

*Aksi dan  
Kolaborasi*

# Task List

TUTORIALOCTOBIZ2024

KEJAR MIMPI



## Task List

Task list is a to-do list module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank. Transactions that are on the displayed under task list are based on users:

- Product/Function entitlement
- User Role (i.e. Maker, Verifier, Authoriser, Releaser). Users who have been granted access to these products based on the roles assigned will be able to view and perform the necessary action; e.g. approve, decline or return the transaction to Maker.

TASK LIST

# Website Version

TUTORIALOCTOBIZ2024

KEJAR MIMPI



LIVE  
AN  
EPICC  
LIFE

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 1: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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BY CIMB NIAGA

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**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 2: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

SpaceMan

Only proceed if this is your SecureWord

1

Password

2

Back Proceed

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

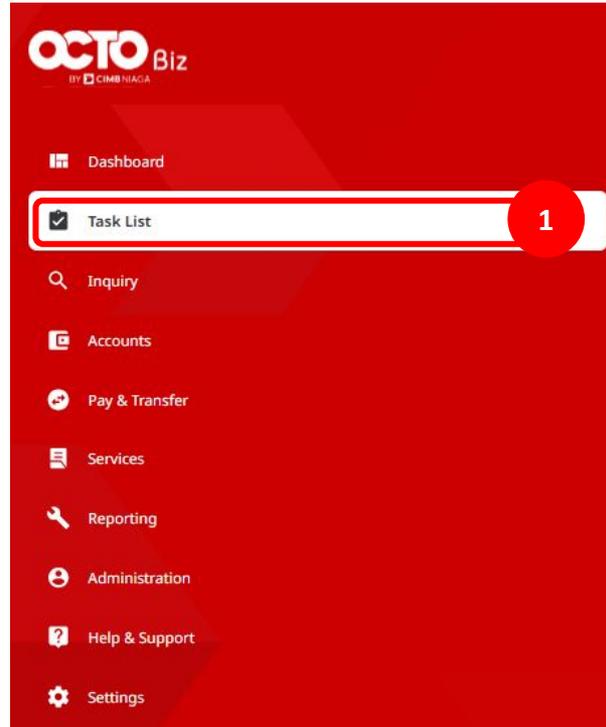
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

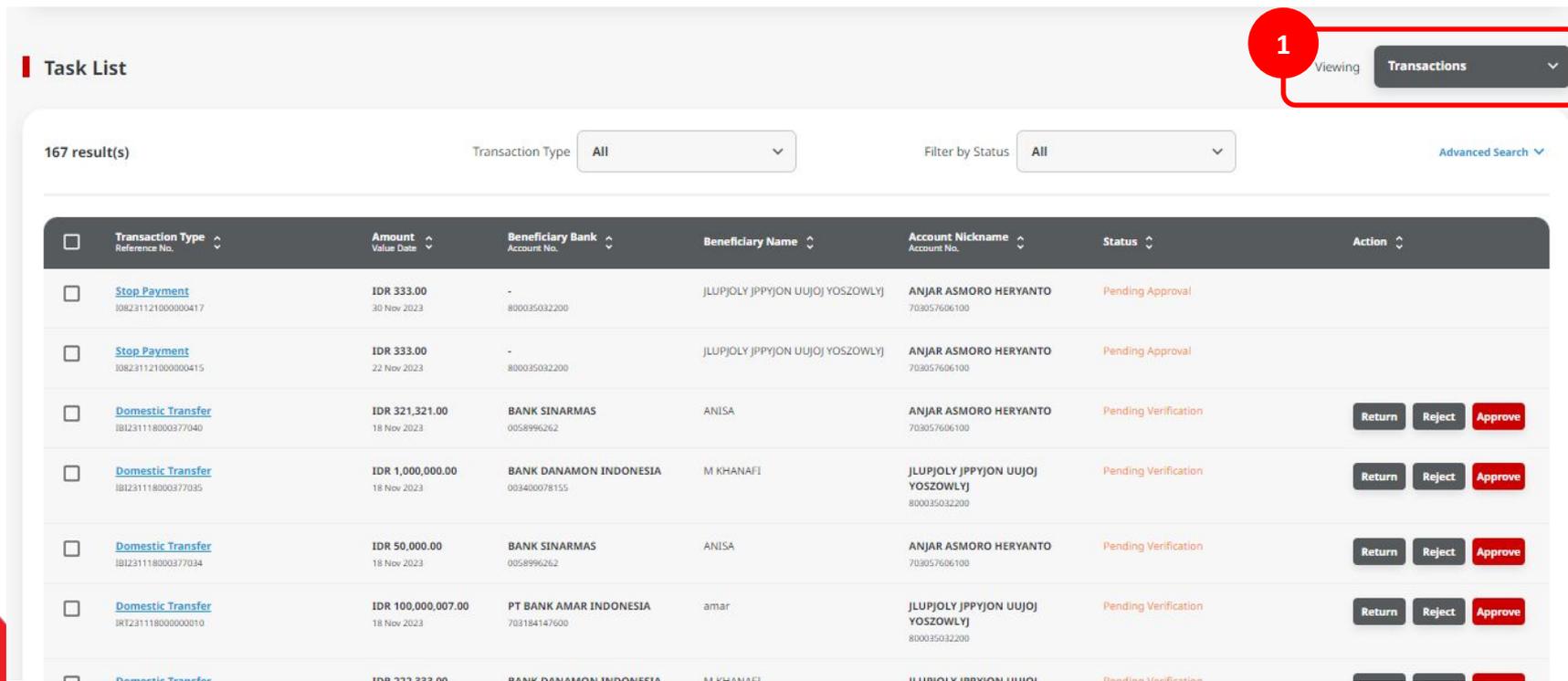
Step 3: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## Step 4: [Approver] [1] Choose transaction as Viewing



The screenshot displays the 'Task List' interface. At the top right, a red callout box with the number '1' highlights a dropdown menu currently set to 'Viewing'. Below this, the main content area shows '167 result(s)' and filter options for 'Transaction Type' (set to 'All') and 'Filter by Status' (set to 'All'). An 'Advanced Search' link is also visible. The main part of the interface is a table with the following columns: Transaction Type (with a checkbox), Amount (Value, Date), Beneficiary Bank (Account No.), Beneficiary Name, Account Nickname (Account No.), Status, and Action. The table lists several transactions, including 'Stop Payment' and 'Domestic Transfer' entries, each with its respective details and a 'Pending Approval' or 'Pending Verification' status. Action buttons like 'Return', 'Reject', and 'Approve' are present for the verification-pending transactions.

<input type="checkbox"/>	Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/>	<a href="#">Stop Payment</a> 108231121000000417	IDR 333.00 30 Nov 2023	- 800035032200	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	
<input type="checkbox"/>	<a href="#">Stop Payment</a> 108231121000000415	IDR 333.00 22 Nov 2023	- 800035032200	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377040	IDR 321,321.00 18 Nov 2023	BANK SINARMAS 0058996262	ANISA	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377035	IDR 1,000,000.00 18 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377034	IDR 50,000.00 18 Nov 2023	BANK SINARMAS 0058996262	ANISA	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1RT231118000000010	IDR 100,000,007.00 18 Nov 2023	PT BANK AMAR INDONESIA 703184147600	amar	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a>	IDR 333.333.00	BANK DANAMON INDONESIA	M KHANAFI	JLUPJOLY JPPYJON UUJOJ	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 4: [Approver] System will show the **Transaction Task List**

703057606100						
<input type="checkbox"/>	<a href="#">Manage Template</a> BI-FAST	IDR 100,000.00	-	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification <a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 444,444.00 02 Feb 2024	CIMB Niaga 800035032200	ANJAR IIA240202000000078	ANJAR ASMORO HERYANTO 703057606100	Returned <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 555,555.00 02 Feb 2024	CIMB Niaga 703196574000	BANGUN PERSADA SEKALI IIT240202000000021	ANJAR ASMORO HERYANTO 703057606100	Returned <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 334,455.00 02 Feb 2024	CIMB Niaga 703196574000	BANGUN PERSADA SEKALI IIT240202000000020	ANJAR ASMORO HERYANTO 703057606100	Returned <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 456,789.00 02 Feb 2024	CIMB Niaga 800138397600	ANGIN TOLAK IIA240202000000069	ANJAR ASMORO HERYANTO 703057606100	Returned <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 2,100,010.00 02 Feb 2024	CIMB Niaga 703185655500	TB LIABILITY 2 IIA240202000000068	ANJAR ASMORO HERYANTO 703057606100	Returned <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 111,111,111.00 02 Feb 2024	BANK RAKYAT INDONESIA (BRI) 32238327323	AAAAA IIR240202000000025	ANJAR ASMORO HERYANTO 703057606100	Draft <a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Submit</a>
<input type="checkbox"/>	<a href="#">Stop Payment</a>	IDR 768,000.00 09 Feb 2024	BANK DANAMON INDONESIA	LALA SHABIRA UAT I08240202000001080	ANJAR ASMORO HERYANTO 703057606100	Recalled <a href="#">Delete</a>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- **Approve – (By Approver)**
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## Case for *Listing Approval (Approve Action)*

Step 5: [Approver] **[1]** Choose Transaction that needed to *approve*

<input checked="" type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1 IRT2402290000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>	
<b>1</b>	<input checked="" type="checkbox"/>	<a href="#">Transfer to Other Banks</a> BI-FAST	IDR 241,100.00 29 Feb 2024	- -	- IFL2402290000000002	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
	<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 199,000.00 29 Feb 2024	- -	- IFL2402290000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
	<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 111,111,111.00 05 Feb 2024	BANK RAKYAT INDONESIA (BRI) 32238327323	AAAAAA IRT2402050000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Approval*)

# Task List

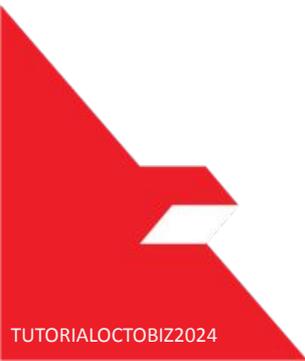
Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 5: [Approver] [1] Click **Approve Selected**

<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 100,000,000.00 01 Feb 2024	BANK DANAMON INDONESIA 003400078155	TEST 1 IRT240201000000003	TB LIABILITY 2 703185655500	Pending Approval	Return	Reject	Approve
<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> BI-FAST	IDR 50,000.00 01 Feb 2024	BANK DANAMON INDONESIA -	LALA SHABIRA UAT IBI240201000388904	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return	Reject	Approve

< 1 of 2 >

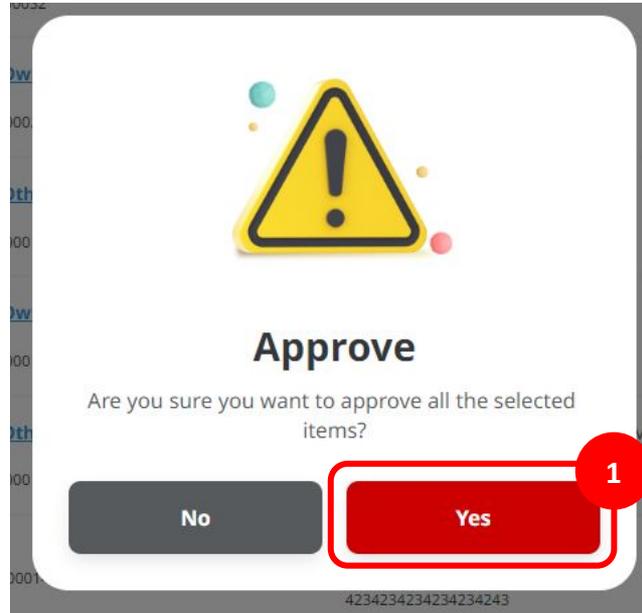
Return Selected    Reject Selected    **Approve Selected** 1



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: [Approver] [1] Click **Yes** on the *pop-up box*



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Approver] [1] Click **Approve**

## Task List > Review Details

2 item(s)

Transaction Type Reference No.	Amount Payment Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Transaction Count
Transfer to Other Banks IFL240229000000002	IDR 241,100.00 29 Feb 2024	- -	-	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	1
Transfer to Other Banks IRT240229000000001	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	1

[Back](#) [Approve](#)

1

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 8: [Approver] After the transactions are successful, system will show the Acknowledgement page

**Task List > Acknowledgement**

## Transaction(s) approved



2 item(s)

**Note:** Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Type Reference No.	Amount Payment Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Reason
Transfer to Other Banks IRT240229000000001	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-
Transfer to Other Banks IRT240229000000002	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-

**Print** **Done**

**1**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## Maker Login

Step 9: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

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Only proceed if this is your SecureWord

1

Password

2

Back Proceed

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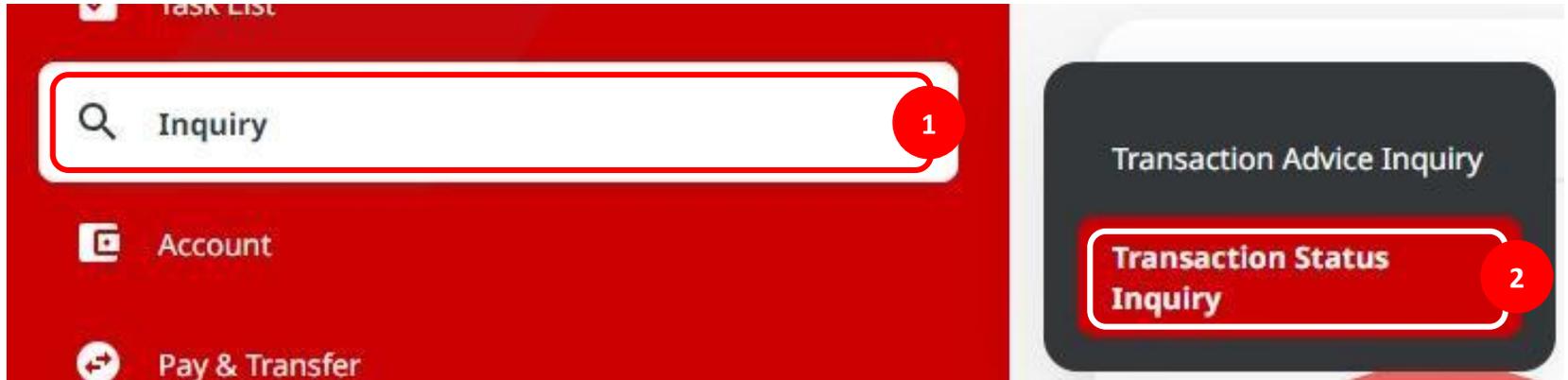
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

**Entry Point: Inquiry > Transaction Status Inquiry**

Step 11: System will show the **Dashboard** page [1] Click **Inquiry** > [2] Click **Transaction Status Inquiry**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 12: System will show the *Transaction Status Inquiry* > [Approver] [1] Choose **Transfer within CIMB Niaga** as **Transaction group** > [2] Click **Search**, system will give the **Task Listing** > {User} [3] can see the **Successful task**

**Transaction Status Inquiry** Viewing: Transactions

**Search**

Payment Date From \* To \* Reference No.  
29 Feb 2024 29 Feb 2024 Enter

**Transaction Group \*** **Transfer within CIMB Niaga** **1**

Debit Account No. Beneficiary Account No.  
Enter Enter

Beneficiary Name Beneficiary Bank  
Enter Enter

Currency Amount From To File Name  
All Enter Enter Enter

Filter by Status \*  
All

**Search** **2**

**2 item(s)**

Transaction Group	Amount	Beneficiary Bank	Beneficiary Name	Payment Date	Created Date	Status
Transfer within CIMB Niaga Other CIMB Niaga Account	IDR 199,000.00	-	IF1240220000000001	29 Feb 2024 Indonesia	29 Feb 2024	Successful
Transfer within CIMB Niaga Debit Account	IDR 250,000.00	CIMB Niaga 301100010000	TB LIABILITY 2 1624022000000003	29 Feb 2024 Indonesia	29 Feb 2024	Successful

**3**

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# Task List

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## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- **Reject – (By Approver)**
- Return – (By Approver)
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Approver] [1] Choose Transaction that needed to *reject*

<input type="checkbox"/>	<a href="#">In House Transfer</a> IFL231115000000023	IDR 2,000.00 15 Nov 2023	- -	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> IIA231115000000026	IDR 1,111.00 15 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> IIA231115000000024	IDR 1,010.00 15 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> IBI231115000376839	IDR 51,234.00 15 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> IIT231115000000026	IDR 113.00 15 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

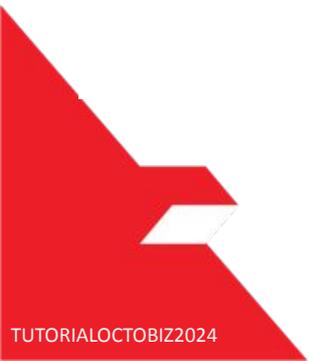
1

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Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 5: [Approver] [1] Click **Approve Selected**

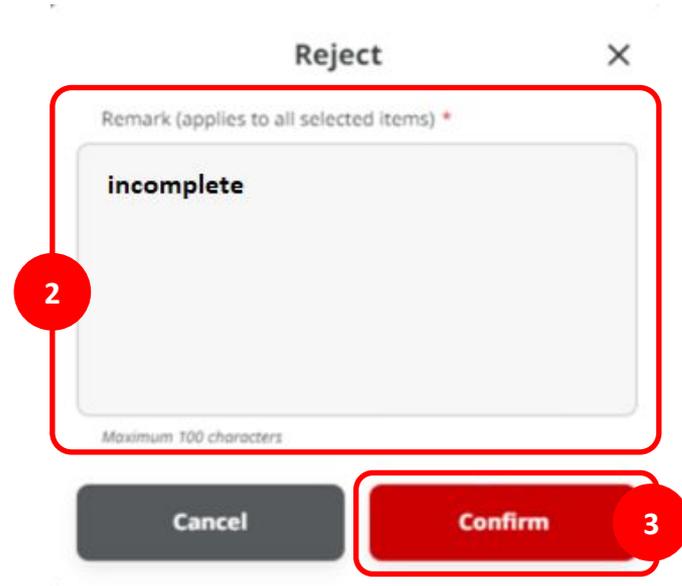
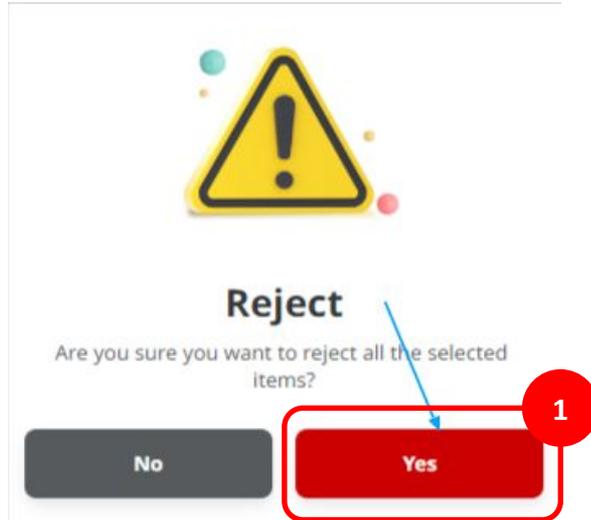
<input checked="" type="checkbox"/> Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> I07230920000000026	Edit	EMAILTESTING4@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> I07230920000000025	Edit	ACTIVATESAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: [Approver] [1] Click **Yes** on the pop-up box > [2] Fill in the Remarks section > [3] Click **Confirm**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Approver] After the Rejection process is succeeded, system will show the acknowledgement page

**Task List > Acknowledgement**

**Change(s) rejected** 

2 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 1072309200000000026	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete
BI-FAST Alias Maintenance 1072309200000000025	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 8: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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Step 9: [1] [User] Input Password > [2] Click **Proceed**

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**SpaceMan**

Only proceed if this is your SecureWord

Password

..... |

[Back](#) [Proceed](#)

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

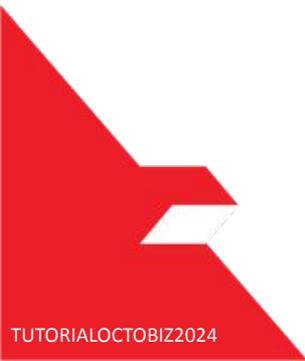
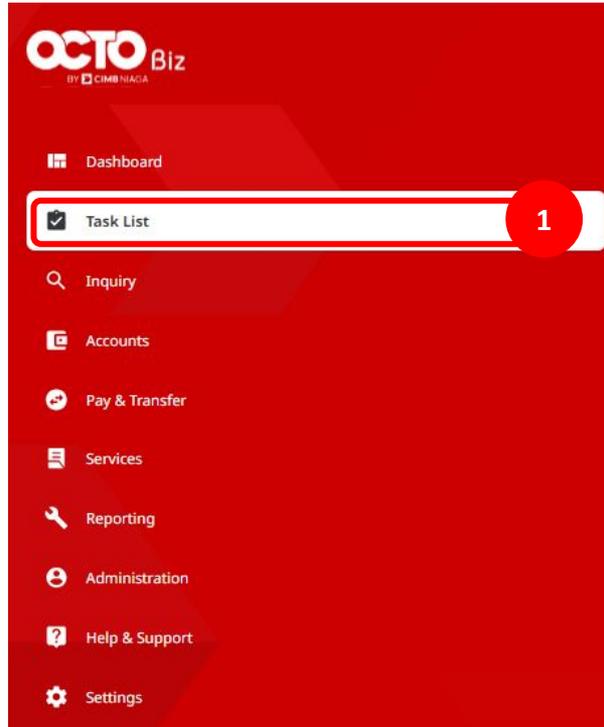
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [Maker] Find the rejected transaction from drop down Filter by Status [1] Choose **Rejected** > [2] Click **Search**

The screenshot displays the 'Task List' interface. At the top, there is a 'Task List' header and a 'Viewing Maintenance' dropdown. Below this, the number of results is shown as '791 result(s)'. There are two dropdown menus: 'Function' set to 'All' and 'Filter by Status' set to 'All'. A red circle with the number '1' highlights the 'Filter by Status' dropdown menu, which is open and shows a list of status options: 'All', 'Draft', 'Recalled', 'Resubmission Needed', and 'Rejected'. The 'Rejected' option is highlighted with a red box and a red circle with the number '1'. To the right of the dropdown, a red circle with the number '2' highlights the 'Search' button. Below the filters is a table with the following columns: 'Product/Function Reference No.', 'Action Type', 'Code', 'Description', and 'Action'. The table contains several rows of data, including 'BI-FAST Alias Maintenance' and 'Manage Beneficiary'.

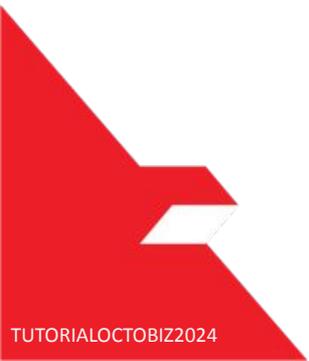
Product/Function Reference No.	Action Type	Code	Description	Action
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000010	Edit	EMAILTESTING12@GMAIL.COM	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000009	Edit	6281372333631	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000011	Delete	6281234567899	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">Manage Beneficiary</a> 103231120000000529	Create	-	Test Bene Add	<input type="button" value="Recall"/>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 12: [Maker] [1] The transaction that **Rejected** can be edit again

<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231122000000009	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	Rejected	Delete	Edit	Submit
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- Reject – (By Approver)
- **Return – (By Approver)**
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Approver] **[1]** Choose Transaction that needed to *return*

<input type="checkbox"/>	<a href="#">In House Transfer</a> JFL231115000000023	IDR 2,000.00 15 Nov 2023	- -	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000026	IDR 1,111.00 15 Nov 2023	- 800035032200	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000024	IDR 1,010.00 15 Nov 2023	- 800035032200	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> IBI231115000376839	IDR 51,234.00 15 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> JIT231115000000026	IDR 113.00 15 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

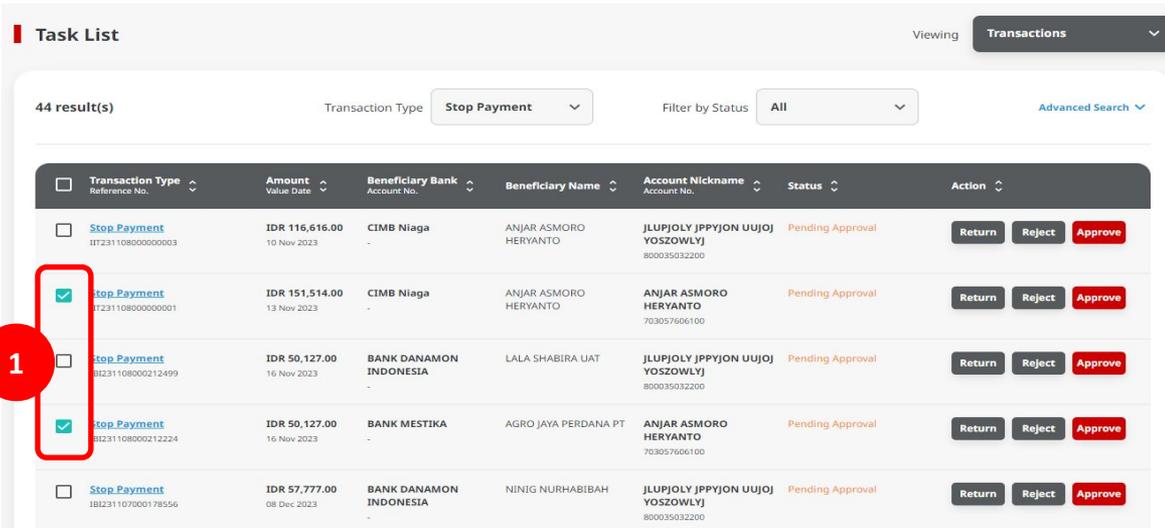
1

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Return*)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 5: [Approver] [1] Choose **Task** that needed to be **Return** > [2] Click **Return Selected**



**Task List** Viewing Transactions

44 result(s) Transaction Type Stop Payment Filter by Status All Advanced Search

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/> Stop Payment IIBZ31108000000003	IDR 116,616.00 10 Nov 2023	CIMB Niaga -	ANJAR ASMORO HERYANTO	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Stop Payment IIBZ31108000000001	IDR 151,514.00 13 Nov 2023	CIMB Niaga -	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return Reject Approve
<input type="checkbox"/> Stop Payment IIBZ31108000212499	IDR 50,127.00 16 Nov 2023	BANK DANAMON INDONESIA -	LALA SHABIRA UAT	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Stop Payment IIBZ31108000212224	IDR 50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return Reject Approve
<input type="checkbox"/> Stop Payment IIBZ31107000179556	IDR 57,777.00 08 Dec 2023	BANK DANAMON INDONESIA -	NINIG NURHABIBAH	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve

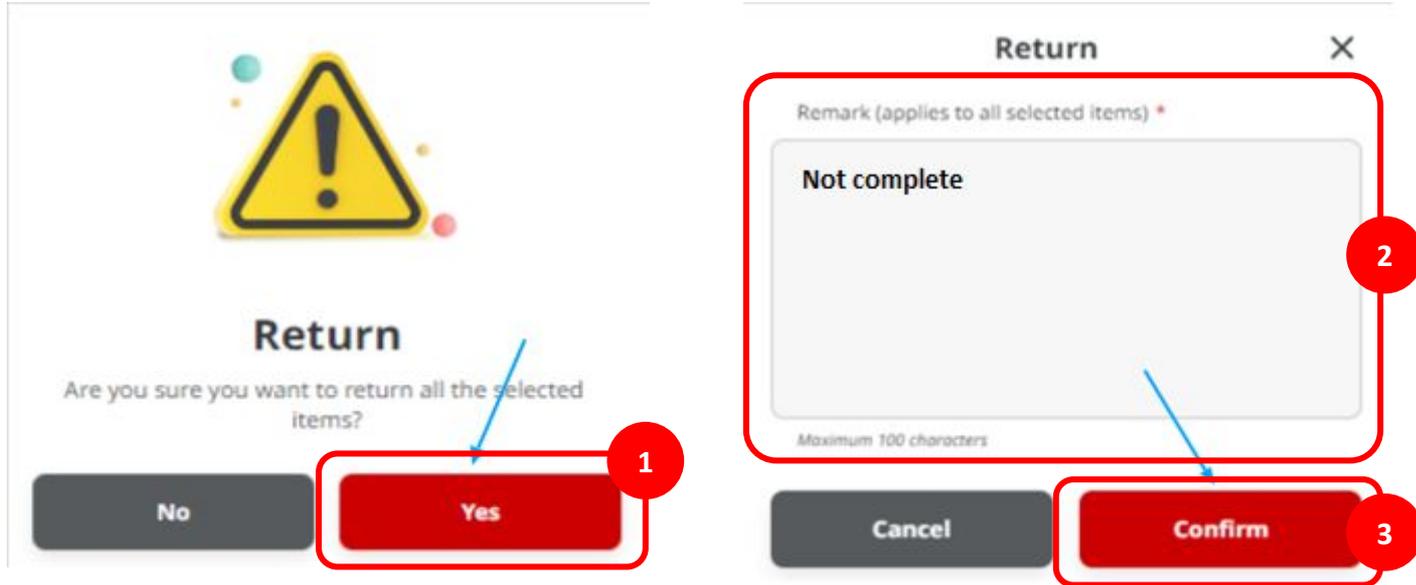


Catatan: Dalam hal Approver mengembalikan tugas yang on thekirimkan oleh pembuat. (dapat memilih beberapa tugas)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: [Approver] [1] Click **Yes** on the pop-up box > [2] Fill in the Remarks section > [3] Click **Confirm**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Approver] If the returning process of transaction is succeed, system will show the acknowledgement page. [1] Click **Done**

## Task List > Acknowledgement

### Transaction(s) returned



2 item(s)

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Reason
Stop Payment IIT231108000000001	151,514.00 13 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete
Stop Payment IBI231108000212224	50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete

Print Done

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 8: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 9: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

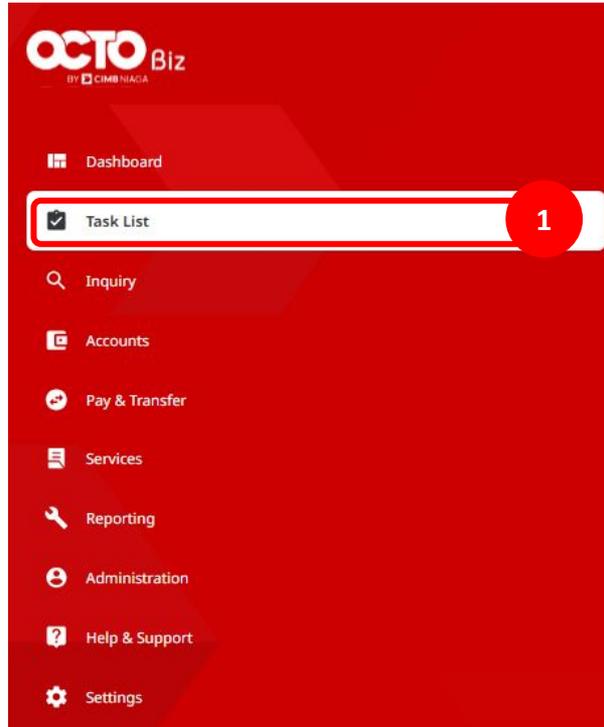
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [Maker] Find the returned transaction form menu drop down menu Filter by Status [1] Choose **Returned** > [2] Click **Search**

Step 12: [Maker] [3] Transaction that successfully **Returned**

The screenshot shows the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Transactions'. Below this, the search results are displayed. The 'Transaction Type' is set to 'Stop Payment'. The 'Filter by Status' dropdown is set to 'Returned', and the 'Search' button is highlighted. The table below shows three transactions, all with a status of 'Returned'. The first transaction is highlighted with a red box and a '3' in a red circle, indicating it is the target of the task.

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/> <a href="#">Stop Payment</a> IBI231108000212224	IDR 50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100	Returned	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Stop Payment</a> IIT231108000000001	IDR 151,514.00 13 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Returned	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Stop Payment</a> I08231111000000340	IDR 108,000.00 14 Nov 2023	BANK PERMATA 04123234877	BXXXXXXXXXXXXXXXXXX	ANJAR ASMORO HERYANTO 703057606100	Returned	<a href="#">Delete</a>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- **Recall – (By Maker)**

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 1: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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User ID  
makerjames

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 2: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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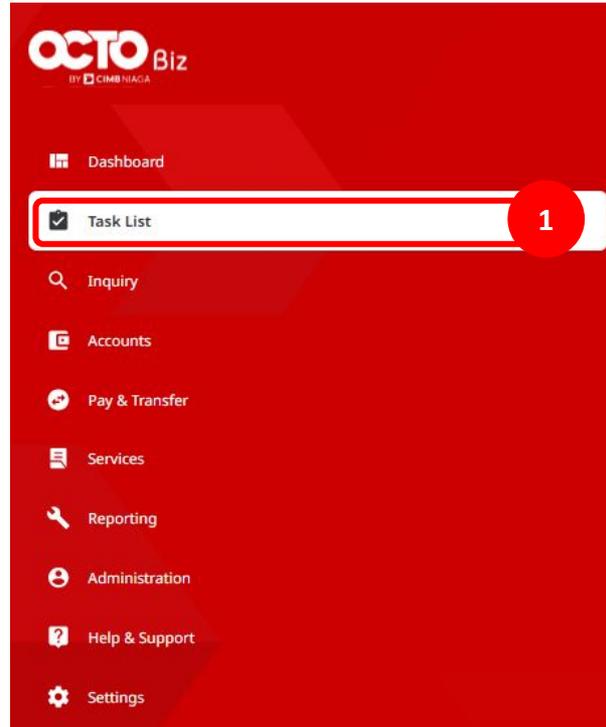
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 4: [Maker] [1] Choose Transaction to recall > [2] Click **Recall Selected**

The screenshot displays a web interface for a task list. At the top, it shows '614 result(s)', 'Function All', and 'Filter by Status All'. A red 'Search' button is on the right. Below is a table with columns: Product/Function, Action Type, Code, Description, Status, and Action. Two rows are highlighted with a red box and a red circle containing the number '1'. The first row has a checked checkbox, 'BI-FAST Alias Maintenance' (link), 'Edit', 'ANJARINHERE@UHUY.COM', 'BI-FAST Alias Maintenance', 'Pending Approval', and a 'Recall' button. The second row has a checked checkbox, 'BI-FAST Alias Maintenance' (link), 'Edit', 'BIFASTFORTS103@GMAIL.COM', 'BI-FAST Alias Maintenance', 'Pending Approval', and a 'Recall' button. Below the table is a pagination bar showing '60 >'. In the bottom right, a red box highlights a 'Recall Selected' button with a red circle containing the number '2'.

<input type="checkbox"/>	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000008	Edit	ANJARINHERE@UHUY.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000007	Edit	BIFASTFORTS103@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000002	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Recalled	Delete Edit
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000006	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000005	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000004	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall

Catatan: dapat memilih beberapa Task langsung (Bulk Recall)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Maker] [1] Click **Yes** on the *pop-up box*

The screenshot displays a 'Task List' interface. A modal dialog box titled 'Recall' is centered on the screen, asking 'Are you sure you want to recall this item?'. The dialog has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and the number '1'. The background shows a table of tasks with columns for Product/Function, Description, Status, and Action. The table contains three rows of data, each with a 'Recall', 'Delete', and 'Edit' button.

Product/Function Your Reference No.	Description	Status	Action
<input checked="" type="checkbox"/> BI-FAST Alias Maintenance 107230920000000014	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/> BI-FAST Alias Maintenance 107230920000000031	BI-FAST Alias Maintenance	Returned by Approver	Delete Edit
<input type="checkbox"/> BI-FAST Alias Maintenance 107230920000000032	BI-FAST Alias Maintenance	Returned by Approver	Delete Edit

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

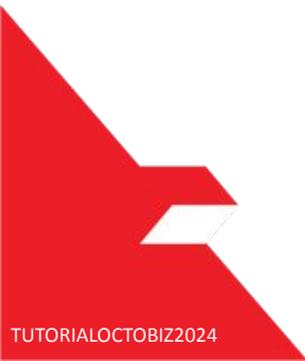
Step 6: [Maker] After the recall process is successful, system will show the acknowledgement page.

**Task List > Acknowledgement**

**Task(s) recalled** 

1 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 1072309200000000034	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	-



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 8: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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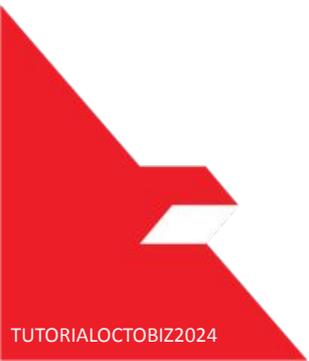
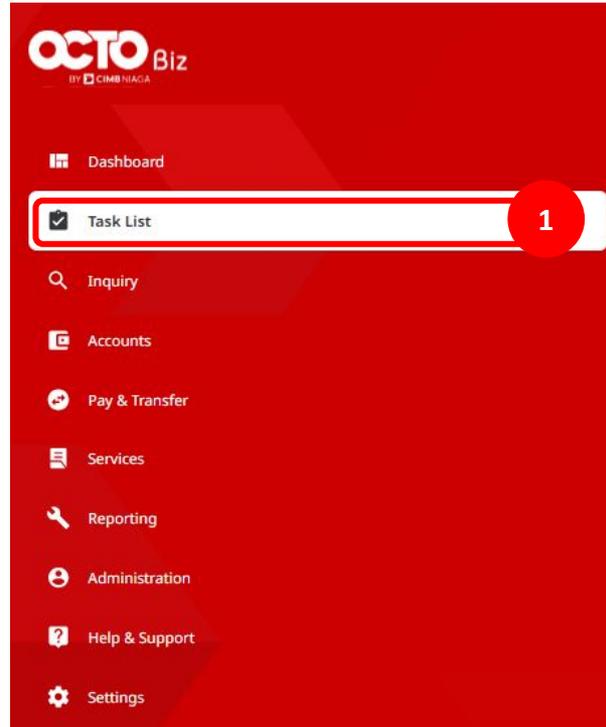
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 9: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [Maker] [1] Find task on task list with **status = Recalled**

The screenshot shows the 'Task List' interface. At the top, there is a header 'Task List' and a 'Viewing Maintenance' dropdown. Below the header, there are filters for 'Function' (set to 'All') and 'Filter by Status' (set to 'All'), along with a 'Search' button. The main content is a table with the following columns: Product/Function, Action Type, Code, Description, Status, and Action. The first row is highlighted and has a red circle around the 'Recalled' status and a red circle with the number '1' next to it. The second row is not highlighted.

<input type="checkbox"/>	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230920000000034	Edit	EMAILTESTING3@GMAIL.COM	BI-FAST Alias Maintenance	Recalled	<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230920000000031	Delete	EMAILTESTING4@GMAIL.COM	BI-FAST Alias Maintenance	Returned by Approver	<a href="#">Delete</a> <a href="#">Edit</a>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- **Approve – (By Approver)**
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Approver] [1] Choose Transaction to approve and Click transaction hyperlink

The screenshot displays the 'Task List' interface. At the top, there is a 'Task List' header and a 'Viewing Transactions' dropdown menu. Below the header, it shows '335 result(s)' and filters for 'Transaction Type: All' and 'Filter by Status: All'. An 'Advanced Search' link is also present. The main content is a table with the following columns: Transaction Type (with a checkbox), Amount, Value Date, Beneficiary Bank (with Account No.), Beneficiary Name, Account Nickname (with Account No.), Status, and Action. The table lists four 'In House Transfer' transactions, all with a status of 'Pending Approval'. The second row is highlighted with a red box, and a red circle with the number '1' is placed next to its checkbox.

<input type="checkbox"/> Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/> <a href="#">In House Transfer</a> IIA23111200000018	IDR 1,234.00 12 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<a href="#">Recall</a> <a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">In House Transfer</a> IFL23111200000015	IDR 1,888,888.00 23 Nov 2023	- -	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<a href="#">Recall</a> <a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">In House Transfer</a> IFL23111200000018	IDR 243,334.00 21 Nov 2023	- -	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<a href="#">Recall</a> <a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">In House Transfer</a> IFL23111200000017	IDR 2,345,555.00 20 Nov 2023	- -	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<a href="#">Recall</a> <a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: System will show the **Task List Details**

The screenshot displays the 'Task List > Details' page. It features three main sections: 'Transaction Status', 'Transaction Group', and 'Sender Details'. The 'Transaction Status' section shows 'Pending Approval' in orange. The 'Transaction Group' section shows 'Transfer within CIMB'. The 'Sender Details' section shows the sender's account information and payment mode.

**Task List > Details**

**Transaction Status : Pending Approval**

---

Creation Date: 03 Feb 2024 16:28:40 WIB      Reference No. IIA24020300000000

**Transaction Group**

---

Transaction Group  
**Transfer within CIMB**

**Sender Details**

---

From Account: 703057606100-IDR ANJAR ASMORO HERYANTO      Payment Mode: Own Account

Payment Date: 03 Feb 2024

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 6: [Approver] Scroll down [1] Click **Approve**

### Other Details

---

Customer Reference No. Other Payment Details

- -

### User Activities

---

User	Activities	Date / Time	Remark
ZKMAUSER1	Submit	03 Feb 2024 16:28:40 WIB	

### Remark

---

Remarks

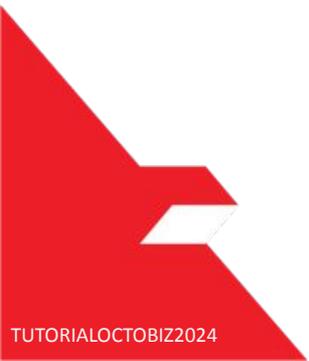
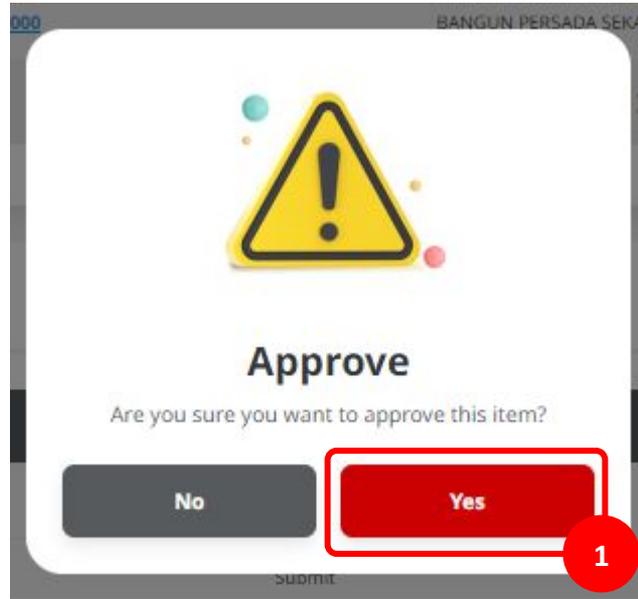
Maximum 100 characters

[Back](#) [Return](#) [Reject](#) [Approve](#) **1**

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Approver] **[1]** Click **Yes**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## Step 9: [Approver] System will show the **Acknowledgement page**

**Task List** > Acknowledgement

**Transaction(s) approved**

🕒 Reference No. : IIA2402030000000000 🕒 Approved On : 29 Feb 2024 10:17:27 WIB



Status : **Successful**

---

Note: View details on this item via Transaction Status Inquiry.

**Transaction Group**

---

Transaction Group  
**Transfer within CIMB**

**Sender Details**

---

From Account <b>703057606100-IDR ANJAR ASMORO HERYANTO</b>	Payment Mode <b>Own Account</b>
Payment Date <b>29 Feb 2024</b>	

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Continue from Step 8: **Scroll** down [Approver] [1] Click **Done**

### Sender Details

---

From Account	Payment Mode
703057606100-IDR ANJAR ASMORO HERYANTO	Own Account
Payment Date	
29 Feb 2024	

### Beneficiary Details

---

To Account
IDR TB LIABILITY 2-703185655500

### Transaction Details

---

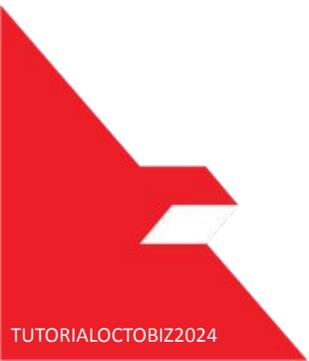
Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	12,312,333.00	IDR 0.00

### Other Details

---

Customer Reference No.	Other Payment Details
-	-

Print Done **1**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 9: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

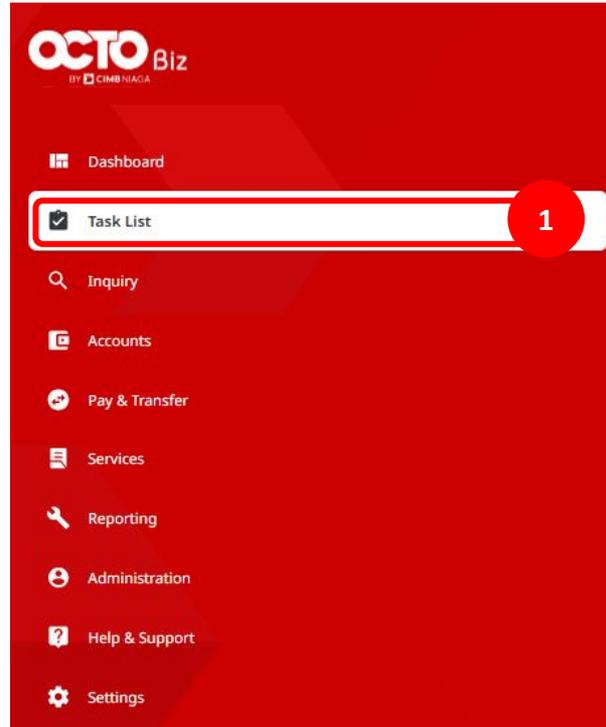
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 12: System will show the **Transaction Status Inquiry [Maker]** [1] Choose **Transfer Within CIMB Niaga** as **Transaction Group** > [2] Click **Search**, and system will give the **Task Listing** > [User] [3] can see the **Successful Task**

The screenshot shows the 'Transaction Status Inquiry' interface. A red circle with the number '1' highlights the 'Transaction Group' dropdown menu, which is set to 'Transfer within CIMB Niaga'. A red circle with the number '2' highlights the 'Search' button. A red circle with the number '3' highlights the 'Successful' status in the transaction list below.

**Transaction Status Inquiry** Viewing **Transactions**

**Search**

Payment Date From \* 29 Feb 2024 To \* 29 Feb 2024 Reference No. Enter

Transaction Group \* **Transfer within CIMB Niaga** Payment Mode Select

Debit Account No. Enter Beneficiary Account No. Enter

Beneficiary Name Enter Beneficiary Bank Enter

Currency All Amount From Enter To Enter File Name Enter

Filter by Status \* All

**Search**

**2 item(s)**

Transaction Group Payment Mode	Amount	Beneficiary Bank Account No.	Beneficiary Name Reference No.	Payment Date Transaction Mode	Created Date	Status
Transfer within CIMB Niaga Other CIMB Niaga Account	IDR 199,000.00	-	- IFL240229000000001	29 Feb 2024 Immediate	29 Feb 2024	Successful

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- ***Reject - (By Approver)***
- ***Return – (By Approver)***
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Approver] **[1]** Choose Transaction to *reject (a)* or *return* dan Click transaction *hyperlink*

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000316	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000317	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000318	Create	6281977899992	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000319	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000320	Create	62325355555	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000321	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000322	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000323	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000324	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230616000000326	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000328	Create	6281977899992	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230616000000329	Create	gomobile2@cimbniaga.co.id	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>

1

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: [Approver] **[1]** Review the *Task List Details*, Click **Reject (a)** or **Return (b)**

**Task List > Details**

Transaction Status : **Pending Approval**

Creation Date: 16 Jun 2023 05:18:30 PM      Workflow Type: Create

**Details**

Account No.: 1231231234-IDR Industrial ACCT 123      Alias Type: Mobile No.      Alias Name: 6281977899992

**User Activities**

User	Activities	Date / Time	Remark
MAKER7	Submit	16 Jun 2023 05:18:30 PM	

**Remark**

Remarks  
Enter  
Maximum 100 characters

Back      Return      Reject      Approve

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Approver] [1] Click **Yes** on the *pop-up box* [a] 'Reject' [b] 'Return'

**Task List > Details**

Transaction Status : Pending Approval

Creation Date: 16 Jun 2023 05:18:30 PM      Workflow Type: Create

**Details**

Account No.: 1231231234-IDR Industrial ACCT 123      Alias Type: Mobile No.      Alias Name: 6281977899992

**User Activities**

User	Activities	Date / Time	Remark
MAKER7	Submit	16 Jun 2023 05:18:30 PM	

**Remark**

Remarks: test reject  
Maximum 100 characters

Back      Return      Reject      Approve

**Reject**  
Are you sure you want to reject this item?  
No      Yes

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 9: [Approver] System will show the *acknowledgement* page

**a. Reject**

Task List > Acknowledgement

**Request successfully rejected** 

Reference No.: IDBFASST\_ALIAS\_REG2306160000000333 Rejected on : 16 Jun 2023 05:26:04 PM

**Details**

Account No. 1231231234-IDR Industrial ACCT 123	Alias Type Mobile No.
Alias Name 62819777899992	

Print Done

**b. Return**

Task List > Acknowledgement

**Request successfully returned** 

Reference No.: IDBFASST\_ALIAS\_REG2306190000000346 Returned on : 19 Jun 2023 10:49:01 AM

**Details**

Account No. 222333333-IDR GL ACCT 03	Alias Type Mobile No.
Alias Name 628123456598988	

Print Done

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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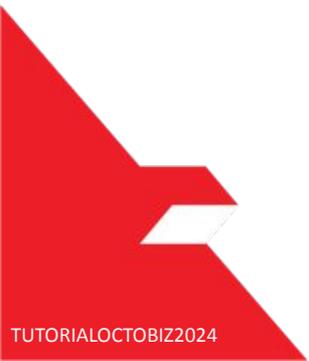
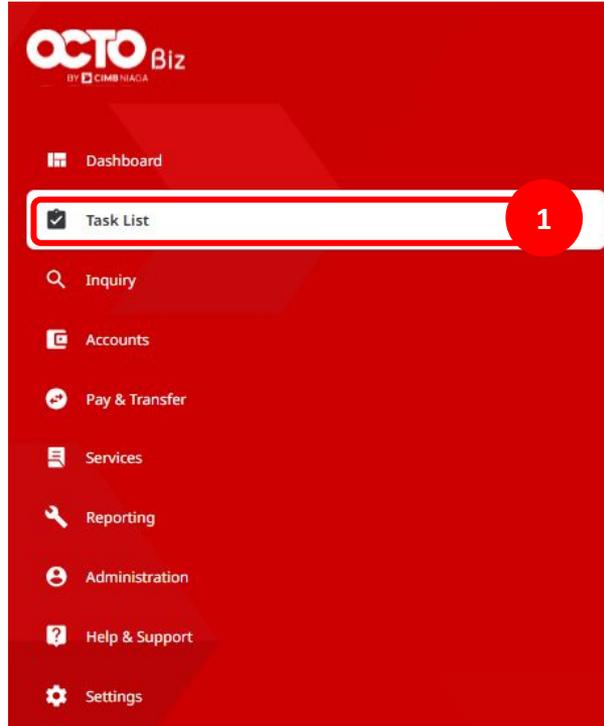
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 13: [Maker] Find the transaction that needed to reject from menu *drop down Filter by Status* [1] Choose **Rejected** *atau* **Returned** > [2] Click **Search**

The screenshot displays the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Maintenance'. Below this, the text '791 result(s)' is shown. There are two dropdown menus: 'Function' set to 'All' and 'Filter by Status' set to 'All'. A red box labeled '2' highlights a 'Search' button in the top right corner. A table of transactions is visible with columns: Product/Function Reference No., Action Type, Code, Description, and Action. The table contains four rows of data. A dropdown menu is open over the 'Filter by Status' dropdown, showing options: Search, All, Draft, Recalled, Resubmission Needed, and Rejected. A red box labeled '1' highlights the 'Rejected' option in this dropdown menu.

Product/Function Reference No.	Action Type	Code	Description	Action
<a href="#">BI-FAST Alias Maintenance</a> 107231120000000010	Edit	EMAILTESTING12@GMAIL.COM	BI-FAST Alias Maintenance	Delete Edit
<a href="#">BI-FAST Alias Maintenance</a> 107231120000000009	Edit	6281372333631	BI-FAST Alias Maintenance	Delete Edit
<a href="#">BI-FAST Alias Maintenance</a> 107231120000000011	Delete	6281234567899	BI-FAST Alias Maintenance	Delete Edit
<a href="#">Manage Beneficiary</a> 103231120000000529	Create	-	Test Bene Add	Recall

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 12: [Maker] Transaction status already change into **Rejected (a)** atau **Returned (b)**

<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231122000000009	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	Rejected	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Submit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306190000000346	Create	628123456598988	BI-FAST Alias Registration	Returned by Approver	<a href="#">Delete</a>	<a href="#">Edit</a>	

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

## The Task List Module Using

### 1. Task List Listing - Bulk Approval

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Task List Details Listing - Individual Task Approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- ***Recall – (By Maker)***

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 1: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

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CORPPT200092

User ID  
makerjames

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 2: [1] [User] Input Password > [2] Click **Proceed**

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**Welcome**

SpaceMan

Only proceed if this is your SecureWord

Password

Back Proceed

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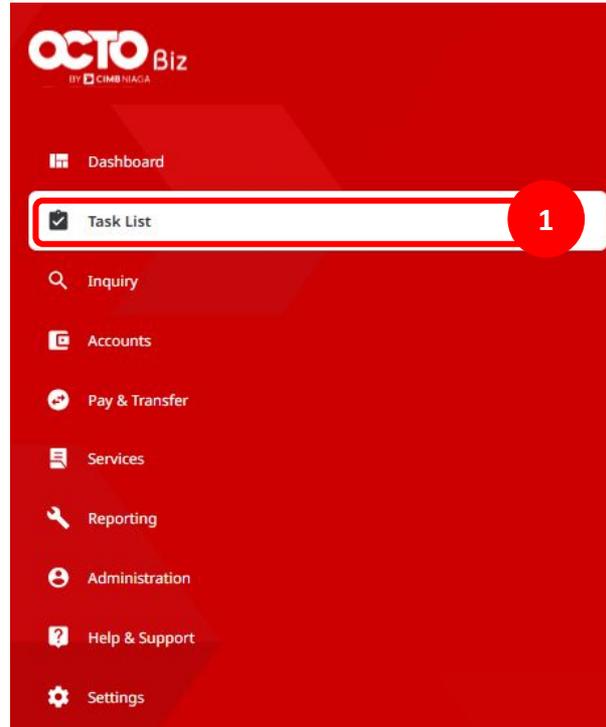
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 4: [Maker] **[1]** Choose Transaction to reject (a) or return and Click that transaction hyperlink transaksi tersebut

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306150000000325	Create	93932258411368	BI-FAST Alias Registration	Returned by Approver	<a href="#">Delete</a>	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000326	Create	93932258411368	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000328	Create	62819777899992	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000329	Create	gomobile2@cimbniaga.co.id	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000330	Create	628123456598988	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>

< 1 of 17 >

Delete Selected

Recall Selected

Submit Selected

Reject Selected

Approve Selected

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 5: [Maker] [1] Review the *Task List Details*, Click **Recall**

### Task List > Details

Transaction Status : Pending Approval

---

Creation Date: 19 Jun 2023 09:18:38 AM      Workflow Type: Create

---

#### Details

Account No.: 2222999985-IDR GL ACCT 10D      Alias Type: Mobile No.      Alias Name: 628123456598988

---

#### User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	19 Jun 2023 09:18:38 AM	

[Back](#) [Recall](#) **1**

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 6: [Maker] [1] Click **Yes** on the *pop-up box*

**Task List > Details**

Transaction Status : **Pending Approval**

Creation Date: 16 Jun 2023 04:01:51 PM | Workflow Type: Create

**Details**

Account No.: 1111999993-IDR GL ACCT 20C | Alias Type: Mobile No | Alias Name: 628123456598988

**User Activities**

User	Activities	Date / Time	Remark
MAKER7	Submit	16 Jun 2023 04:01:51 PM	

**Recall**  
Are you sure you want to recall this item?

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 7: [Maker] System will show the acknowledgement page after the recalled transaction is succeed **[1]** Click **Done**

**Task List > Acknowledgement**

**Request successfully recalled** 

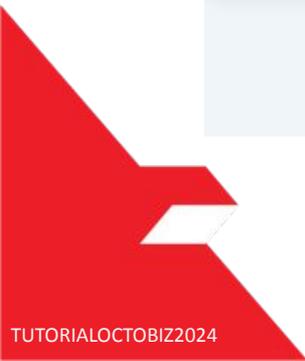
🕒 Reference No.: IDBFAST\_ALIAS\_REG2306160000000330    🕒 Recalled on : 16 Jun 2023 04:11:35 PM

**Details**

---

Account No. <b>1111999993-IDR GL ACCT 20C</b>	Alias Type <b>Mobile No.</b>
Alias Name <b>628123456598988</b>	

**Print**    **Done** **1**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 8: [1] [User] Login Using **Company ID & User ID** > [2] Click **Next**

**OCTO Biz**  
BY CIMB NIAGA

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](#)

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

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 9: [1] [User] Input Password > [2] Click **Proceed**

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[Find Out More](#)

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

**Welcome**

SpaceMan

Only proceed if this is your SecureWord

Password

Back Proceed

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

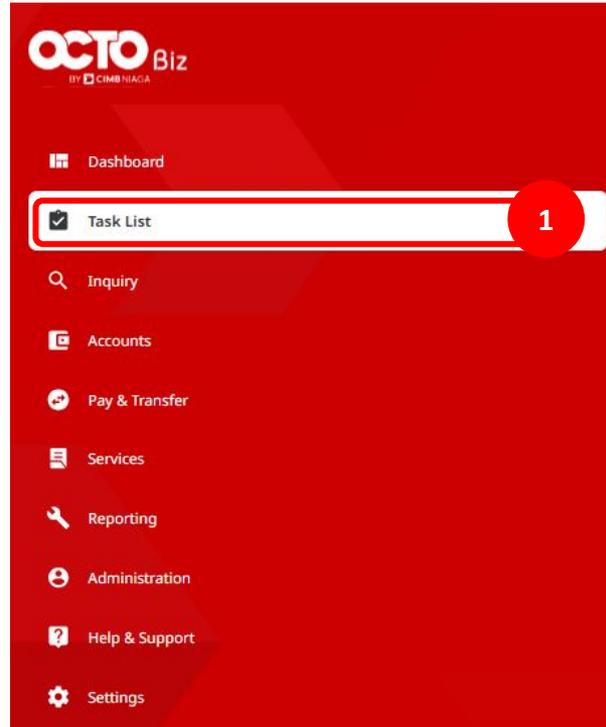
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# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 10: [Approver] Navigate to side menu, [1] Click **Task List**



# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 11: [1] Go to *Filter by Status*, Click **Recalled** > [2] Click **Search**

The screenshot displays the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Maintenance'. Below this, the interface shows '42 result(s)' and a 'Function' dropdown set to 'All'. A 'Filter by Status' dropdown is open, showing options: 'All', 'Draft', 'Recalled', 'Resubmission Needed', and 'Rejected'. The 'Recalled' option is highlighted with a red box and a red circle containing the number '1'. To the right of the filter dropdown, a red 'Search' button is highlighted with a red box and a red circle containing the number '2'. Below the filter, a table lists transactions with columns for checkboxes, Product/Function Reference No., Action Type, Code, Description, and Action (Delete/Edit buttons).

<input type="checkbox"/>	Product/Function Reference No.	Action Type	Code	Description	Action
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231123000000003	Delete	NEWEMAILTESTING01@GMAIL.COM	BI-FAST Alias Maintenanc	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Manage Beneficiary</a> 103231031000000477	Create	-	Uat 1.1	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Manage Beneficiary</a> 103231122000000535	Create	-	Test demo	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Manage Beneficiary</a> 103231101000000486	Create	-	Test Mba Rachel	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

# Task List

Menu : Inquiry > Tasklist | Description: module where users will see the list of transactions in progress which require their action before the transaction can be submitted to the bank.

Step 12: [Maker] [1] System will show the transaction list with **Status = Recalled**

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> I07231120000000011	Delete	6281234567899	BI-FAST Alias Registration	Recalled	Delete	Edit
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