

# **Biz**

## Aksi dan Kolaborasi

SysAdmin Manage Company Advanced & Custom Package TUTORIALOCTOBIZ2024





## SysAdmin Manage Company

SysAdmin – Manage Company : CFO Administrator dapat mengatur Company Details, Account, dan user melalui modul ini.

contoh: *Tagging New Account*, pembuatan *User Group* dan *User* baru



**13** Approval Process



Role	Deskripsi
Maker	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi
Reviewer	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh ( <b>Opsional</b> )
Approver	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh <i>Maker</i> (Dapat diatur secara Berjenjang)
Releaser	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver ( <b>Opsional</b> )
Viewer	User yang berfungsi untuk melihat Laporan Keuangan saja (Tidak dapat melakukan Transaksi)

















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#### LANGKAH

02

1







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#### LANGKAH

03



#### Sistem akan **menampilkan** halaman Dashboard



Arahkan **Kursor ke** *Administration* 



Klik Manage Company



#### LANGKAH

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

Sistem akan menampilkan halaman **Manage Company > Edit** 







2

LANGKAH

Co	mpany Details									
Con	npany Name JHAMMAD RAFIF ALR	ABANI MAHENDRA	Enrolled Date 24 Nov 2023 10:07:1	01 WIB			Company ID ATIKAHCORP			
Acc	count Maintenance	Account Accessibility Contact Info	Signature Type	User Group	User					
22	account(s)								^	
	Account No. 🗘	Account Nickname 💲	Currency 🗘	Account Type 💲	Islamic 🗘	Allow Transac	ction 🗘 Sub-Action	Transaction :	Status Action	
	100108142000	ATIKAH EDIT 1	IDR	Financing Account	No	No				7
	101002170400	ATIKAH EDIT	IDR	Financing Account	No	No				
	<u>101089179200</u>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			Delete	
	101089182300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes			Delete	
	160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delete	
	160121226600	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delete	
	16012122780000001	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delete	
	160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No			Delete	
	703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes			Delete	
	703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes			Delete	
				< 1 of 3	3 >					
Pri	imary Billing Accou	int								
P	Primary Billing Account *			Co	rporate Daily I	.imit *				
1	101075289100-IDR MU	JHAMMAD RAFIF ALRABANI MAHENDRA		Q ID	R - Indones	ia Rupiah 🛛 🗸	Enter			
					Unlimited					
sul	b-Action List									
	No.	Sub-Action		Transactio	n Status					
	1									

Klik Account Hyperlink

1

2 Jika *Account* digunakan sebagai *Primary Billing Account*, maka tombol *Delete* tidak akan ditampilkan.



BY 🔁 CIMB NIAGA

#### LANGKAH



BY <mark> CIMB</mark> NIAGA

#### LANGKAH

	Account Details		×	
Account Details			^ Ci	stom akan kombali
Account No. 100108142000 Account Name	Account Type Financing Account Account Nickname	Currency IDR Receiving Bank	m A	ienampilkan halaman <b>Pop-uj</b> ccount Details
YUUP J UOZWWOQ	YUUP J UOZWWOQ 🖍	-		
Account with Bank	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi		Klik <b>Pencil Icon</b> untuk
Account Limit Per Transaction	Allow Transaction			mengubah <b>Account Lim</b> i
Unlimited	Yes 🖍			per Transaction
<b>V</b>			Close	Sistem akan
			Close	Sistem akan menampilkan <b>Pop Up</b>
	¥		Close	Sistem akan menampilkan <b>Pop Up</b> Edit Account Nickname,
	Edit Account Limit Per Transaction	×	Close	Sistem akan menampilkan <b>Pop Up</b> Edit Account Nickname, Ubah Limit Rekening
	Edit Account Limit Per Transaction	× 2	Close	Sistem akan menampilkan <b>Pop Up</b> Edit Account Nickname, Ubah Limit Rekening per Transaksi
	Edit Account Limit Per Transaction	× 2	Close	Sistem akan menampilkan <b>Pop Up</b> Edit Account Nickname, Ubah Limit Rekening per Transaksi
	Edit Account Limit Per Transaction Account Limit Per Transaction IDR - Indonesia R V 23,456.00	× 2	Close	Sistem akan menampilkan <b>Pop Up</b> Edit Account Nickname, Ubah Limit Rekening per Transaksi
	Edit Account Limit Per Transaction Account Limit Per Transaction IDR - Indonesia R  23,456.00 Unlimited	× 2	Close 2	Sistem akan menampilkan <i>Pop Up Edit Account Nickname</i> Ubah Limit Rekening per Transaksi Klik <i>Save</i>
	Edit Account Limit Per Transaction Account Limit Per Transaction IDR - Indonesia R  23,456.00 Unlimited	× 2	Close 2	Sistem akan menampilkan <b>Pop Up</b> <i>Edit Account Nickname</i> , <b>Ubah Limit Rekening</b> <b>per Transaksi</b> Klik <b>Save</b>
	Edit Account Limit Per Transaction Account Limit Per Transaction IDR - Indonesia R V 23,456.00 Unlimited	× 2	Close	Sistem akan menampilkan <i>Pop Up Edit Account Nickname</i> , Ubah Limit Rekening per Transaksi Klik <i>Save</i>

#### LANGKAH







Jika sudah sesuai, **Klik Done** 





LANGKAH

Manage Company > Edit Company Details Company Name Enrolled Date Company ID MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB ATIKAHCORP Account Maintenance Account Accessibility Contact Info Signature Type User Group User 22 account(s) Account Nickname 💲 Currency 🗘 Account Type 🗘 Islamic 🗘 Allow Transaction 🗘 Sub-Action 🗘 Transaction Status Action Account No. 1 101075289100 ATIKAH EDIT 1 IDR Edit Delete ATIKAH EDIT No 1010891704 Delete 1010891792 MAD RAFIF ALRAE Delete 101089182300 MUNAMMAD RAFIE ALRAR Delete 160115427300 IDR Delete MUHAMMAD RAFIF ALRAB Delete MUHAMMAD RAFIF ALRAB 1601212278 MAD RAFIF ALRAE Delete 1601220 Delete ATIKAH EDIT 2 Delete MUHAMMAD RAFIF ALRABANI MAHENDRA e 1 of 3 > Primary Billing Account Primary Billing Account Corporate Daily Limit \* Q IDR - Indonesia Ruplah 🗸 Unlimited Sub-Action List Sub-Action Transaction Status

Sistem akan kembali menampilkan Halaman Edit setelah List ditambahkan









### LANGKAH

Company Details							
Company Name	LRABANI MAHENDRA	Enrolled I 24 Nov 2	Date 2023 10:07:01 WIB		Company II ATIKAHCI	) DRP	
	ount Accessibilit	Contact Info Sign	ature Type User (	iroup User			
22 account(s)							
Account No. 🗘	Currency 🗘	Account Nickname 💲	Account Type 💲	Islamic 🗘	Allow Transaction	C Sub-Action	
101075289100	IDR	ATIKAH EDIT 1	Financing Account	No	No		
101089170400	IDR	ATIKAH EDIT	Financing Account	No	No		
101089179200	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	Yes		
101089182300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	Yes		
160115427300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
160121226600	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
16012122780000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
160122040300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No	No		
703057606100	IDR	ATIKAH EDIT 2	Savings Account	No	Yes		
703060923600	IDR	MUHAMMAD RAFIF ALRABANI MAHENDRA e	Savings Account	No	Yes		
			< 1	of 3 >			
Functions Listing							
Modules / Products							
Administratic	n						
Company	/ Logo			Man	ige Company		
Manage	Notifications			User	Status and Secure Token		
Workflow	/ Setup						
Payment							
Bill Paym	ent			TRY I	13		
Transfer	to Other Banks			Tran	fer within CIMB Niaga		



#### **CATATAN**:

• User hanya dapat melakukan *Review* pada **Detail**, dan **TIDAK DAPAT** melakukan **Edit** 



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#### LANGKAH

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#### Sistem akan menampilkan halaman *Manage Company > Edit*



2 Klik *Hyperlink Contact Info* untuk melakukan **Edit** *Contact info* yang tercatat di dalam *Admin and Cash* 





Contact Purpose (Applicable in Contact Info Listing)	Remarks
Admin	<ul> <li>untuk Contact Purpose sebagai "Admin", akan mendapat</li> <li>Welcome letter setelah proses Company Onboarding</li> <li>Selesai</li> </ul>
Cash	<ul> <li>Contact Purpose digunakan di dalam Layout Payment Advice</li> <li>Pada Layout Payment Advice, akan diprioritaskan menggunakan Contact Purpose dengan tag "Cash"</li> <li>Jika tidak memiliki Contact Purpose dengan tag "Cash", maka dapat menggunakan Contact Purpose dengan Tag "Admin"</li> <li>Setiap Corporate ID, hanya dapat memiliki 1 contact info dengan Tag "Cash"</li> </ul>



#### LANGKAH

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		Sistem akan menampilkan Pop-u
Use Primary Contact	Siplay Contact Details 🖲	contact mjo Detans
Name *	Phone No.	
test	7777788888	
Country Code * Mobile No. *	Email *	dibutuhkan
+62 ~ 5555566666	ASD@GMAIL.COM	
Company Details	Contact Info Details	Jika Kolom <b>Primary contact</b> <b>di pilih</b> , maka bagian lain akan di <b>disable oleh sistem</b> dan <b>tidak dapat di <i>Edit</i></b>
Contact Purpose *		
Admin 2	V Display Contact Details 🖲	3 Jika sudah sesuai, <b>Klik Save</b>
Admin 2 Vise Primary Contact	Country Code Phone No.	3 Jika sudah sesuai, <b>Klik Save</b>
Admin 2 Use Primary Contact Name * EKA	Country Code Phone No. Select V 123456789	3 Jika sudah sesuai, <b>Klik Save</b>
Admin 2 Use Primary Contact Name * EKA Country Code * Mobile No. *	Country Code Phone No. Select V 123456789 Email •	3 Jika sudah sesuai, <b>Klik Save</b>
Admin 2 Use Primary Contact Name * EKA Country Code * Mobile No. * +60 V 3423523423	Country Code Phone No. Select V 123456789 Email * AD@GMAIL.COM	3 Jika sudah sesuai, <b>Klik Save</b>
Admin 2 Use Primary Contact EKA Country Code * Mobile No. * +60 × 3423523423	Country Code Phone No. Select V 123456789 Email * AD@GMAIL.COM	3 Jika sudah sesuai, <b>Klik Save</b>

#### LANGKAH

company becans			
Company Name MUHAMMAD RAFIF ALRABANI MAHEND	Enrolled Date 24 Nov 2023 10:07:01 WIB	Company ID ATIKAHCORP	
Account Maintenance Account Access	sibility Contact Info Signature Type User Group	p User	
Primary Contact Info			^
Name AD Email AD@GMAIL.COM	Phone No. -	Mobile No. +6281326271078	
Contact Info Listing			^
No. Name 🗘 Contact Pu	irpose 🗘 Mobile No. 🗘 Email 🗘 Use	e Primary Contact 🍦 Display Contact 🍦 Sub-Action 😧 🔷 Transaction Details	
1 <u>AD</u> Admin	+6281326271078 AD@GMAIL.COM Yes	Yes Add	
		Save Sub	mit

#### Sistem akan mengarahkan kembali ke **Halaman** *Edit*







Contact Purpose Select 4 Search Please Select Admin Cash **Contact Info Details** х Contact Purpose \* Select  $\sim$ ~ 2 🗹 Display Contact Details 🖲 Use Primary Contact Name \* Phone No. 123456789 Enter Mobile No. \* Email Country Code \* +62  $\sim$ 123456789 Enter Cancel Save

LANGKAH

Sistem akan menampilkan *Pop-up Contact Info Details* 





3 Klik Save

3

Catatan: Jika *Boox Primary Contact* dipilih, maka bagian yang lain tidak dapat di edit



#### LANGKAH

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mpany Details								
npany Name HES		Enrolled	Date 2023 10:49:15 WIB		Company ATIKAH	ID		
count Maintenance	Account Accessibility	Contact Info Sig	nature Type User	Group User				
mary Contact Info								°.
Name AD Email AAD@GMAIL.COM		Phone -	No.		Mobile No. +6231231	231		
ntact Info Listing								
No. Name 🗘	Contact Purpose 🗘	Mobile No. 🗘	Email 🗘	Use Primary Contact 🗘	Display Contact Details	🗘 Sub-Action 🔂 🗘	Transaction Status	
1 <u>AD</u>	Admin	+628976543651	AAD@gmail.com	No	Yes	Edit	•	
								Add

Sistem akan kembali menampilkan **Halaman Edit** 









#### LANGKAH

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Sistem akan menampilkan halaman **Manage Company** > **Edit** 







### LANGKAH

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	Signature Type Details	×
Signature Type *	Description	
APPROVER1	Enter	
	Cancel 2	Save

#### Sistem akan menampilkan Pop-up Signature Type Details



Klik **Save** 

2

**Edit** bagian yang dibutuhkan













2

3

Klik Hyperlink	User Assigned
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Sistem akan menampilkan pop-up User(s) Assigned to Signature Type

Klik Close





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#### Sistem kembali mengarahkan ke **Halaman** *Edit*



3

#### Klik **Add**

Klik **Save** 

2 Sistem akan menampilkan pop-up Signature Type, Edit bagian yang dibutuhkan









#### LANGKAH

Compa	ny Details					
Company Name VUHAMMAD RAFIF ALRABANI MAHENDRA		Enrolled Date 24 Nov 2023 10:07:01 WIB		Company ID ATIKAHCORP		
Account	t Maintenance Accoun	t Accessibility Contact In	fo Signature Type User Gr	roup User		
5 signa	ature type(s)					
No.	Signature Type 💲	Description 🗘	Users Assigned?	Sub Action	Transaction Status	Action
1	APPROVER1		Yes	-		Delete
2	APPROVER2		Yes			Delete
3	APPROVER4		No			Delete
4	STA		Yes			Delete
5	STAB		Yes	*		Delete
						_
						Add

Sistem akan kembali menampilkan halaman *Edit* dengan *List Item* yang telah **di hapus** 











## Manage Company User Group

Non-SysAdmin

**SysAdmin** 





# User Group Non-SysAdmin

Dapat Melakukan *Add*, *Edit*, dan **Menghapus User** 







## User Group Non-SysAdmin

#### **Functions**

Untuk **memberikan Fungsi** Hak kepada **User** 

**Accounts** 

**Action List** 

Assigned User



#### LANGKAH

#### 22 Manage Company > Edit **Company Details** Enrolled Date Company ID Company Name MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB ATIKAHCORP **User Group** 1 Account Maintenance Account Accessibility Contact Info 7 user groups(s) ^ No. User Group 🗘 Restricted Template Maker 🗘 View Sensitive Details 🛛 🗘 Sub-Action Transaction Status Action Viewer Releaser Pilih tab **User Group** 1 1 ADMINPUREMAKER Yes No Yes No No No No No 2 <u>ALL</u> No Yes No 2 No Delete 3 ALL 2ND No No Klik **Hyperlink** yang memiliki Tag 2 4 ALL SYS ADMIN Yes Yes No Yes Yes 5 FOR ALL Non-SysAdmin Yes No Yes 6 PUREAUTHO1 Yes No No No Yes Delete 7 PURE MAKER No No No Yes No No No No **Replicate From** Add Template Submit



LANGKAH

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	User Group Details	
er Details		
Company ID ATIKAHCORP	Company Name MUHAMMAD RAFIF ALRABANI MAHENDRA	System User Group -
1		
ALL 2ND	Description	
elect User Role(s) from the list (You can select more than one option):		
Reviewer		
Z Approver		
✓ Viewer		
✓ Releaser		
Functions Accounts Action List File Format Assigned Lisers		
		Copy Functions From User Gr
Adules / Products ()		
Service Package		
Administration		
Company Logo		
Manage Company		
Manage Notifications		
Transaction Status Inquiry - Maintenance		
Transaction Status Inquiry - Transactions		
Transactional Reports		
Charges Report		
Corporate Login & Logout Activity Report		
Viransaction Details Report		
User Activity Log		
Administration Audit Trail Report		
Transaction Activity Log (BLFAST)		
Transaction Activity Log (In House Transfer to Own Account)		
Transaction Activity Log (In House Transfer to Third Party)		
Transaction Activity Log (RTGS)		
Ilizer Activity Audit Trail Report		

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Sistem akan menampilkan **Pop-Up** 



User Group Details






## User Group Non-SysAdmin

**Functions** 

Accounts

Untuk **Menambahkan Akun** 

**Action List** 

**Assigned User** 



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#### LANGKAH

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









3



# User Group Non-SysAdmin

## Functions Accounts Action LIst Untuk memberikan Role Action kepada User

Assigned User



Manage Company Menu: Administration > Manage Company

#### LANGKAH

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Functions	At Assigned Users					
	Action 🗘	Maker	Reviewer	Арргочег	Releaser	Viewer
	Manage templates only	Yes	No	No	No	No
	Use Cash templates only	Yes	No	No	No	No
	User Linking	Yes	No	No	No	No
	View Sensitive	No	Yes	Yes	Yes	No
	Add	No	No	No	No	No
3	Add/Clone	Yes	No	No	No	No
6	vorove (Approver/Releaser)	No	No	Yes	Yes	No
2	ove (Reviewer)	No	Yes	No	No	No
-	Auth Return	No	No	Yes	No	No
	Cancel	Yes	No	No	No	No
		< 1 of 4	>			



Klik **Save** 

Pilih tab **Action List** 





# User Group Non-SysAdmin



Untuk Melihat **User Group** mana yang di **Assigned** ke **User** 



### LANGKAH

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Functions	Accounts Action List File Format Assigned Users			
No.	Company ID 💲	Company Name 💲	User ID 🖕	User Full Name 🗘
1	ATIKAHCORP	MAHES	ANJARSAU	sau anjar
2	ATIKAHCORP	MAHES	ATIKAHDELETE1	DELETE SOFT TOKEN
3	ATIKAHCORP	MAHES	ATIKAHDELETE2	DELETE NO TOKEN
4	ATIKAHCORP	MAHES	ATIKAHMAKTUKARASDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	MAX USER ID
5	ATIKAHCORP	MAHES	EKA	MIN USER ID
6	ATIKAHCORP	MAHES	EKAAUTHO01	AUTHO NO TOKEN
7	ATIKAHCORP	MAHES	EKAAUTH003	AUTHO SOFT TOKEN
8	ATIKAHCORP	MAHES	EKAAUTH004	AUTHO SOFT TOKEN 2
9	ATIKAHCORP	MAHES	EKAAUTHO05	AUTHO NO TOKEN 2
10	ATIKAHCORP	MAHES	EKAAUTH006	AUTHO 6
		< 1 of	4 >	







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#### LANGKAH

ĺ	ge Company	/ > Edit									
a	ny Details										
bany HAM	lame MAD RAFIF ALRABA	NI MAHENDR	A		Enroll 24 No	d Date ov 2023 1	0:07:01 V	ЛВ	Company ID ATIKAHCORP		
ser g	roups(s)	count Access	ibility	Contact	Info S	gnature	Туре	User Group			^
lo.	Iser Group 💲	Sysadmin 🗘 Yes	Make Yes	r Reviewe	r Approv	er Viewe	r Releas	er Restricted Template Maker (	View Sensitive Details 🚯 🗘	Sub-Actio	n Transaction Status Action
	<u>stt</u>	Yes	Yes	Yes	Yes	Yes	Yes	No	No		
1	ILL 2ND	No	No	Yes	Yes	Yes	Yes	No	No		Delete
AL	L SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
FO	RALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
PI	JREAUTHO1	Yes	No	No	Yes	No	No	No	Yes		
		No	Yes	No	No	No	No	No	No		Delete



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#### LANGKAH

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

Sistem akan mengarahkan ke Halaman *Edit* dengan *List* yang sudah **ditambahkan** dan **dihapus** 



TUTORIALOCTOBIZ2024



# User Group SysAdmin

Hanya Dapat **melihat** *User Group* dan **tidak dapat merubah Data** 







# User Group SysAdmin

#### **Functions**

Untuk **memberikan Fungsi** Hak kepada **User** 

**Accounts** 

**Action List** 

Assigned User



#### LANGKAH

1	Mar	nage Compan	y > Edit														
	Comp	oany Details															
	Compai MUHA	ny Name IMMAD RAFIF ALRABA	ANI MAHENDR	RA		Enroll 24 No	ed Date <b>ov 2023 1</b> 0	0:07:01 W	IB		Company ID ATIKAHCORP						
	Accou	nt Maintenance A	Account Access	ibility	Contact	Info	1	Use	er Group								
	7 use	r groups(s)													^		
2	No.	User Group 💲	Sysadmin 🗘	Maker	Reviewe	r Approv	er Viewe	r Release	er Restricted Templat	e Maker 💲	View Sensitive Details 🕢 🕻	) Sub-Acti	on Transactio	on Status Action		1	Pilih tab <b>Use</b>
<u> </u>	2	ALL	ies	ies.	ies	Tes	ies	Tes	110		160	ø	- A				
	3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No		No			Delete			Klik <b>Hynorlir</b>
	4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes					2	memiliki Tag
	5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes						SysAdmin
	7	PURE MAKER	No	Yes	No	No	No	No	No		No			Delete			
												Replicate	From	Add			
												Temp	ate				
												-		Submi	t i		



#### LANGKAH

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welcome, sts ADiw	IIN WAREN /						
	User Group De	etails	×	Dashboard Settings	Access - Yes		
etails			^	Task List			
Company ID ATTIKAHCORP	Company Name MUHAMMAD RAFIF ALRABANI N	System User Group		Task List - Administration	Access - Yes	Task List - Maintenance	
User Group ADMINPUREMAKER	Description	Maker Yes		Task List - Transactions	Access - Yes		
Reviewer No	Approver No	Viewer No	an 4	Create Reports	Access - Yes	Downloads Reports	
Releaser No	Sysadmin <b>Yes</b>			Transaction Advice Inquiry			
				Transaction Advice Detail Report	Access - Yes	Transaction Advice Inquiry	
Functions Accounts Action list File Fo	ormat Assigned Users			Transaction Advice Listing Report	Access - Yes		
Modules / Products	Access Mod	iules / Products	Access	Transaction Status Inquiry			
Service Package			^	Transaction Status Inquiry - Administration	Access - Yes	Transaction Status Inquiry - Download	
Administration			~	Transaction Status Inquiry - Maintenance	Access - Yes	Transaction Status Inquiry - Transactions	
Company Logo	Access - Yes M	fanage Company	Access - Yes	Transactional Reports			
Manage Notifications	Access - Yes U	Iser Status and Secure Token	Access - Yes	Charges Report	Access - Yes	Corporate Login & Logout Activity Report	
Workflow Setup	Access - Yes			Transaction Details Report	Access - Yes		
Payment			^	User Activity Log			
Bill Payment	Access - Yes Ti	RY 03	Access - Yes	Administration Audit Trail Report	Access - Yes	Transaction Activity Log (BI-FAST)	
Transfer to Other Banks	Access - Yes Tr	ransfer within CIMB Niaga	Access - Yes	Transaction Activity Log (In House Transfer to Own Account)	Access - Yes	Transaction Activity Log (In House Transfer to Third Party)	
Portfolio			^	Transaction Activity Log (RTGS)	Access - Yes	User Activity Audit Trail Report	
Account Details	Access - Yes A	ccount Statement Summary	Access - Yes				
Casa Balance Summary	Access - Yes Fi	inancing Account Summary	Access - Yes				

#### Sistem akan menampilkan **Pop-Up User Group Details**



**TUTORIALOCTOBIZ2024** 



# User Group SysAdmin

#### Functions

Accounts

Untuk **Menambahkan Akun** 

Action List

Assigned User



.

Save

**50** 

#### LANGKAH

24

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



Sistem akan menampilkan *List Account Number* 





# User Group SysAdmin

## Functions Accounts Action LIst Untuk memberikan Role Action

kepada **User** 

Assigned User



#### LANGKAH

25

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



Sistem akan **menampilkan** *Account List* 





# User Group SysAdmin



Untuk Melihat **User Group** mana yang di **Assigned** ke **User** 



LANGKAH

26



Klik **Tab Assigned User**, User dapat **melihat** seluruh User yang di **Assigned** dalam **User Group** 

**54** 

Klik **Save** 



55

#### LANGKAH

## 27

Man	age Company	> Edit												
Comp	any Details													
Compan MUHAI	y Name MMAD RAFIF ALRABAN	NI MAHENDRA	Ą		Enrolled 24 Nov	Date 2023 10:	07:01 WIB		Company ID ATIKAHCORP	Company ID ATIKAHCORP				
Accour	nt Maintenance Acc	ount Accessil	bility	Contact I	nfo Sigr	ature Ty	ype Use	er Group User						
7 user	groups(s)											^		
No.	User Group 💲	Sysadmin 🗘	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker 🗘	View Sensitive Details 🚯 🗘	Sub-Action	Transaction Status	Action		
1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No	No					
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	No	ð	7			
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No	-		Delete		
4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	4	(a			
5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes					
6	PUREAUTHO1	Yes	No	No	Yes	No	No	No	Yes	Э.	-			
7	PURE MAKER	No	Yes	No	No	No	No	No	No		-	Delete		
										plicate Fro Template		Add		
										Sav	re	Submit		

#### Sistem akan kembali mengarahkan ke **Halaman** *Edit*



#### CATATAN:

Replicate From Template adalah fungsi untuk menduplikasi User Group berdasarkan template default dari Sistem. Replicate from Template dapat me replicate SysAdmin dan Non-SysAdmin Group



#### Manage Company Menu: Administration > Manage Company

#### LANGKAH

**28** 

			Replicate From 1	ſemplate				×
/stem Use	er Groups Listing							^
No.	System User Group 💲	Description 🗘	Maker	Reviewer	Approver	Viewer	Releaser	
1	ALDY_UG_SYS	ALDY UG SYS	Yes	No	Yes	Yes	Yes	
2	TESTUSERGROUP3	TEST USER GROUP FEL13	Yes	No	No	Yes	No	
3	UG_CASH_APPROVER	UG_CASH_APPROVER	No	No	Yes	Yes	No	
4	UG_CASH_MAKER	UG_CASH_MAKER	Yes	No	No	Yes	No	
5	UG_CASH_RELEASER	UG_CASH_RELEASER	No	No	No	Yes	Yes	
6	UG_CASH_REVIEWER	UG_CASH_REVIEWER	No	Yes	No	Yes	No	
	UG_INQUIRY	UG_INQUIRY	No	No	No	Yes	No	
	EXAMPLE1	TEST1	Yes	Yes	No	No	Yes	
9	EXAMPLE2	TEST2	Yes	No	Yes	No	Yes	
10	EXAMPLE3	TEST3	No	Yes	Yes	No	Yes	
				2 >				
Conste Resports			No.					_
Downloads Rep	sorts		N					
ransaction Advice	e Inquiry							^
Transaction Adv	vice Detail Report		N					
Transaction Adv	vice inquiry		N					
Transaction Adv	vice Listing Report		N					
ransaction Status	: Inquiry							^
Transaction Star	tus Inquiry - Administration		N					
Transaction Star	nus Inquiry - Download		N					
Transaction Star	ous Inquiry - Maintenance		N					
Transaction Stat	tus Inquiry - Transactions		N					
ransactional Repo	orts							ř
ser Activity Log								^
Administration.	Audit Trail Report		N					
Transaction Act	sivity Log (BH/AST)		N					
Transaction Acti	sivity Log (In House Transfer to Own Account)		N					
Transaction Act	lvity Log (In House Transfer to Third Party)		N					
Transaction Act	svity Log (RTGS)		N					
User Activity Au	udit Trail Report		N		-		6	









#### LANGKAH

29

Comp	any Details												
Compar MUHA	ny Name MMAD RAFIF ALRABA	NI MAHENDRA	Ą		Enrolled I 24 Nov	Date 2023 10:	07:01 WIE	i		Company ID			
Accoui	nt Maintenance Ac	count Accessi	bility	Contact I	nfo Sign	nature T	ype Us	er Group User					
7 usei	r groups(s)												
No.	User Group 💲	Sysadmin 🗘	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker 🗘	View Ser	sitive Details 🚯 🗘	Sub-Action	Transaction Stat	us Action
1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No	No			÷	
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	No		ć	17	
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No		÷		Delet
4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		-	(a	
5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes				
6	PUREAUTHO1	Yes	No	No	Yes	No	No	No	Yes				
7	PURE MAKER	No	Yes	No	No	No	No	No	No				Delet
											Replicate Fr Template	rom	Add

Sistem akan mengarahkan kembali ke **Tab User Group** dengan List yang bertambah



TUTORIALOCTOBIZ2024



### Manage Company







## Manage Company User Tab

User Tag to Non-SysAdmin

User Tag to SysAdmin





## Manage Company User Tab

User Tag to Non-SysAdmin

Dapat melakukan *Edit dan Delete* 



#### Manage Company Menu: Administration > Manage Company

61



Sistem akan menampilkan halaman **Manage Company > Edit** 



Pilih tab **User** 



Klik User hyperlink



TUTORIALOCTOBIZ2024

Manage Company Menu: Administration > Manage Company

**62** 

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											î
						Sine	gle Access User	2			
-	User Full Nan	me *									
2	eredit										
2	KTP / Passpor	rt				Secure Token Ty	ype (Coftware)				
2	Select					Y Secure loker	(soltware)				
_	Email *										
2	editchanye	eiq@gmail.com									
2	Country Code	e* Mobi	le *								
	+62	× 132	3244124								
	Country Code	e Offic	e No.			Dashboard *	•				
	+62	× 1234	456789			Default_Po	ortalGroup				~
elongs	to User Grou	up									^
elongs	to User Grou Na.	Up User Group () ADMINPUREMAKER	Synadmin 🗘 Yes	Maker Yes:	Randieurer	Approver No	Viewer	Rolessor	Restricted Temp	late Maker 💲 View Sensit No	tive Details ()
elongs	to User Grou	up Uner Group O ADMINPURIMAKIR ALL	Synadmin () Ves Ves	Maker Ves Ves	Randinarear No Vers	Approver No Ves	Viewer No Vez	Robasser No Ves	Restricted Temp No No	late Maker 🗘 View Sendt No No	two Details ()
elongs	to User Grou No. 2 3	UDE CROUP © LESSE CROUP © ADMINFUREMAKER ALL 2ND	Synadmin 🗘 Ves Ves	Maker Yes Yes	Rodewer No Ves	Approver No Ves	Viewer No Vies	Robusser No Ves Ves	Restricted Yemp No No	Aste Maker () View Sensit No No No	An and a second
	to User Grou No. 2 3 4	up           Mov Group C           ADMINPURIMANTE           ALL 2010           ALL 2010	Synadashi C Vitis Vitis No Vitis	tuter Tec Tec Tec Tec	Redeamer No Ves Ves	Approver No Ves Ves	Viewer No Vie Vies	Robusser No Ves Ves Ves	Restricted Temp No No No No	No No No No No	A the Decalit of 2
elongs	to User Grou No. 2 3 4 5	и и и и и и и и и и и и и и	Symmetrice C Vacs Vacs Vacs No Vacs Vacs Vacs	tutar Tal Tal Tal Tal	tower to to to to to to	Approver No Ves Ves Ves Ves	Voew No No No No No No No No No	Roberton No Ven Ven Ven Ven	Restricted Temp No No No No No	tete Maker () View Sendi No No Vies Vies	An bro botali (
elongs	to User Grou 1 2 3 4 5 6	لا که	Synaktion C VSS VSS VSS VSS VSS VSS VSS VSS	Mater Tes Tes Tes Tes Tes	Andrease Ato Mai Mai Mai Mai Ato	Approve No Ves Ves Ves Ves Ves Ves Ves Ves	Now No.	Robuster No No No No No	Restricted Young No No No No No No	Atte Maker C View General No No No View View View View	No belief a
elongs	to User Grou No.  1  2  3  4  5  6  7	ل     ل	Byundania C Vasi Vasi No Vasi Vasi Vasi Vasi	Mater Tes Tes Tes Tes Tes Tes	hoower ho no no no no ho ho ho	Appender NO Ves Ves Ves Ves Ves Ves Ves Ves Ves Ves	Weeee No No No No No	Robusser No No No No No No No	Sectivitien Temps No No No No No No No	Atten Maders © Viewe Served No No No No No	
elongs	to User Grou Ne. 2 3 4 5 6 7 Signature Ty		Pendette C Ves Ves Mes Mes Ves Nes	tteer Tes Tes Tes Tes Tes Tes Tes	Andrewer Ang Ang Ang Ang Ang Ang Ang	Approver No Vers Vers Vers Vers No No No	Normal Into Into Into Into No	Educate No No No No No No	Restricted Temp	bio table () Vere foreit No No No No No No	
elongs	to User Grou No. 2 3 4 5 5 6 7 7 8 8 8 8 9 8 9 8 9 8 9 8 9 8 9 8 9 8	שי איז איז איז איז איז איז איז איז איז איז	Speakeets () 1943 1944 1944 1944 1944 1944 1944 1944	Mater Tes Tes Tes Tes Tes Tes	Autour No No No No No No No	Appriver Da Da Ves A Ves A Ves A No Anore A Anore Anore A Anore Anore A Anore Anore A Anore A Anore A Anore Anore A Anore A Anore Ano	Week           No           No           No           No           No           No           No           No           No	RAAsaar No Vos Vos No No	Restricted Temp	tas tabel C Vas solar No No No No	
elongs - - - - - - - - - - - - -	to User Grou Ne. 2 3 4 5 6 7 7 Signature Ty Ne. Signe 1	لال التحقيق الما الما الما الما الما الما الما الم	Speederde 2 1923 1923 1924 1924 1924 1924 1924 1924 1924 1924	Mater Tes Tes Tes Tes Tes Tes	Recover to to to to to to to to	Approver bio vise vise vise vise vise vise vise vise	Week           No           Week           Week </td <td>Robuster Hoo Yes Yes Hoo Hoo</td> <td>Restricted Yange No No No No No No No</td> <td>to to t</td> <td></td>	Robuster Hoo Yes Yes Hoo Hoo	Restricted Yange No No No No No No No	to t	
elongs	No.         1           1         2           2         2           3         4           5         4           5         4           5         5           6         5           7         5           5         5           5         5           6         5           7         5           8         5           9         5           9         5           9         5           9         5           9         5	للا التحديث التحديث المكانية المكاني الما للما الما للما المكانية المكاني الما للما الما للما الما للما الما الما الما الما الما	Speaketh C	tites Tes Tes Tes Tes Tes	koosee 20 20 20 20 20 20 20 20 20 20 20 20 20	Agenous No Ves de la Ves de la Ves de la No No No No No No No No No No No No No	New	Robuster No No No No No No No	Restricted Yange No No No No No No	ta ta tala C	
elongs	to User Grout           Ma           1           2           3           4           5           4           7           8           9           10           11           02           12           13           14           15           15           10           10           11           02           02           02           03	لال التحقيق التحقيق المالية المالي المالمالمالي المالمالمالمالمالمالمالمالمالمالمالمالما	Speakents C	Licer Tes Tes Tes Tes Tes	Locuset 10 10 10 10 10 10 10 10 10	Appener Ao Ao Ao Ao Ao Ao Ao Ao Ao Ao	Weeker           No           So           So           So           No	khaver No No No No No No	Restricted Yeng No No No No No No No	bee baker () Weers involve No No No No No No No No	







## Manage Company User Tab

User Tag to SysAdmin

Hanya Dapat melakukan **View dan Tidak Editable** 



#### Manage Company Menu: Administration > Manage Company

## 32

LANGKAH



Sistem akan menampilkan halaman **Manage Company > Edit** 



Pilih tab **User** 



Klik User hyperlink



33

LANGKAH

						User Details	;			×
etails										^
User ID ADAUTHO1 Mobile No.				User Full Name AUTHO1 Office No.				KIP / Passort - Email		
+6281326271078 Single Access User No Dashboard				- Request New Secure No Last Updated Date	Token			AD1@GMALLCOM Secure Token Type - Updated By		
Default_PortalGroup				15 Oct 2024				EKASYSMAKER7		
elongs to User Group										^
No. User Group 🗘	Sysadmin 🛟	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker 💲	View Sensitive Details 🌒 🗘	Sub-Action	
1 <u>ALL</u>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Edit	
as this Signature Type										^
No. Company ID			Company Na	ne			Signature Type	Description		
						No records four	nd.			
								1	Clos	se







Manage Company Menu: Administration > Manage Company



#### Untuk melakukan Delete user

Manage Company > Edit





67

LANGKAH

ompa	ny Details								
impany Name UHAMMAD RAFIF ALRABANI MAHENDRA		ABANI MAHENDRA	Enrolled Dat 24 Nov 20	23 10:07:01 WIB		Company ID ATIKAHCO	RP		
count	Maintenance	Account Accessibility	Contact Info Signat	ure Type User Group	User				
Sear	rch								
Sei	arch By								
	U	ser ID	User Nan	ne	Enter				
								Sea	rch
user	·(s)								
					Single Access	<ul> <li>Secure Token</li> </ul>		_	
NO.	User ID 👙	User Full Name 🖕	Mobile No. 🖕	Email 🗸	User	~ Туре	Sub-Action	Transaction Statu	
1	<u>543534</u>	eredit	+621323244124	editchanyeiq@gmail.com	No	(Software)	Delete		Unc
2	ADAUTHO1	AUTHO1	+6281326271078	AD1@GMAIL.COM	No				
3	ADAUTHO2	AUTHO SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)			
4	ADAUTHO3	AUTHO SOFT TOKEN	+6281326271078	NGB5@mylab.local	No	Secure Token (Software)			
5	ADAUTHO4	AUTHO SOFT TOKEN 4	+6281326271078	NGB1@mylab.local	No	Secure Token (Software)			
6	ADMAKER1	MAKER1	+6281326271078	AD1@GMAIL.COM	No				
7	ADMAKER2	MAKER2	+6281326271078	AD@GMAIL.COM	No				
8	ADMAKER3	MAKER NO TOKEN	+6281326271078	NGB5@mylab.local	No				
9	ADMAKER4	MAKER NO TOKEN 4	+6281326271078	NGB1@mylab.local	No				
10	ADSAU001	SAU1	+6281326271078	AD@GMAIL.COM	Yes				
				< 1 of	8 >				
									Add

Sistem akan Kembali menampilkan halaman *Edit User Tab*, dengan *List* yang telah di *Delete*.

Untuk **membatalkan** *action delete*, user dapat menekan **tombol** *undo* untuk **mengembalikan** *list item* yang sebelumnya,





### Menu: Administration > Manage Company

#### LANGKAH

### 36

npanv	Details								
any Name IAMMAD RAFIF ALRABANI MAHENDRA			Enrolled Date 24 Nov 2023	Errolled Date 24 Nov 2023 10:07:01 WIB			Company ID ATIKAHCORP		
ount Ma	aintenance Accou	nt Accessibility Contact Info Si	gnature Type User Group	User					
earch	i.								
Search	n By								
		User ID	User Na	ne	Enter				
								Sear	rch
iser(s)		100 10000 - X			225/2211/1 (A.1. 17.0)		100000 10000 L		_
lo.	User ID 🗘	User Full Name 💲	Mobile No. 🗘	Email 🗘	Single Access User 💲	Secure Token Type 🛟	Sub-Action	Transaction Status	
1	543534	eredit	*621323244124	editchanyeiq@gmail.com	No	Secure Token (Software)			Delete
2	ADAUTHO1	AUTHO1	+6281326271078	AD1@GMAIL.COM	No	•		*	
3	ADAUTHO2	AUTHO SOFT	+6281326271078	AD@GMAILCOM	No	Secure Token (Software)	7	a.	
4	ADAUTHO3	AUTHO SOFT TOKEN	+6281326271078	NGB5@mylab.local	No	Secure Token (Software)		-	
5	ADAUTHO4	AUTHO SOFT TOKEN 4	+6281326271078	NGB1@mylab.local	No	Secure Token (Software)		-	
6	ADMAKER1	MAKER1	+6281326271078	AD1@GMAIL.COM	No		-14	-	
7	ADMAKER2	MAKER2	+6281326271078	AD@GMAILCOM	No	*			
8	ADMAKER3	MAKER NO TOKEN	+6281326271078	NGB5@mylab.local	No	-		-	
9	ADMAKER4	MAKER NO TOKEN 4	+6281326271078	NGB1@mylab.local	No	÷/			
10	ADSAU001	SAU1	+6281326271078	AD@GMAILCOM	Yes	•	•		
				< 1 of	8 >				
									Add
									Submit

**TUTORIALOCTOBIZ2024** 

Sistem akan menampilkan halaman **Manage Company > Edit** dengan *List Action* terbaru

Klik **Submit** 



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**69** 

#### LANGKAH

Submitted for approval © Reference No.: 1115-1151500001727 © Submitted On: 15 Oct 2004 1056/33 Will										
Company Details										
Company Name MUHAMMAD RAFIF ALI	Enro RABANI MAHENDRA 24 M	lied Date 4ov 2023 10:07:01 \	VIB		Company ID ATIKAHCORP					
Account Maintenance	Account Accessibility Contact Info	Signature Type	User Group User							
22 account(s)										
Account No. 0	Account Nickname 💲	Currency 0	Account Type 🔇	Islamic 🗘	Allow Transaction	Sub-Action 🗘	Transaction Status			
101075289100	ATIKAH EDIT 1	IDR	Financing Account	No	No					
101089170400	ATIKAH EDIT	IDR	Financing Account	No	No					
101089179200	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes					
101089182300	MUHAMMAD BAFIF ALRAB	IDR	Financing Account	No	Yes					
160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No					
160121226600	MUHAMMAD BAFIF ALRAB	IDR	Financing Account	No	No					
16012122780008001	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No					
160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No					
703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes					
703160923600	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes					
			1 of 3 >							
Primary Billing Acco	unt									
rimary Billing Account 01075289100-IDR MUH	IAMMAD RAFIF ALRABANI MAHENDRA		Corporate Dail	y Limit						

Ø Reference No.: I1	6241015000001227	③ Submitted On : 15 Oct 2024	10:56:33 WIB			
Company Details						
Company Name MUHAMMAD RAFIF ALR	ABANI MAHENDRA	Enrolled Date 24 Nov 2023 1	0:07:01 WIB	Company	ID	
Account Maintenance	Account Accessibility	Contact Info Signature	Type User Group Us	er		
22 account(s)						
Account No. 🗘	Currency 🗘	Account Nickname 💲	Account Type 💲	Allow Transaction 💲	Sub-Action 🗘	Transaction Status 💲
101075289100	IDR	ATIKAH EDIT 1	Financing Account	No	-	2
101089170400	IDR	ATIKAH EDIT	Financing Account	No		
101089179200	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	Yes		
101089182300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	Yes		
160115427300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No		
160121226600	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No		
16012122780000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No		
160122040300	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	No		
703057606100	IDR	ATIKAH EDIT 2	Savings Account	Yes		
703060923600	IDR	MUHAMMAD RAFIF ALRABANI MAHENDRA e	Savings Account	Yes		

Manage Company > Acknowledgement									
Submitted for approval OReference No.: 116241015000001227 O	Submitted On : 15 Oct 2024 10:56:33 WIB			(					
Company Details									
Company Name MUHAMMAD RAFIF ALRABANI MAHENDRA	Enrolled Date 24 Nov 2023 10:07:01 WIB		Company ID ATIKAHCORP						
Account Maintenance Account Accessibility	Contact Info Signature Type User Group	User							
Primary Contact Info					^				
Name AD Phone No.	Email AD@GMAILCOM		Mobile No. +6281326271078						
Contact Info Listing					~				
No. Name 🗘 Contact Purpose 🗘	Mobile No. 🗘 Email 🗘	Use Primary Contact 💲	Display Contact Details 🗘	Sub-Action 🗘	Transaction Status				
1 <u>AD</u> Admin	+6281326271078 AD@GMAIL.COM	Yes	Yes	-	×				
					Done				

### Sistem akan menampilkan Halaman **Submitted for Approval**. **user** dapat melihat **detail submission** pada setiap tab nya



TUTORIALOCTOBIZ2024

#### LANGKAH

38

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Manage Company > Acknowledgement Manage Company > Acknowledgement Manage Company > Acknowledgement  $\checkmark$ 1 Submitted for approval 1 Company Details **Company Details** Company ID ATIKAHCORP Company Name Enrolled Date **Company Details** MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB Enrolled Date MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB ATIKAHCORP Company Name Enrolled Date Company ID Account Maintenance Account Accessibility Contact Info Signature Type User Group User MUHAMMAD RAFIF ALRABANI MAHENDRA 24 Nov 2023 10:07:01 WIB ATIKAHCORP Account Maintenance Account Accessibility Contact Info Signature Type User Group User User Listing - Total 71 item(s) in the batch Account Maintenance Account Accessibility Contact Info Signature Type User Group User No. User ID 🗘 User Full Name 🗘 Mobile No. 🗅 Secure Token Type 🗘 Sub-Action Tran 7 user groups(s) 543534 eredit mail.com No Secure Token (Software) 5 signature type(s) | Template Maker 🗘 View Sensitive Details 🕕 🗘 Sub-Action Tra Sysadmin 🗘 Maker Reviewer Approver Viewer Releaser Rest ADMINPURE No No Description 💲 Signature Type 💲 Users Assigned? Sub-Action Transactio 2 ALL No APPROVER1 Yes 3 ALL 2ND No 2 APPROVER2 Yes 4 ALL SYS ADMIN APPROVER4 5 FOR ALL 4 STA Yes 6 PUREAUTHO No Nr STAB 5 7 PURE MAKER 1 of 8 >

### Sistem akan menampilkan Halaman **Submitted for Approval**. **user** dapat melihat **detail submission** pada setiap tab nya



**TUTORIALOCTOBIZ2024** 



### Approval Process Manage Company



Approve Transaction | Manage Company

Manu: Manage Company

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LANGKAH


Manu: Manage Company



# LANGKAH



P.



# Approve Transaction | Manage Company 74

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# LANGKAH







Arahkan pada menu disamping, **klik** *Task List* 



Klik **Hyperlink** transaksi yang diinginkan



Approve Transaction | Manage Company

Manu: Manage Company

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ANGKAH	Task List > Details			
	Transaction Status : Pending Approval	flow Type		
	15 Oct 2024 10:25:38 WIB Edit			
	Company Details			
	Company Name Enrolle MUHAMMAD RAFIF ALRABANI MAHENDRA 24 No	ed Date w 2023 10:07:01 WIB	Company ID ATIKAHCORP	
Acco	ount Maintenance Account Accessibility Contact Info Sig	inature Type User Group User ●		
	Account No. 0 Account Nickname 0	Currency 🗘 Account Type 🗘 Islamic 🕄	Allow Transaction 🗘 Sub-Action Transaction Status	
	101075289100 ATIKAH EDIT 1	IDR Financing Account No	No -	
	101089170400 ATIKAH EDIT	IDR Financing Account No	No	
	101089179200 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	Yes	
	101089182300 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	Yes · · ·	
	160115427300 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	No	
	160121226600 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	No · ·	
	16012122780000001 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	No	
	160122040300 MUHAMMAD RAFIF ALRAB	IDR Financing Account No	No	
	703057606100 ATIKAH EDIT 2	IDR Savings Account No	Yes · ·	
	703060923600 MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR Savings Account No	Yes · ·	
		< 1 of 3 >		Are y
	Primary Billing Account			
	Primary Billing Account 101075289100-IDR MUHAMMAD RAFIF ALRABANI MAHENDRA	Corporate Daily Limit Unlimited		
	Sub-Action List			
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	1			
	User Activities			
	User Activities	Date/Ti	ne Remark	
	EKASYSMAKER7 - SYS ADMIN MAKER 7 Save	15 Oct 24	024 10:25:38 WIB	
	EKASYSMAKER7 - SYS ADMIN MAKER 7 Submit	15 Oct 21	024 10:56:32 WIB	
	Remark			
	Remarks			
	Enter			
	Masteure 100 characters			
	Back	Recall	Return	



# Tinjau ulang transaksi yang telah di kirim pada setiap **Tab transaksinya** ,



Klik **Yes** 2



Sistem akan menampilkan

pada *Website* 

Notifikasi

Pop-Up Approver transaksi

Sistem akan **mengirimkan** 

notifikasi di perangkat mobile.

Buka perangkat *mobile*, **Klik Bar** 

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Manu: Manage Company

76

BY 🔁 CIMB NIAGA



05

APPROVER



Approve Transaction | Manage Company

Manu: Manage Company

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Manu: Manage Company

**78** 





Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement** 



Approve Transaction | Manage Company

Manu: Manage Company



C	Acco	unt Mai	ntenance	$\supset$	$\square$		Accou	nt Acc	essibility	1			Contact	nfo	)
Tasklist > Acknowledgemer	nt				Tasklist > Ack	nowledgemer	nt								
Change(s) approved	Approved On : 15 Oct 2024 14	-26:07 W18			Change(s) a	pproved	Approved On : 15 Oct 2024					Tasklist > Acknowledgement Change(s) approved			
Company Details					Company Details										
Company Name MUHAMMAD RATIF ALRADANI MAHENDRA	Erroled Date 24 Nov 2023 101	(7:01 WIB	Company 30 ATEKAHCORP		Company Name MUHAMMAD RAFEF ALR	ABANI MAHENDRA	Errolled Date 24 New 2023 1	0.07:01 W15	Сотерату АТЕКАНІ	ID CORP		Company Details	Enrolled Date	Company ID	
Account Maintenance Account Accessibility	ty Contact Info Signature Ty	pe User Group User			Account Maintenance	Account Accessibili	ty Contact Info Signature	Type User Group I	User			MUHAMMAD RATIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 W18	ATIKAHCORP	
22 account(s)				^	22 account(s)							Account Maintenance Account Accessibility	Contact Info Signature Type User Group	User	
Account No. 🗧 Account Nickname 🗘	Curren	y 🗘 Account Type 🗘 I	slamic 🗘 Allow Transaction 🗘 Sub-Action	e 🗘 Transaction Status	Account No. 0	Currency 🗘	Account Nickmarne 🛟	Account Type 💲	Allow Transaction 💲	Sub-Action 💲	Transaction Status 👙	Primary Contact Info			
101075289109 ATTKAH EDIT 1	IDR.	Traincing Account	io No		111075289130	1D4	ATTIKAH EDIT 1	Financing Account	No			Nama	Enal	Mobile No.	
101009179200 MILEARMAN DAFF ALS	un ion	Financing Account	a Wes		101002175200	104	MUNAWING BATT ALBAG	Financing Account	No			AD Phone No.	ADDGMAILCOM	+6281326271078	
101000182200 MUHAMMAD BATT ALS	ua ion	Financing Account	io Ves		101089182300	108	MUHAMMAD BATST ALMAS	Financing Account	105						
168115427300 MUHAMMAD RATE ALR	0.8 (DR	Privarcing Account 1	io Na		160115427300	108	VURNIMO INFERINS	Financing Account	No			Contact Info Listing			
162121226602 MUHAMMAD RAFE AU	ion ion	Financing Account.	io No		162121226680	108	VILHAVMAD BATST ALBAR	Financing Account	No			Contectanto Estang			
16812122280000001 MUHAMMAD RAFIF ALB	ina ina	Francing Account	ia No		16012122788008001	108	MUHAMMAD BATTI ALBAB	Financing Account	No			No. Nerre 🗘 Contact Purpose 🗘	Nobile No. 🗘 Email 🗘	Use Primary Contact 💲 Display Contact Details 💲	Sub-Action C Status
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Primary Billing Account					User Activities							BASYSMAKER? - SYS ADM2N MAKER ?	Save	15 Oct 2024 10:25-38 WB	
Primary killing Account		Corporate Daily Li	ni		_							DAGISMAKER7 - SIS ADNIN MAKER 7	Submit	15 Oct 2024 10:56:32 WB	
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Jika transaksi Berhasil, sistem akan menampilkan halaman Acknowledgement

Print Done



**TUTORIALOCTOBIZ2024** 

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Signature Type

0	Reference No. : 1162411	115000001227	0 /	pproved On	: 15 Oct 2	024 14:25:	07 W18			V
Comp	sany Details									
Сотри	ny Name IMMAD RAFIF ALRADAN	E MAHENDRA		1	intelled Dar 14 Nov 20	 23 10:07:0	1 W18		Company ID ATIKAHCORP	
Accou	nt Maintenance Acc	ount Accessibi	lity C	iontact Info	Signat	sure Type	User Gro	user		
7 use	r groups(s)									
No.	User Group 🕻	Sysadmin ()	Make	Reviewer	Approve	viewor	Releaser	Restricted Template M	lakar 🗧 View Sensitive Details 🛛 🗘	Sub-Action Transaction Stat
1	ADMINPUREMAKER	Yes	Yes	No	Ne	No	No	No	No	
2	ALL	Yes	Yes	Yes	Ves	Yes	Yes	No	No	
3	ALL.2ND	No	No	Nes	Yes	Yes	Yes	No	No	
4	ALL SYS ADMIN	Yes	wa l	-	Ves	Yes	via.	No	Yes	
5	FORALL	Yes	Ves	Nes	Yes	Vei	Yes	No	Tes	
6	PUREAUTHO1	Yes	No	No	Ves	No	No	No	Yes	
7	FURE MAKER	No	Yes	80	No	No	No	No	No	
User.	Activities									
Une	*			Activity				1	Date/Time	Remark
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DA	SYSAUTHO? - SYS ADMIN AU	THO 7		Submit					15 Oct 2024 14:23:21 WB	
894	SYSMAABIT SYS ADMIN MA	828.7		Approve					15 Oct 2024 14:26:07 WB	

**User Group** 

Tasklist > Acknowledgement

user

Ch o	ange(s) xferece No.	approved						
omp	iny Details							
URA	Name BMAD RAFIF A	LEABARE MAHENORA		ivalied Date Nov 2023 10:07:01 W38		Company ID ATTIKAHCORP		
	t Maistenanc	e Account Accessibilit	ty Contact Info	Signature Type User G	roup User			
ser L	isting - Tata	171 item(s) in the bat	xh					
No.	ther ID 🗘	User full Name	Medite No. 0	Inel :	Single Access User 💲	Secure Token Type 💲	<b>Sub-Action</b>	Transactive Status
1	543534	MK12	01323244124	Miedlichanyele@gnal.com	No		2.01	
2	A54171021	AUTHOR	+6281326271278	ADTROMALLOW	No			
3	-	AUTHO SOFT	+6287326271278	AD § GRAVAL COM	No	Secure Toles (Software)		
4	ABAUTH22	AUTHO SOFTTOKEN	+6281326271378	Millipequilocal	No.	Secure Takes (Software)		
5	-	AUTHO SOFTTOKEN 4	+6281326271378	Mill Investigation	No	Secure Tokes (Software)		
6	A2464681	MORERI	+6281326271378	ADTEGNALCOM	No			
3	A244.44182	MARKERS	+62810256271078	AD (SAMAL COM	No			
		MAKER NO TOKEN	+62810256271078	MillS@mylab.local	No			
5	-	MAKER NO TOKEN 4	+62813256271378	MGB1 (Prtylab.local	No			
10	A254(80)	SAU1	+6201226221020	ADD GMALCOM	No			
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Boxs	сиатнат-зиз.	NOREN AUTHO 7	Submit		15	Dis 2024 14/28/21 Will		
BOA5	549+512-515	2003 MARIN 7	Approx		16	Chil 2024 14 26:07 W/B		

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