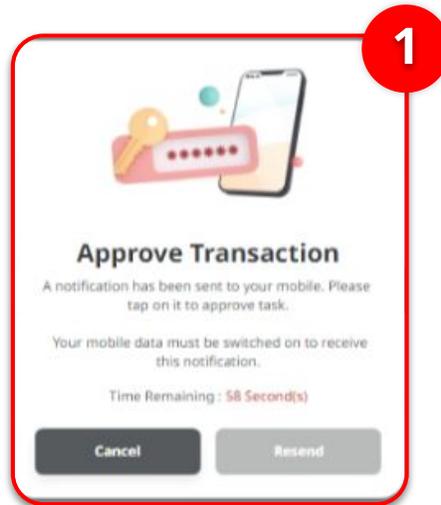
Are you sure you want to approve this item?

No | Yes

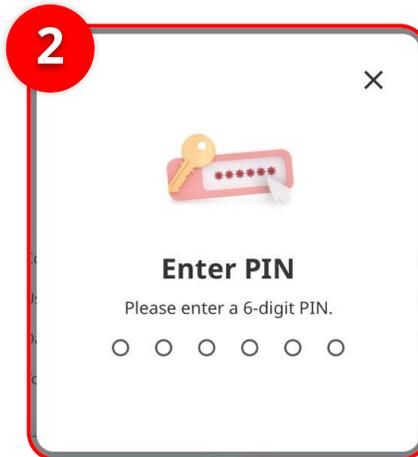
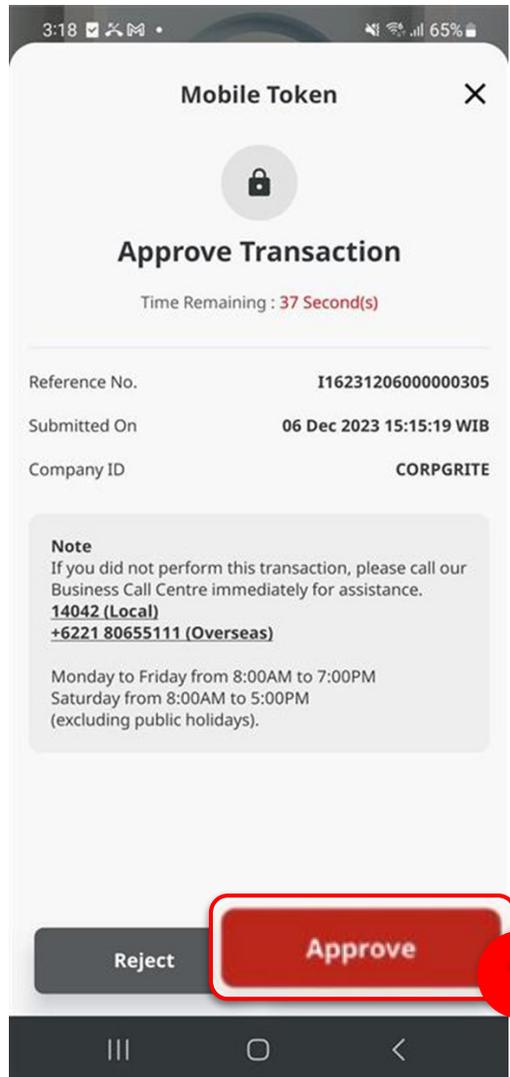
Review Transaction On every Transaction tab

1 If it's appropriate, **Click Approve**

2 Click **Yes**

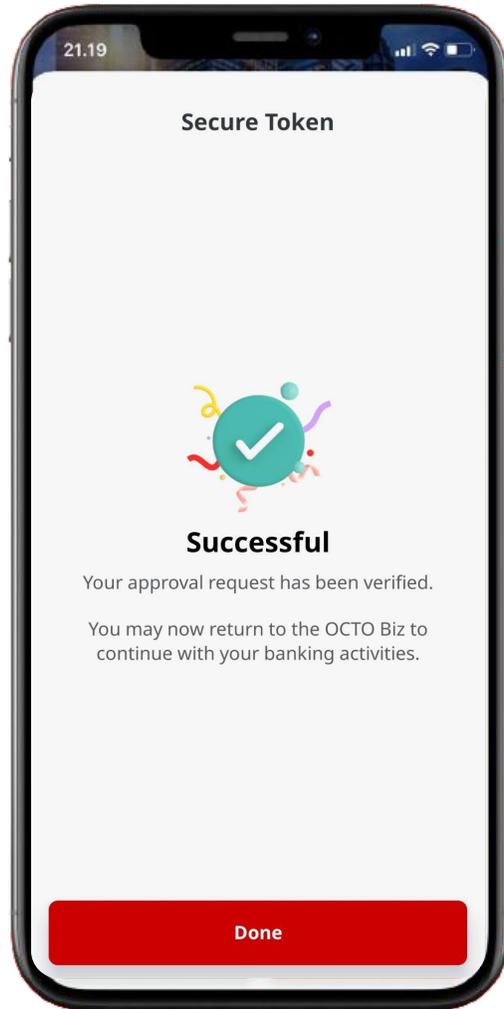


- 1 System will show the **Pop-Up Approver on the Website**
- 2 System will **Sent a notification** in mobile. Open device, and **Click Notification bar**



1 Click **Approve**

2 Fill in the **6-Digit Pin**



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

Contact Info Acknowledgement

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance Contact Info User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
100108152009	YUUP UOZWWOQ	IDR	Financing Account	No	Yes	Edit	Successful
10112424400	(JUR) LOTSPPUPFWK POG	IDR	Financing Account	No	No		
793210815100	HUWA	IDR	Savings Account	No	Yes		
793210811300	HUWA	IDR	Savings Account	No	Yes		
793210811300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account

Primary Billing Account	Corporate Daily Limit
100108142000-IDR YUUP UOZWWOQ	IDR 999,999,999,999.00

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMINLTE - ADMINLTE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

Print Done

Contact Info Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance Contact Info User

Primary Contact Info

Name	Email	Mobile No.
EKA	AD@GMAIL.COM	+62342323423

Contact Info Listing

No.	Name	Contact Program	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+62342323423	AD@GMAIL.COM	Yes	Yes		

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMINLTE - ADMINLTE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

Print Done

User Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

Company Details

Company Name	Enrolled Date	Company ID
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance Contact Info User

User Listing - Total 5 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLTE	ADMINLTE	+62342342342	AD@GMAIL.COM	No	Secure Token (Software)		
2	EKAAUTH01	EKA-AUTH01	+62342313421	AD@GMAIL.COM	Yes	Secure Token (Software)		
3	EKAADMIN	EKA-MAKER 1	011111111	AD@GMAIL.COM	No	Secure Token (Software)		
4	NEWUSER	Charpreet	0999999999	charpreethansu01@gmail.com	Yes			
5	TEST1	test1	+628216614812	test1@gmail.com	No			

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMINLTE - ADMINLTE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

Print Done

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



OCTO Biz
BY  **CIMB NIAGA**

