

*Aksi dan
Kolaborasi*

Sys Admin

Notification Setup

TUTORIALOCTOBIZ2024



SysAdmin – Notification Setup

Notification Setup To manage which kind of notification user allowed

Notification Setup Website Version

TUTORIALOCTOBIZ2024

KEJAR MIMPI

LIVE
AN
EPICC
LIFE



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 1. [1] [Approver]Login as Maker using **Company ID & User ID** > [2] Click **Next**

OCTO Biz

Important Notices | CIMB is available 7 days a week, from 12.15am to 12am

Need to submit your OCTO Biz Maintenance Request? Just email us.

In line with our efforts to provide you with a seamless banking experience, kindly submit the OCTO Biz maintenance request / documents for the following requests listed below via e-mail or continue to submit at any CIMB Branch.

[Find Out More](#)

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

[Forgot Password/Unlock User >](#) [Lost or Damaged Secure Token >](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

Privacy Policy | Security Arrangement | Client Charter | Terms & Conditions

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1

Fill the **Company ID & User ID**

2

Click **Next**

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 2. [1] [Approver] Fill the **Password** > [2] Click **Proceed**

The screenshot shows the OCTO Biz login page. On the left, there is a promotional banner for 'Need to submit your OCTO Biz Maintenance Request? Just email us.' with a 'Find Out More' button. On the right, the login form is titled 'Welcome' and shows the username 'SpaceMan'. Below the username, it says 'Only proceed if this is your SecureWord'. The password field is highlighted with a red box and a red circle with the number '1', with the annotation 'Fill the Password'. Below the password field, there are 'Back' and 'Proceed' buttons. The 'Proceed' button is highlighted with a red box and a red circle with the number '2', with the annotation 'Click Proceed'. At the bottom of the login form, there are links for 'Forgot Password/Unlock User' and 'Lost or Damaged Security Token'. A warning message at the bottom left states: 'Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.'

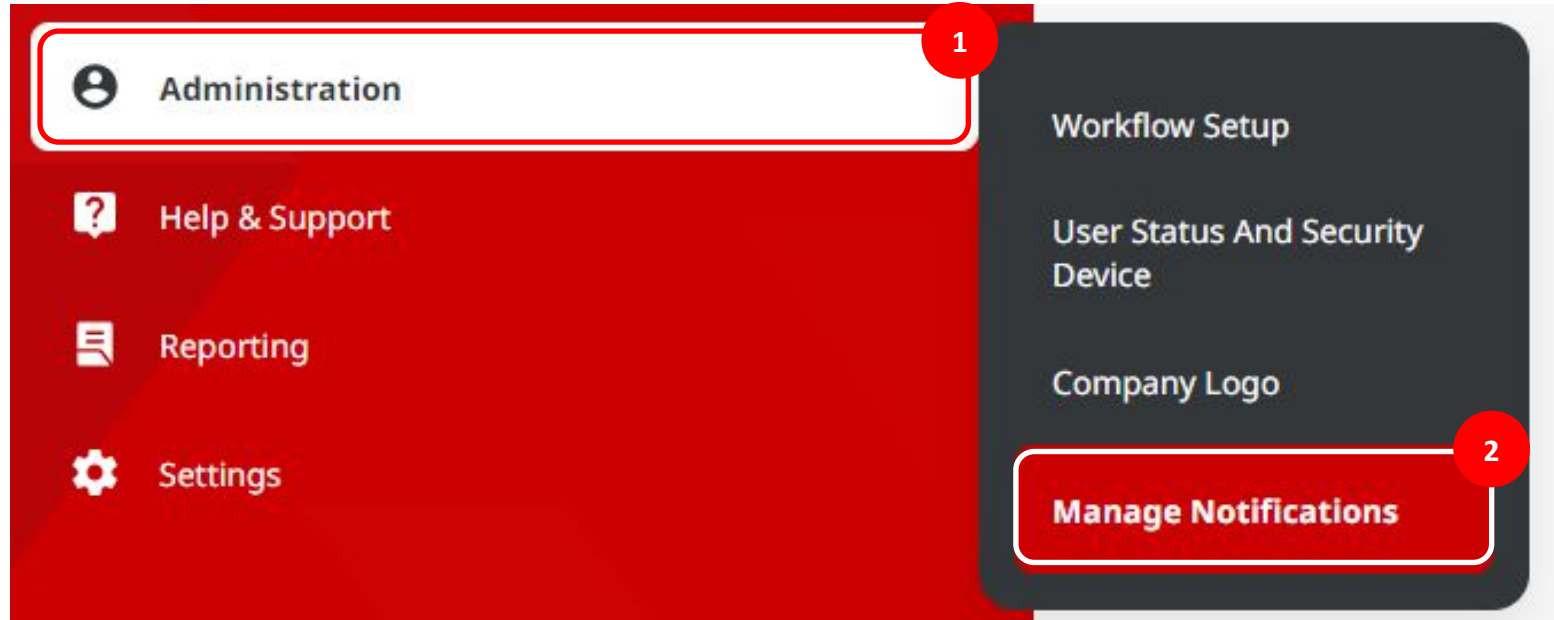
1 Fill the **Password**

2 Click **Proceed**

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

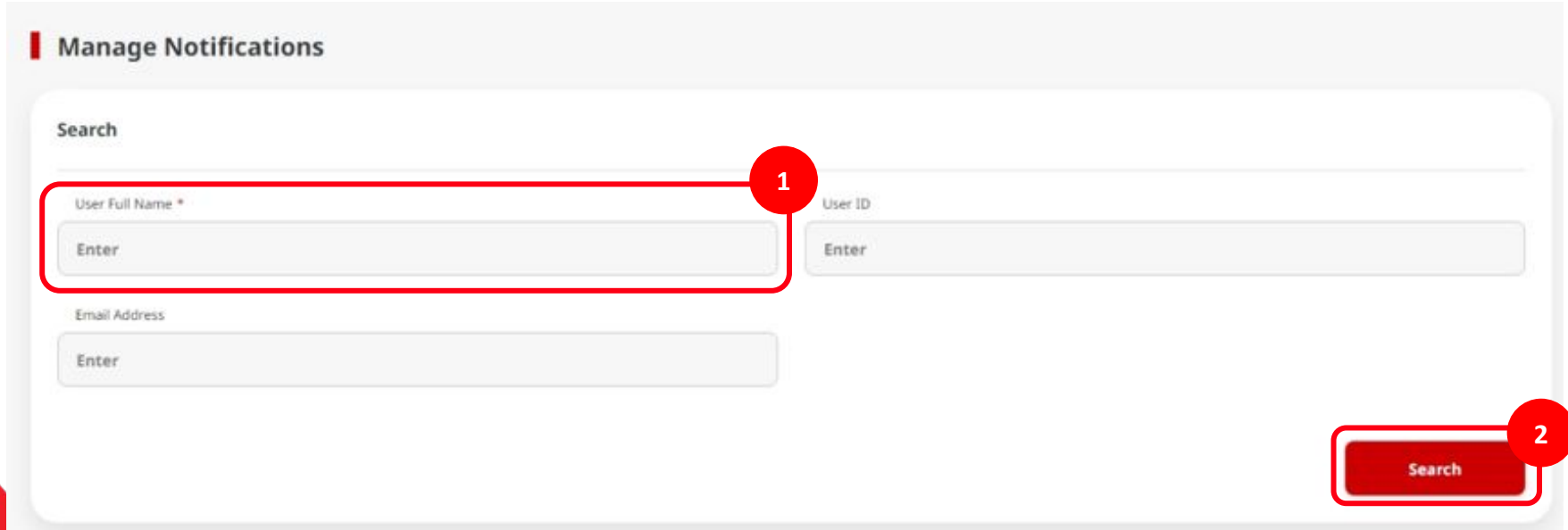
Step 3. [Admin User] Navigate to **Administration** (1) > **Manage Notification** (2).



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 4. System will navigate to **Manage Notification page** > [Admin User] Complete the mandatory fields **(1)** Click **Search** **(2)** Verify user on the same Company



The screenshot shows the 'Manage Notifications' interface. It features a search section with three input fields: 'User Full Name *', 'User ID', and 'Email Address'. Each field has an 'Enter' placeholder. A red circle with the number '1' is positioned over the 'User Full Name *' field. A red circle with the number '2' is positioned over the 'Search' button, which is a red rectangle with white text. The form is titled 'Manage Notifications' in a bold, dark font.

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Continue from Step 4. System will navigate to **User Listing** > [Admin User] Click **Edit**.

User Listing			
User Full Name ↕	User ID ↕	Email Address ↕	Action
TESTERCFO1	TESTERCFO1	test@cimb.com	Edit
TESTERCFO2	TESTERCFO2	test@cimb.com	Edit
TESTERCFO3	TESTERCFO3	test@cimb.com	Edit



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 5. System will navigate to **Details**. [Admin User] can changed the notification setup.

Manage Notifications > Details

Notification Setup

User Full Name
TESTERCFO1

User ID
TESTERCFO1

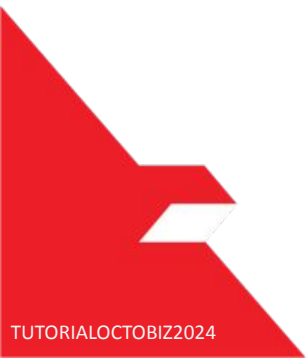
Company ID
SATURN

Company Name
SATURN

Email Address
test@cimb.com

Notification Configuration Select/Unselect All

Setup Type	Notification	Email	Action
Generic Message (11 out of 11 Alerts are Active)	☒	☒	^
Draft	☒	☒	Settings
Returned	☒	☒	Settings
Recalled	☒	☒	Settings
Pending Verification	☒	☒	Settings
Pending Approval	☒	☒	Settings



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Continue from Step 5.

BI-FAST Alias Registration Successful	☒	☒	
BI-FAST Alias Registration Unsuccessful	☒	☒	
BI-FAST Alias Maintenance Successful	☒	☒	
BI-FAST Alias Maintenance Unsuccessful	☒	☒	
File Repository (2 out of 2 Alerts are Active)	☒	☒	^
New File Added	☒	☒	Settings
Report Generation Failure	☒	☒	Settings
Multi-Logon Application (1 out of 1 Alerts are Active)	☒	☒	^
Multi-Logon Application	☒	☒	
Hardware Security Device Unlock (1 out of 1 Alerts are Active)	☒	☒	^
Security Device Unlock	☒	☒	

[Back](#)[Next](#)

Setup Type for Specific Product in the Settings Button

1. *Generic Message*
2. *Cash Status – Single Transaction*
3. *Cash Status – Batch Transaction*

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 6. [Admin User] Click **Settings**.

Manage Notifications > Details

Notification Setup

User Full Name
TESTERCFO1

User ID
TESTERCFO1

Company ID
SATURN

Company Name
SATURN

Email Address
test@cimb.com

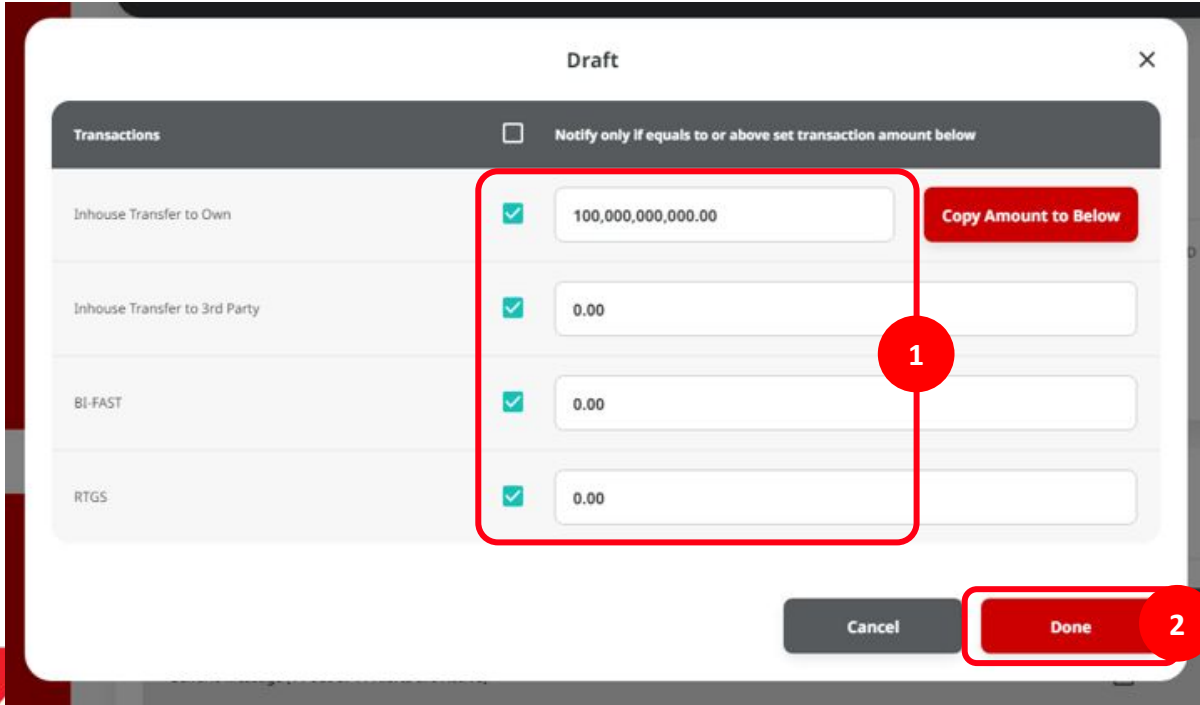
Notification Configuration Select/Unselect All

Setup Type	Notification	Email	Action
Generic Message (11 out of 11 Alerts are Active)	☒	☒	
Draft	☒	☒	Settings
Returned	☒	☒	Settings
Recalled	☒	☒	Settings
Pending Verification	☒	☒	Settings
Pending Approval	☒	☒	Settings

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 7. System will show the **Draft** Pop up box > [Admin User] Complete the form (1) Click **Done** (2)



The image shows a 'Draft' pop-up box for setting up notifications. It has a title bar with 'Draft' and a close button. Below the title bar is a section labeled 'Transactions' with a checkbox 'Notify only if equals to or above set transaction amount below'. The main area contains a table with transaction types and their corresponding notification amounts. A red box labeled '1' highlights the first four rows of the table. A red box labeled '2' highlights the 'Done' button at the bottom right.

Transactions	Notify only if equals to or above set transaction amount below
Inhouse Transfer to Own	☒ 100,000,000,000.00
Inhouse Transfer to 3rd Party	☒ 0.00
BI-FAST	☒ 0.00
RTGS	☒ 0.00

Buttons: Cancel, Done

Setup Type for Specific Product in the Settings Button

1. *Generic Message*
2. *Cash Status – Single Transaction*
3. *Cash Status – Batch Transaction*

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 1. [Admin User] Click **Cash Status – Single Transaction Processed Settings**.

Cash Status - Single Transaction (4 out of 4 Alerts are Active)		☒	☒	
Processed		☒	☒	Settings
Successful		☒	☒	Settings
Partial Success		☒	☒	Settings
Unsuccessful		☒	☒	Settings
Cash Status - Batch Transaction (4 out of 4 Alerts are Active)		☒	☒	
Processed		☒	☒	Settings
Successful		☒	☒	Settings
Partial Success		☒	☒	Settings
Unsuccessful		☒	☒	Settings
BI-FAST Alias Registration & Alias Maintenance (4 out of 4 Alerts are Active)		☒	☒	

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 2. System will show the **Processed** pop up box> [Admin User] Complete the parts as needed (1) Click **Done** (2)

Processed

☐ Notify only if equals to or above set transaction amount below

Inhouse Transfer to Own	☒	0.00	Copy Amount to Below
Inhouse Transfer to 3rd Party	☒	0.00	
BI-FAST	☒	0.00	
RTGS	☒	0.00	

1

2

Cancel Done

Setup Type for Specific Product in the Settings Button

1. *Generic Message*
2. *Cash Status – Single Transaction*
3. *Cash Status – Batch Transaction*

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 1. [Admin User] Click **Cash Status – Batch Transaction Processed Settings**.

Cash Status - Single Transaction (4 out of 4 Alerts are Active)	☒	☒	
Processed	☒	☒	Settings
Successful	☒	☒	Settings
Partial Success	☒	☒	Settings
Unsuccessful	☒	☒	Settings
Cash Status - Batch Transaction (4 out of 4 Alerts are Active)	☒	☒	
Processed	☒	☒	Settings
Successful	☒	☒	Settings
Partial Success	☒	☒	Settings
Unsuccessful	☒	☒	Settings
BI-FAST Alias Registration & Alias Maintenance (4 out of 4 Alerts are Active)	☒	☒	

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 2. System will show the **Processed** pop-up box > [Admin User] complete the fields as needed (1) Click **Done** (2).

Processed [X]

Transactions ☐ Notify only if equals to or above set transaction amount below

Inhouse Transfer to Own	☒	0	Copy Amount to Below
Inhouse Transfer to 3rd Party	☒	0	
BI-FAST	☒	0	
RTGS	☒	0	

1

2

Cancel **Done**

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 3. [Admin User] After finished the setup, [Admin User] Click **Next**.

The screenshot displays a notification configuration interface. It features a table with notification types and their status. At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

BI-FAST Alias Registration Successful	☒	☒	
BI-FAST Alias Registration Unsuccessful	☒	☒	
BI-FAST Alias Maintenance Successful	☒	☒	
BI-FAST Alias Maintenance Unsuccessful	☒	☒	
File Repository (2 out of 2 Alerts are Active)	☒	☒	^
New File Added	☒	☒	Settings
Report Generation Failure	☒	☒	Settings
Multi-Logon Application (1 out of 1 Alerts are Active)	☒	☒	^
Multi-Logon Application	☒	☒	
Hardware Security Device Unlock (1 out of 1 Alerts are Active)	☒	☒	^
Security Device Unlock	☒	☒	

[Back](#) [Next](#)

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 4. System will navigate to **Review Details**.

Manage Notifications > Review Details

Notification Setup

User Full Name
TESTERCFO1

User ID
TESTERCFO1

Company ID
SATURN

Company Name
SATURN

Email Address
test@cimb.com

Notification Configuration

Setup Type	Notification	Email	Action
Generic Message (11 out of 11 Alerts are Active)			
Draft	Yes	Yes	View Details
Returned	Yes	Yes	View Details
Recalled	Yes	Yes	View Details
Pending Verification	Yes	Yes	View Details
Pending Approval	Yes	Yes	View Details
Pending Release	Yes	Yes	View Details
Rejected	Yes	Yes	View Details
Deleted	Yes	Yes	View Details

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Lanjutan Step 4. [Admin User] *scroll* down and Click **Submit**.



The screenshot displays a notification setup interface with a table of alerts. The table is organized into sections, each with a header indicating the number of active alerts. The sections are: BI-FAST Alias Registration & Alias Maintenance (4 out of 4 Alerts are Active), File Repository (2 out of 2 Alerts are Active), Multi-Logon Application (1 out of 1 Alerts are Active), and Hardware Security Device Unlock (1 out of 1 Alerts are Active). Each section contains a list of alerts with columns for the alert name, status, and a 'View Details' button. The 'Submit' button at the bottom right is highlighted with a red box.

Alert Name	Status	Action
BI-FAST Alias Registration & Alias Maintenance (4 out of 4 Alerts are Active)		
BI-FAST Alias Registration Successful	Yes	Yes
BI-FAST Alias Registration Unsuccessful	Yes	Yes
BI-FAST Alias Maintenance Successful	Yes	Yes
BI-FAST Alias Maintenance Unsuccessful	Yes	Yes
File Repository (2 out of 2 Alerts are Active)		
New File Added	Yes	Yes View Details
Report Generation Failure	Yes	Yes View Details
Multi-Logon Application (1 out of 1 Alerts are Active)		
Multi-Logon Application	Yes	Yes
Hardware Security Device Unlock (1 out of 1 Alerts are Active)		
Security Device Unlock	Yes	Yes

[Back](#) [Submit](#)

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 5. System will navigate to **Acknowledgement** page.

Manage Notifications > Acknowledgement Page

Submitted for approval

Reference No. : IDSUB_MGMT_NTF_MGMT23102000015

Submitted On : 20 Oct 2023 16:19:38 WIB

Notification Setup

User Full Name
TESTERCFO1

User ID
TESTERCFO1

Company ID
SATURN

Company Name
SATURN

Email Address
test@cimb.com

Notification Configuration

Setup Type	Notification	Email	Action
Generic Message (11 out of 11 Alerts are Active)			
Draft	Yes	Yes	View Details
Returned	Yes	Yes	View Details
Recalled	Yes	Yes	View Details
Pending Verification	Yes	Yes	View Details
Pending Approval	Yes	Yes	View Details
Pending Release	Yes	Yes	View Details

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Continue from Step 5. [Admin User] scroll down and Click **Done**.

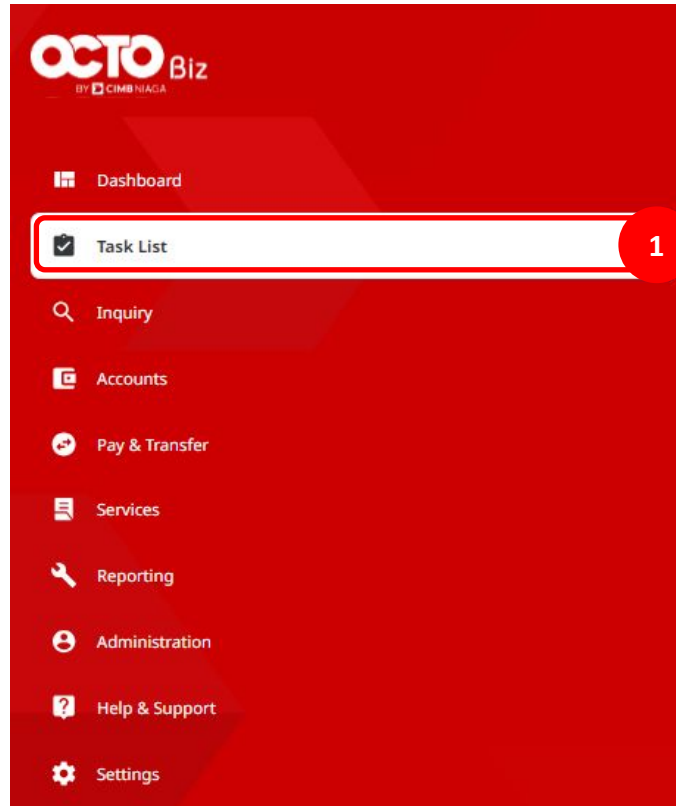
Successful	Yes	Yes	View Details
Partial Success	Yes	Yes	View Details
Unsuccessful	Yes	Yes	View Details
BI-FAST Alias Registration & Alias Maintenance (4 out of 4 Alerts are Active) ^			
BI-FAST Alias Registration Successful	Yes	Yes	
BI-FAST Alias Registration Unsuccessful	Yes	Yes	
BI-FAST Alias Maintenance Successful	Yes	Yes	
BI-FAST Alias Maintenance Unsuccessful	Yes	Yes	
File Repository (2 out of 2 Alerts are Active) ^			
New File Added	Yes	Yes	View Details
Report Generation Failure	Yes	Yes	View Details
Multi-Logon Application (1 out of 1 Alerts are Active) ^			
Multi-Logon Application	Yes	Yes	
Hardware Security Device Unlock (1 out of 1 Alerts are Active) ^			
Security Device Unlock	Yes	Yes	

[Print](#)[Done](#)

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 6. [User Admin Approver] navigate to ***Inquiry*** (1) Click ***Task List*** (2).



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 7. System will navigate to **Task List** > [Admin User] **[1]** Choose **Administration** as **Viewing** > **[2]** Click **Search** > **[3]** Click task hyperlink.

The screenshot shows the 'Task List' interface. At the top right, a dropdown menu is set to 'Viewing Maintenance' (callout 1). Below this, there are filters for 'Function' (set to 'All') and 'Filter by Status' (set to 'All'). A red 'Search' button is highlighted (callout 2). The table below shows one result: 'Notification Management' with reference number '108231021000000019', status 'Pending Approval', and an 'Edit' action. The 'Notification Management' link is highlighted (callout 3). At the bottom, there are buttons for 'Recall Selected', 'Return Selected', 'Reject Selected', and 'Approve Selected'.

☐	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
☐	Notification Management 108231021000000019	Edit	-	-	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 8. System will navigate to **Task Details**. [User Admin Approver] Click **Generic Message Draft > View Details**.

Task List > Details

Transaction Status : Pending Approval

Creation Date
21 Oct 2023 12:46:48 WIB

Workflow Type
Edit

Reference No.
I08231021000000019

Notification Setup

User Full Name
TESTERCFO1

User ID
TESTERCFO1

Company ID
SATURN

Company Name
SATURN

Email Address
test@cimb.com

Notification Configuration

Setup Type	Notification	Email	Action
Generic Message			
Draft	No	No	View Details
Returned	No	No	View Details
Recalled	No	No	View Details
Pending Verification	No	No	View Details
Pending Approval	No	No	View Details

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 9. System will show the **Draft** pop up box > [User Admin Approver] Click **Done**.

Draft [Close]

Transactions		Notify only if equals to or above set transaction amount below
Inhouse Transfer to Own	☒	100,000,000,000.00
Inhouse Transfer to 3rd Party	☒	0.00
BI-FAST	☒	0.00
RTGS	☒	0.00

Done

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

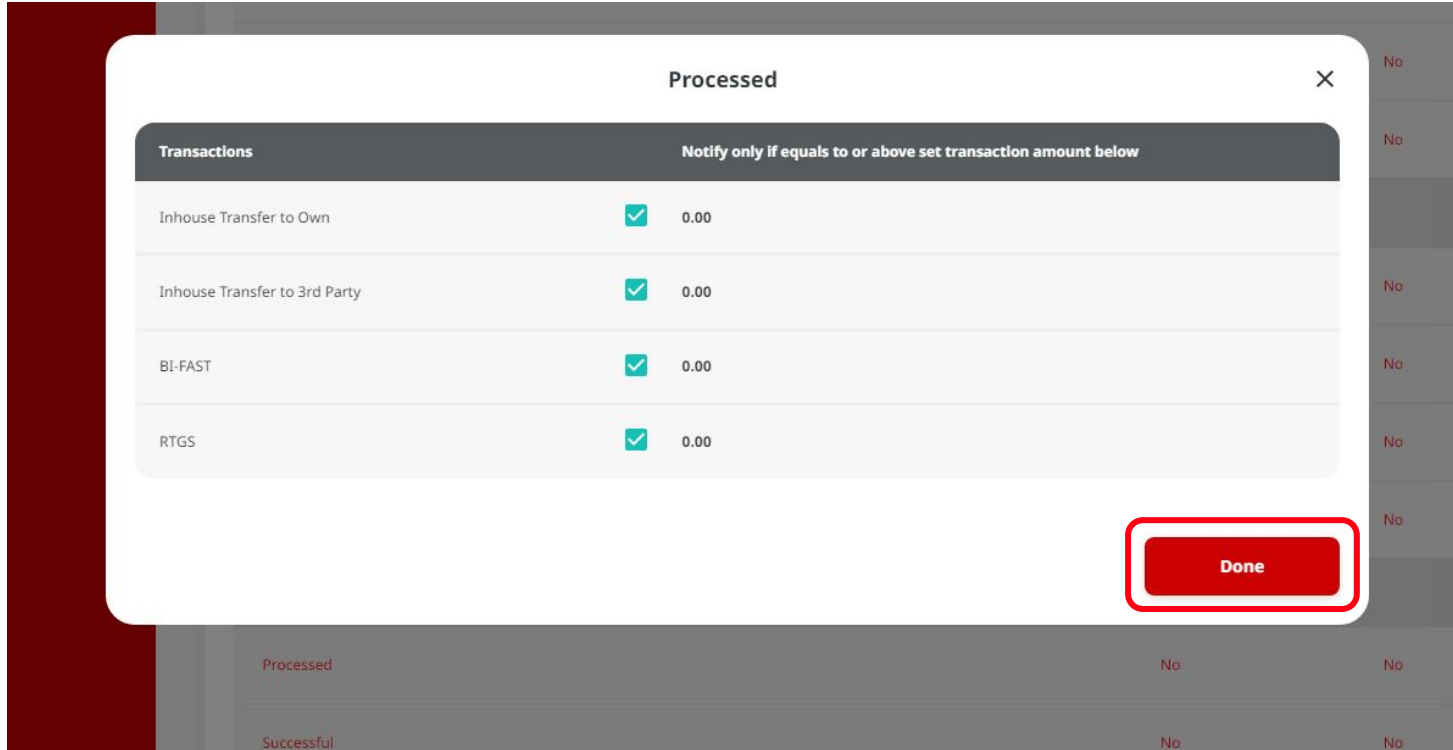
Step 10. System will navigate to **Task Details page** > [User Admin Approver] Click **Cash Status – Single Transaction Processed** > **View Details**.

Cash Status - Single Transaction				^
Processed	-	No	View Details	
Successful	No	No	View Details	
Partial Success	No	No	View Details	
Unsuccessful	No	No	View Details	
Cash Status - Batch Transaction				^
Processed	No	No	View Details	
Successful	No	No	View Details	
Partial Success	No	No	View Details	
Unsuccessful	No	No	View Details	
BI-FAST Alias Registration & Alias Maintenance				^

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 11. System will show the **Processed** pop up box > [User Admin Approver] Click **Done**.



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

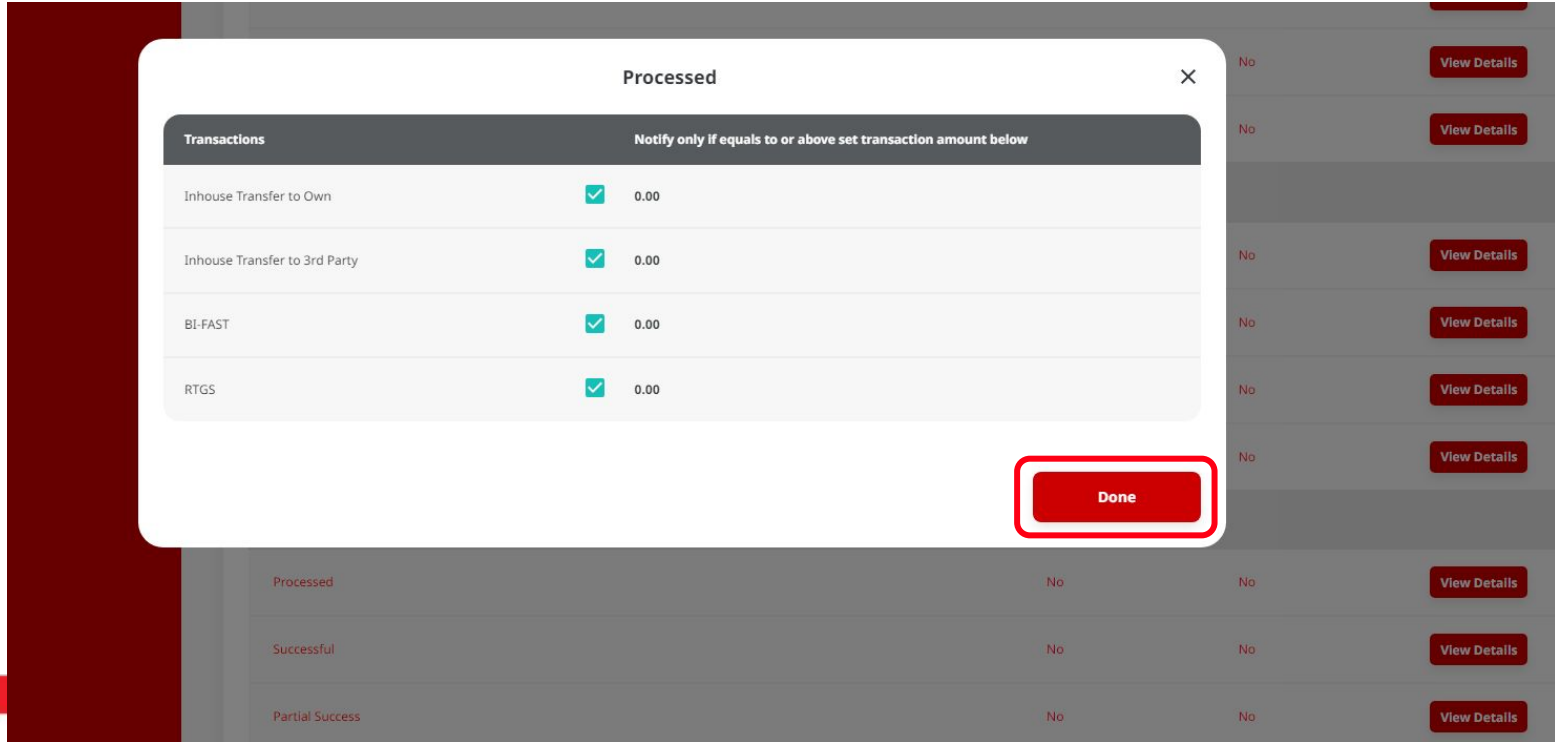
Step 12. System will navigate back to **Task Details** page > [User Admin Approver] Click **Cash Status – Batch Transaction Processed** > **View Details**.

Cash Status - Single Transaction				^
Processed	-	No	View Details	
Successful	No	No	View Details	
Partial Success	No	No	View Details	
Unsuccessful	No	No	View Details	
Cash Status - Batch Transaction				^
Processed	No	No	View Details	
Successful	No	No	View Details	
Partial Success	No	No	View Details	
Unsuccessful	No	No	View Details	
BI-FAST Alias Registration & Alias Maintenance				^

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 13. System will show the **Processed** pop up box> [User Admin Approver] Click **Done**.



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 14. System will navigate back to **Task Details** > [User Admin Approver] *scroll* down and Click **Approve**.

The screenshot displays the 'Notification Setup' interface. It features a list of notifications under the heading 'File Repository'. The notifications are as follows:

Notification	Status 1	Status 2	Action
New File Added	No	No	View Details
Report Generation Failure	No	No	View Details
Multi-Logon Application	No	No	
Multi-Logon Application	No	No	
Hardware Security Device Unlock	No	No	
Security Device Unlock	No	No	

Below the notifications is a section titled 'User Activities' containing a table:

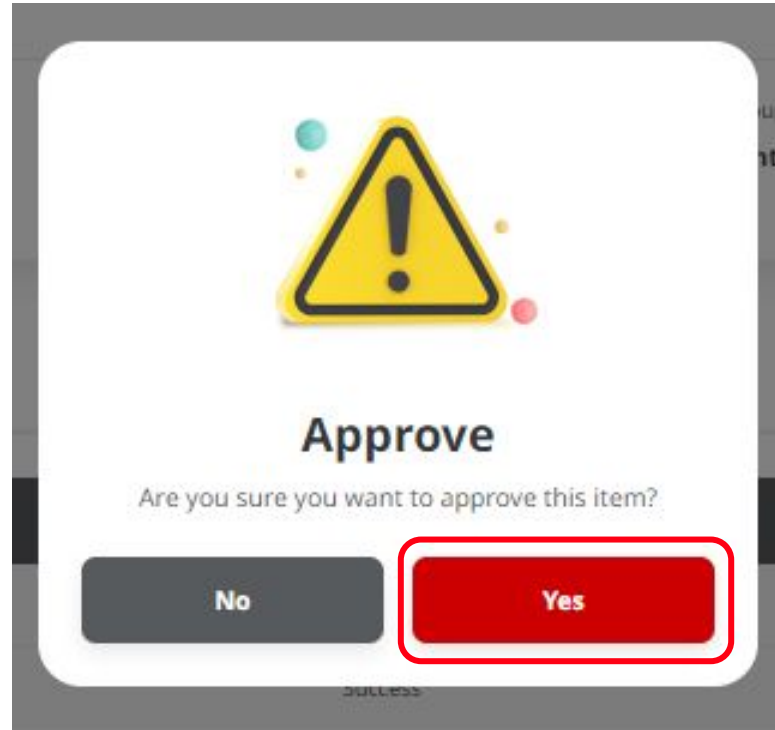
User	Activities	Date / Time	Remark
TESTERCFOJ	Submit	21 Oct 2023 12:46:48 WIB	

At the bottom of the interface is a 'Remark' section with a text input field and a 'Enter' button. Below this is a row of four buttons: 'Back', 'Recall', 'Return', and 'Approve'. The 'Approve' button is highlighted with a red border.

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 15. [User Admin Approver] Click **Yes**.



Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Step 16. System will navigate to **Acknowledgement** page.

Manage Notifications > Acknowledgement Page

Change(s) approved
🕒 Reference No. : 108231021000000019 🕒 Approved On : 21 Oct 2023 12:50:45 WIB



Notification Setup

User Full Name TESTERCFO1	User ID TESTERCFO1	Company ID SATURN
Company Name SATURN	Email Address test@cimb.com	

Notification Configuration

Setup Type	Notification	Email	Action
Generic Message (0 out of 11 Alerts are Active) ^			
Draft	No	No	View Details
Returned	No	No	View Details
Recalled	No	No	View Details
Pending Verification	No	No	View Details
Pending Approval	No	No	View Details
Pending Release	No	No	View Details

Notification Setup

Menu : Administration > User Status and Security Device | Deskripsi: Modul yang digunakan untuk mengelola jenis notifikasi yang diizinkan pengguna.

Continue from Step 16. [User Admin Approver] *scroll* down and Click **Done**.

BI-FAST Alias Registration & Alias Maintenance (0 out of 4 Alerts are Active)

BI-FAST Alias Registration Successful	No	No
BI-FAST Alias Registration Unsuccessful	No	No
BI-FAST Alias Maintenance Successful	No	No
BI-FAST Alias Maintenance Unsuccessful	No	No

File Repository (0 out of 2 Alerts are Active)

New File Added	No	No	View Details
Report Generation Failure	No	No	View Details

Multi-Logon Application (0 out of 1 Alerts are Active)

Multi Logon Application	No	No
-------------------------	----	----

Hardware Security Device Unlock (0 out of 1 Alerts are Active)

Security Device Unlock	No	No
------------------------	----	----

User Activities

User	Activities	Date / Time	Remark
TESTERCFO3	Submit	21 Oct 2023 12:46:48 WIB	

PrintDone