

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Transaction

Manage Biller

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Manage Biller

Transaction – Manage Biller Fungsi ini digunakan untuk mengelola (membuat, mengedit, menghapus) **Favorite Biller**

03

Create
Transaction

09

Approve
Transaction

Manage Biller

Create Transaction

Add

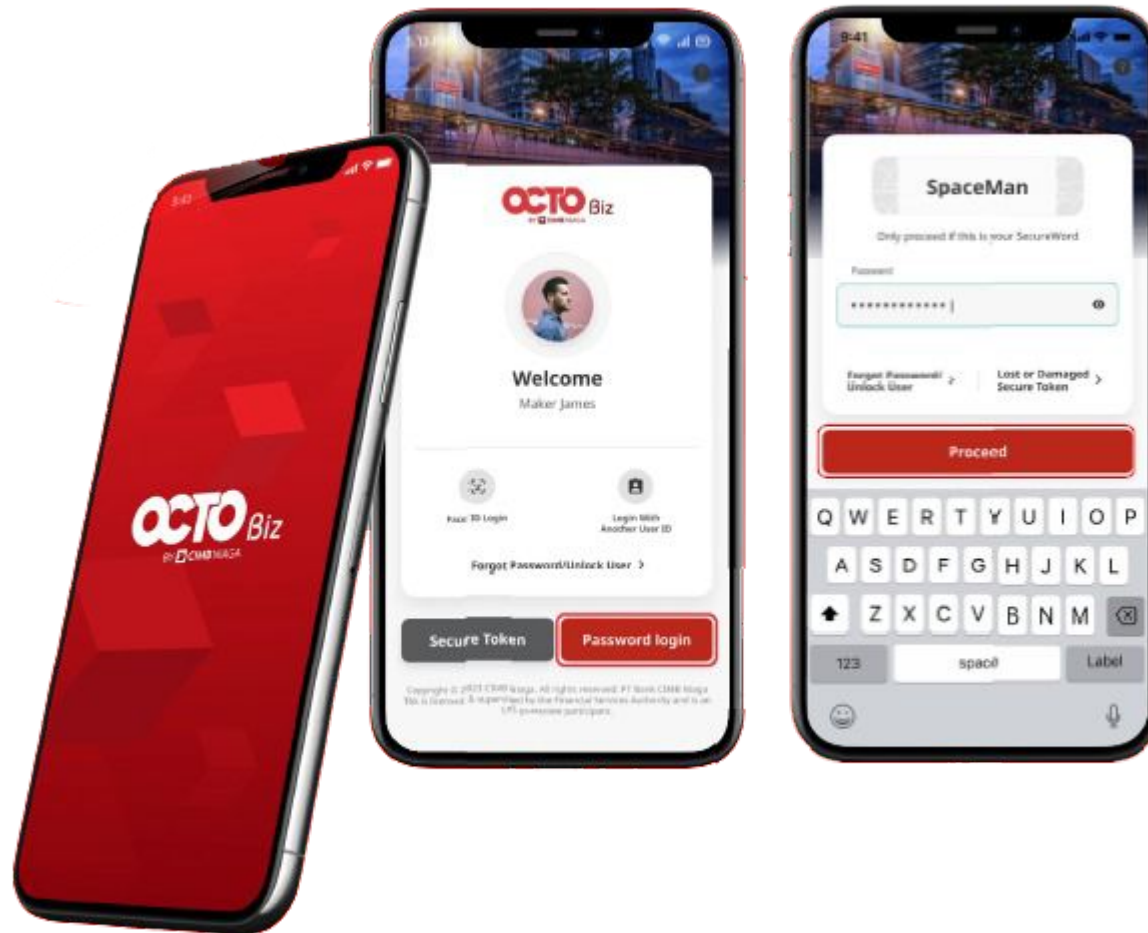
Edit

Delete

Manage Biller

Create Transaction

Add



Login sebagai **Maker**

1 Isi **Password**

2 Klik **Proceed**

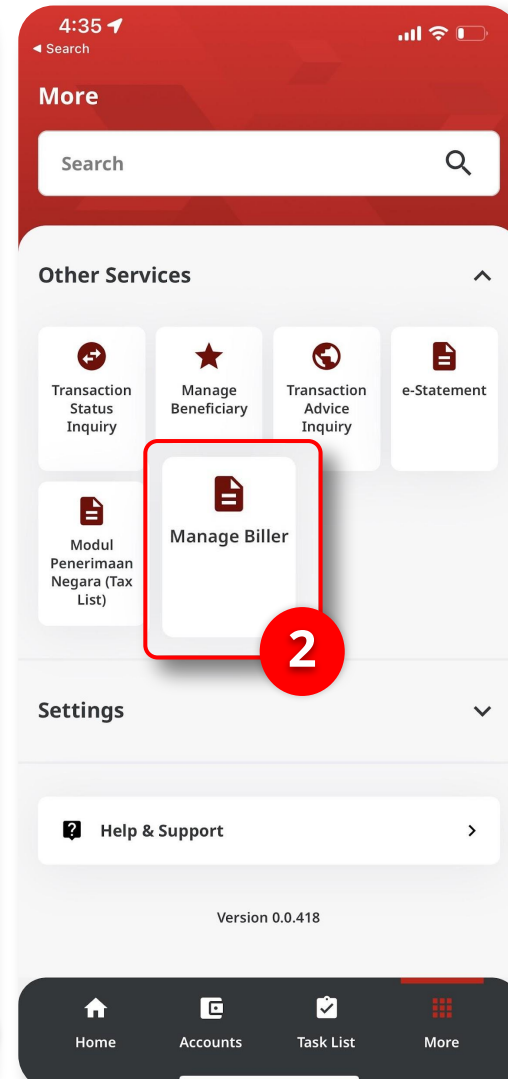
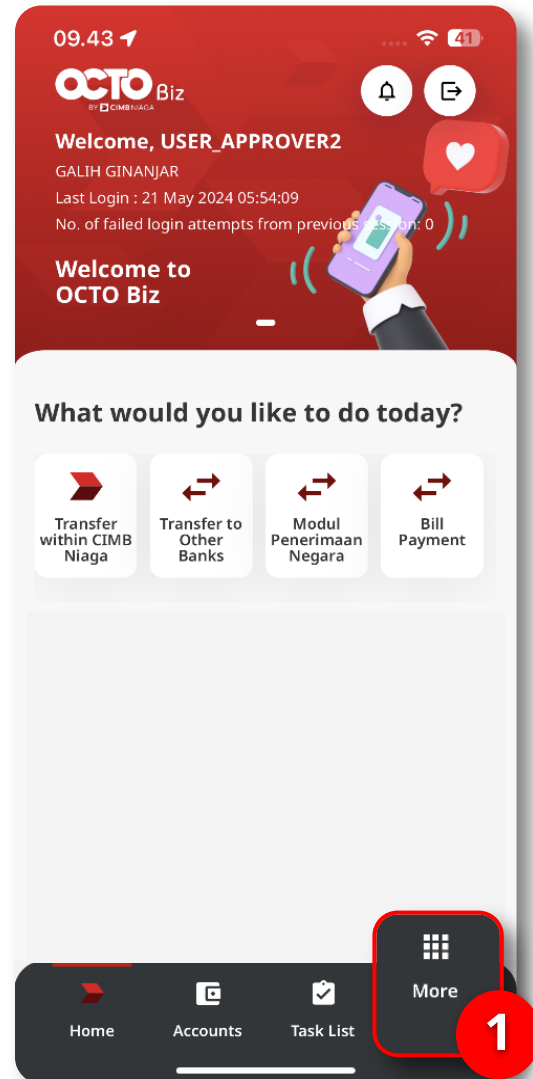
LANGKAH

02

MAKER

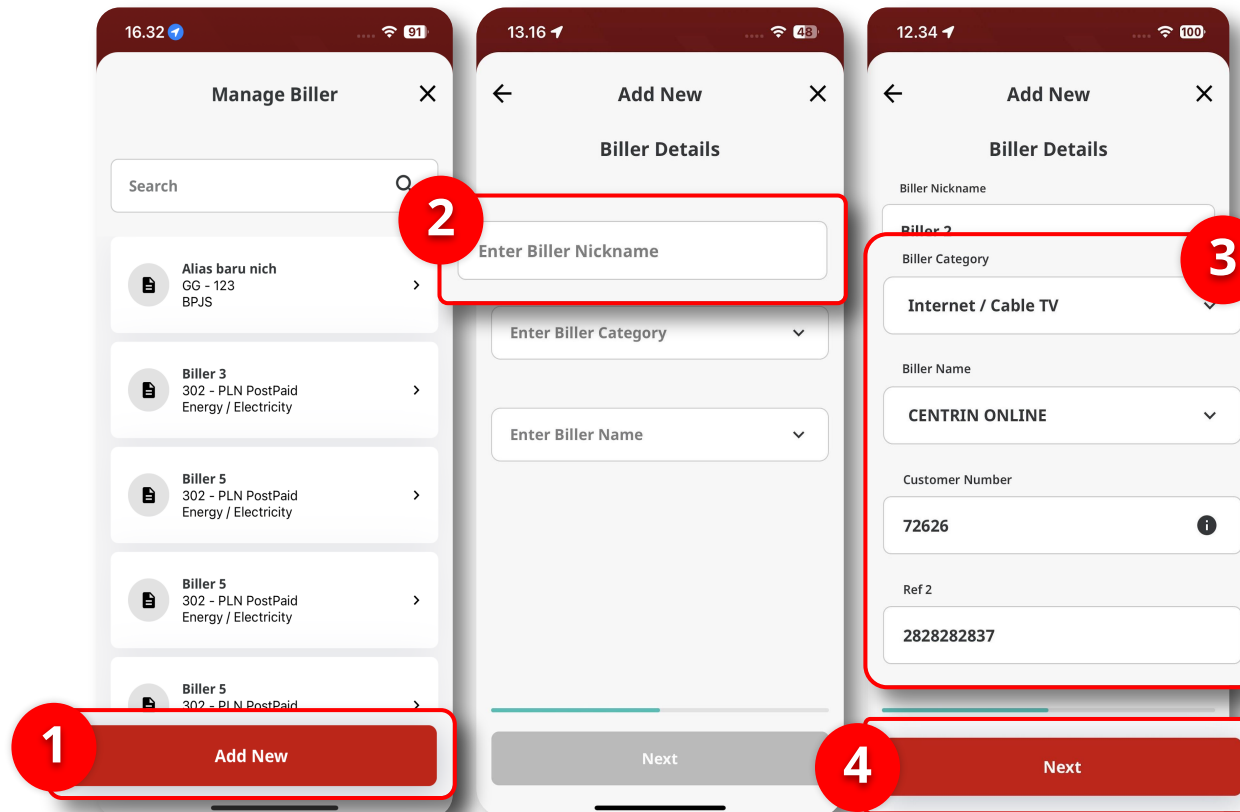
Create Transaction | Manage Biller

Menu: Service > Manage Biller



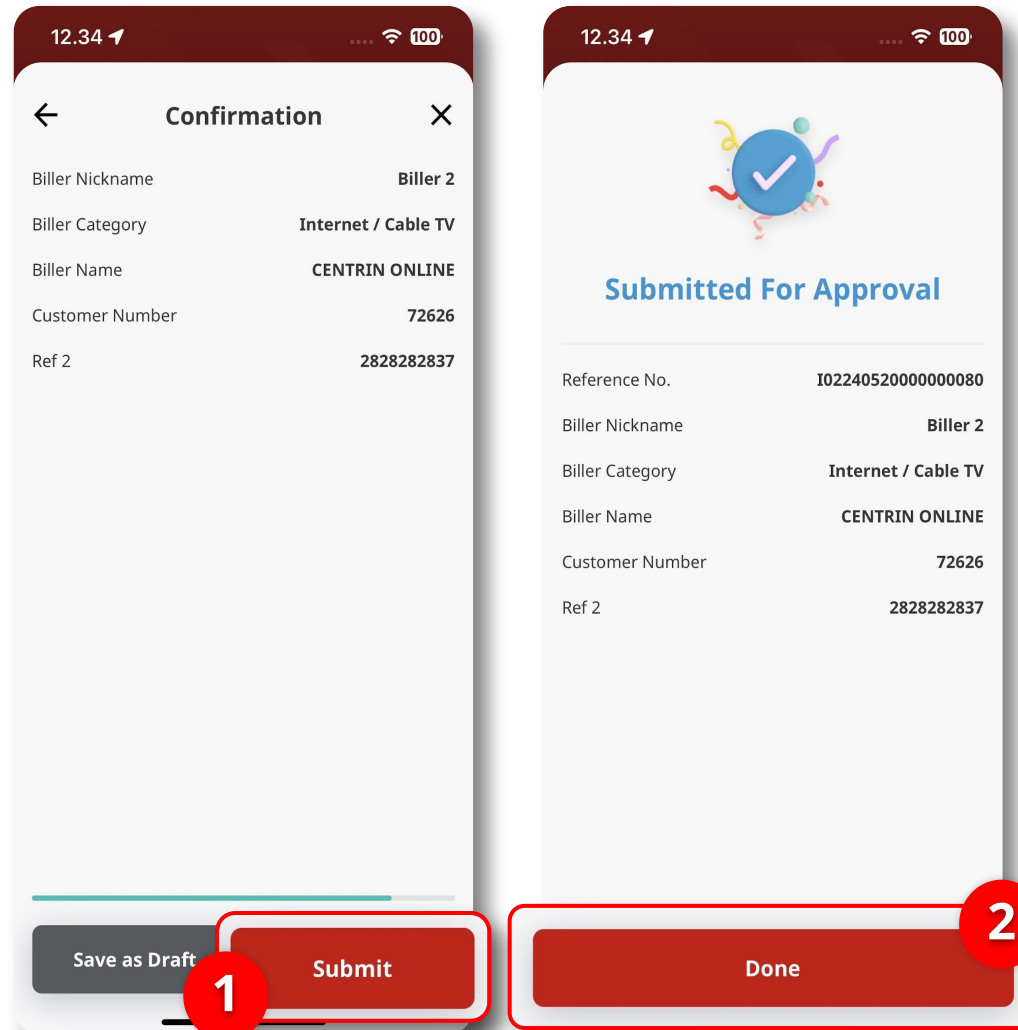
1 Klik Menu **More**

2 Klik **Manage Biller**



Sistem akan menampilkan halaman **Manage Biller**

- 1 Klik **Add Now**
- 2 Masukan **Biller Nickname**
- 3 Masukan **Biller Details**
- 4 Klik **Next**

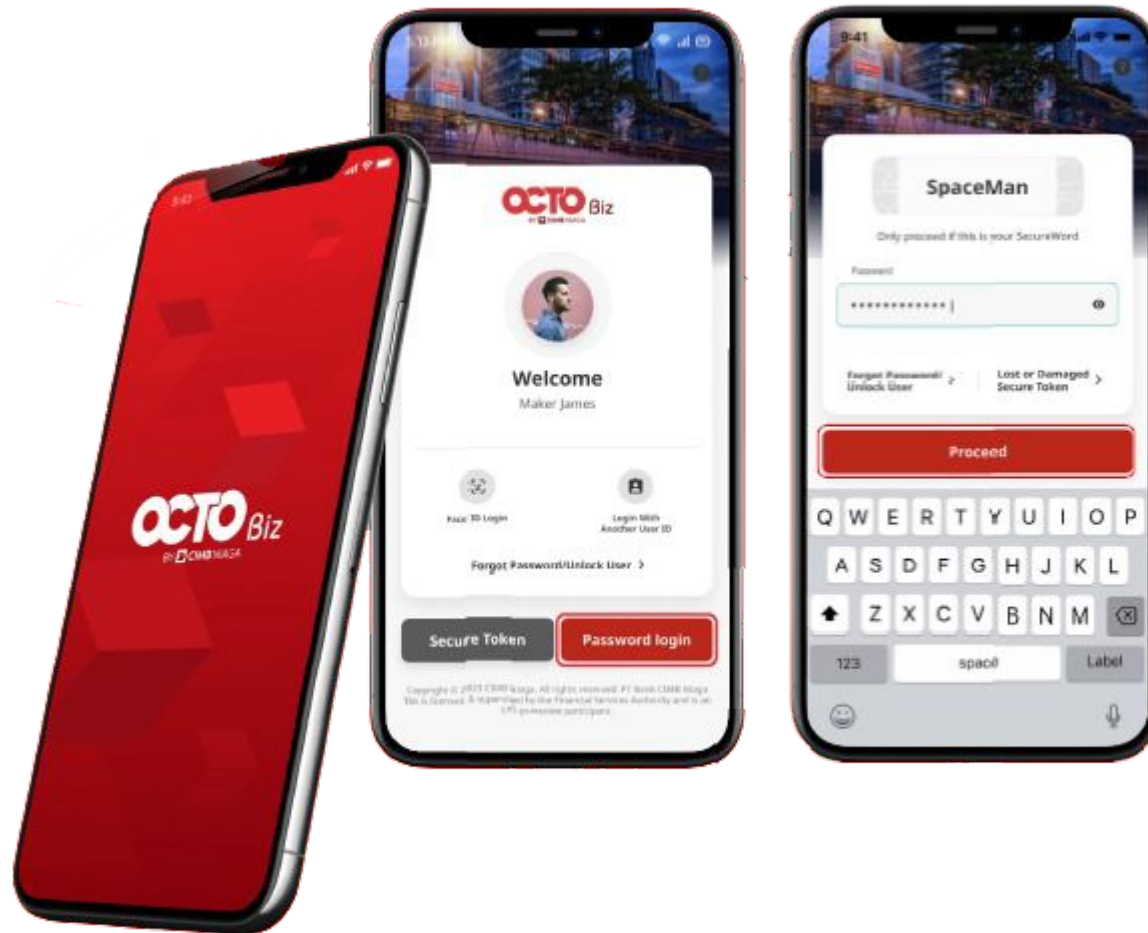


- 1 Sistem akan menampilkan **halaman Confirmation**, Klik **Submit**
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

Manage Biller

Create Transaction

Edit



Login sebagai ***Maker***

1 Isi ***Password***

2 Klik ***Proceed***

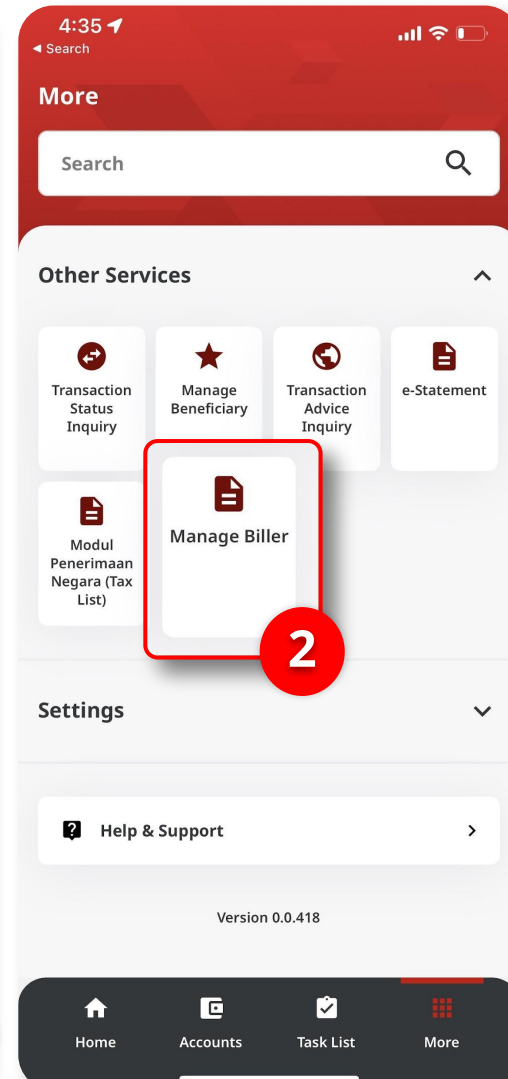
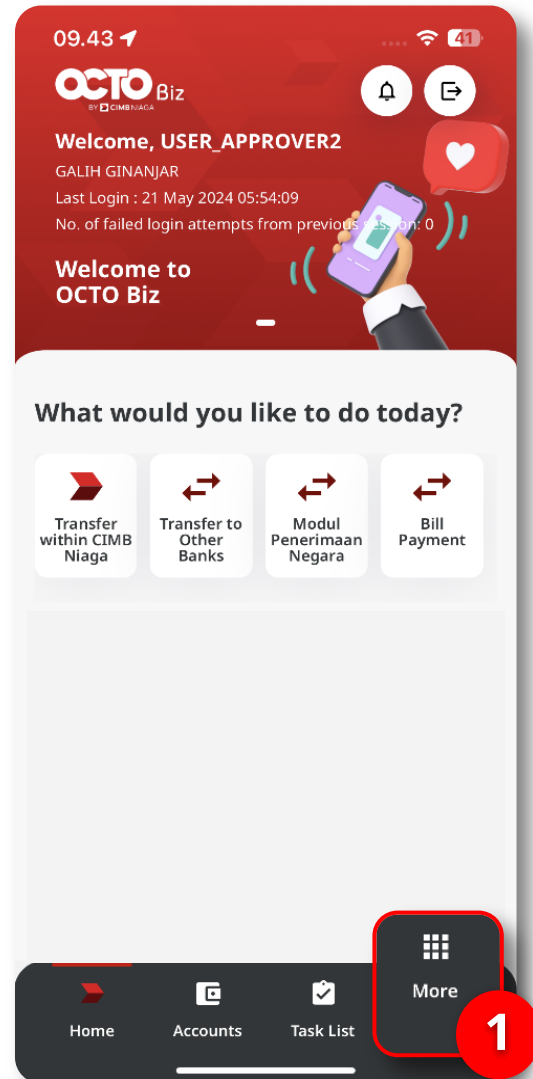
LANGKAH

02

MAKER

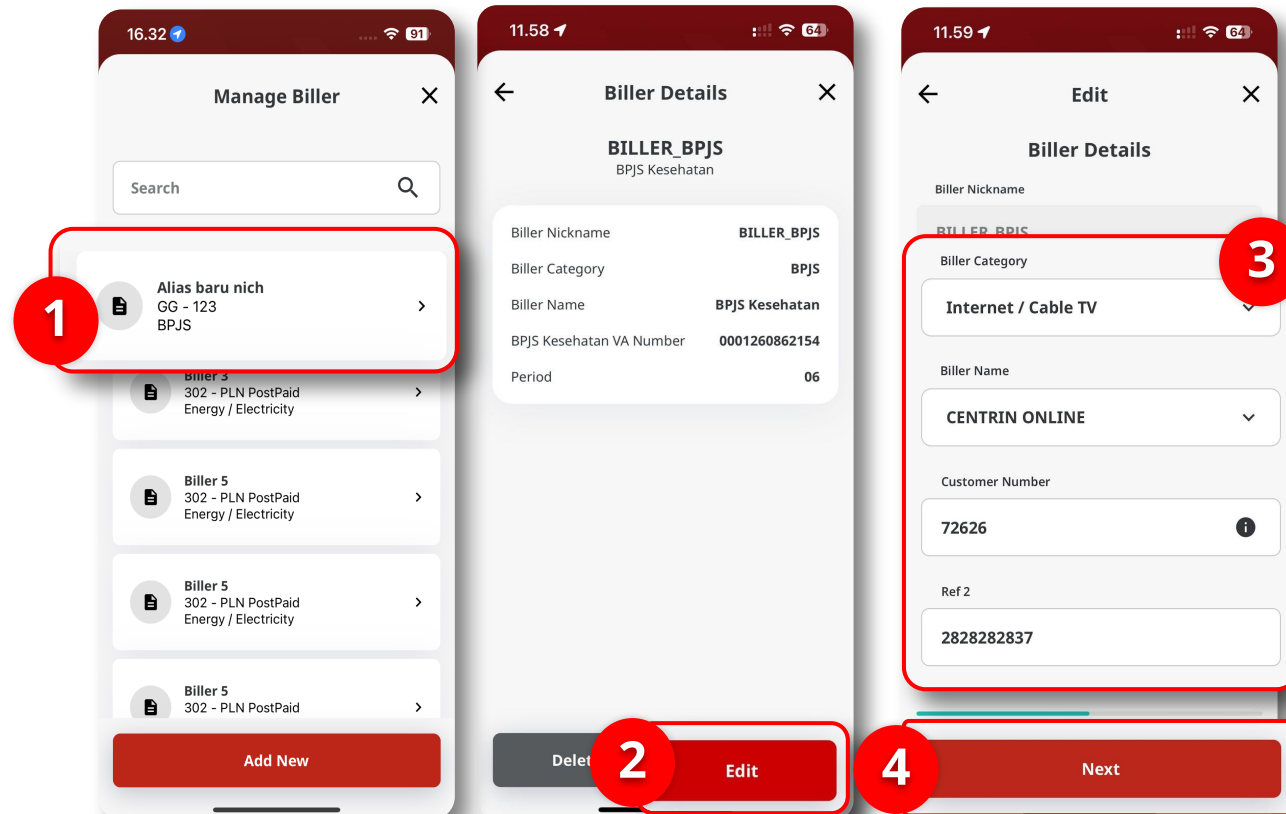
Create Transaction | Manage Biller

Menu: Service > Manage Biller



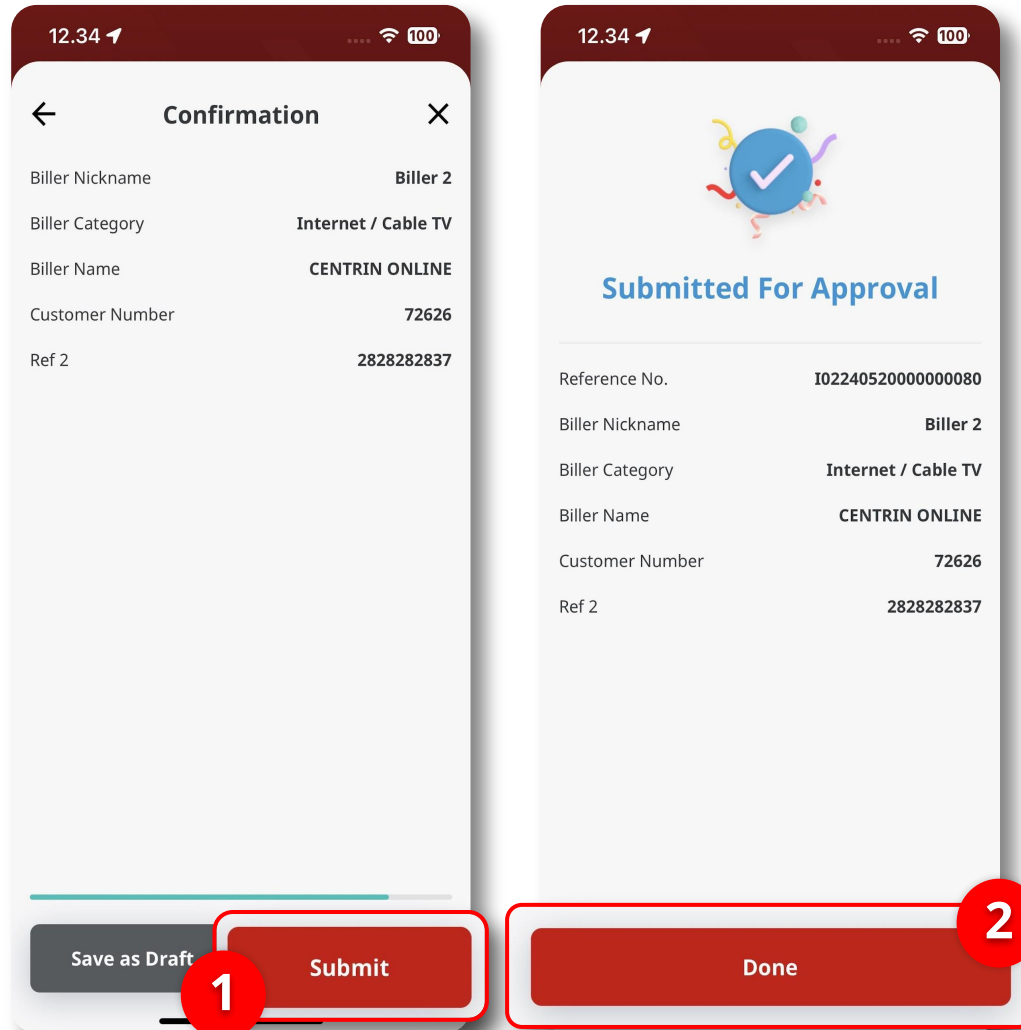
1 Klik Menu **More**

2 Klik **Manage Biller**



Sistem akan menampilkan halaman **Manage Biller**

- 1 Klik **Transaksi** yang ingin di **Edit**
- 2 Klik **Edit**
- 3 Edit **Biller Details**
- 4 Klik **Next**

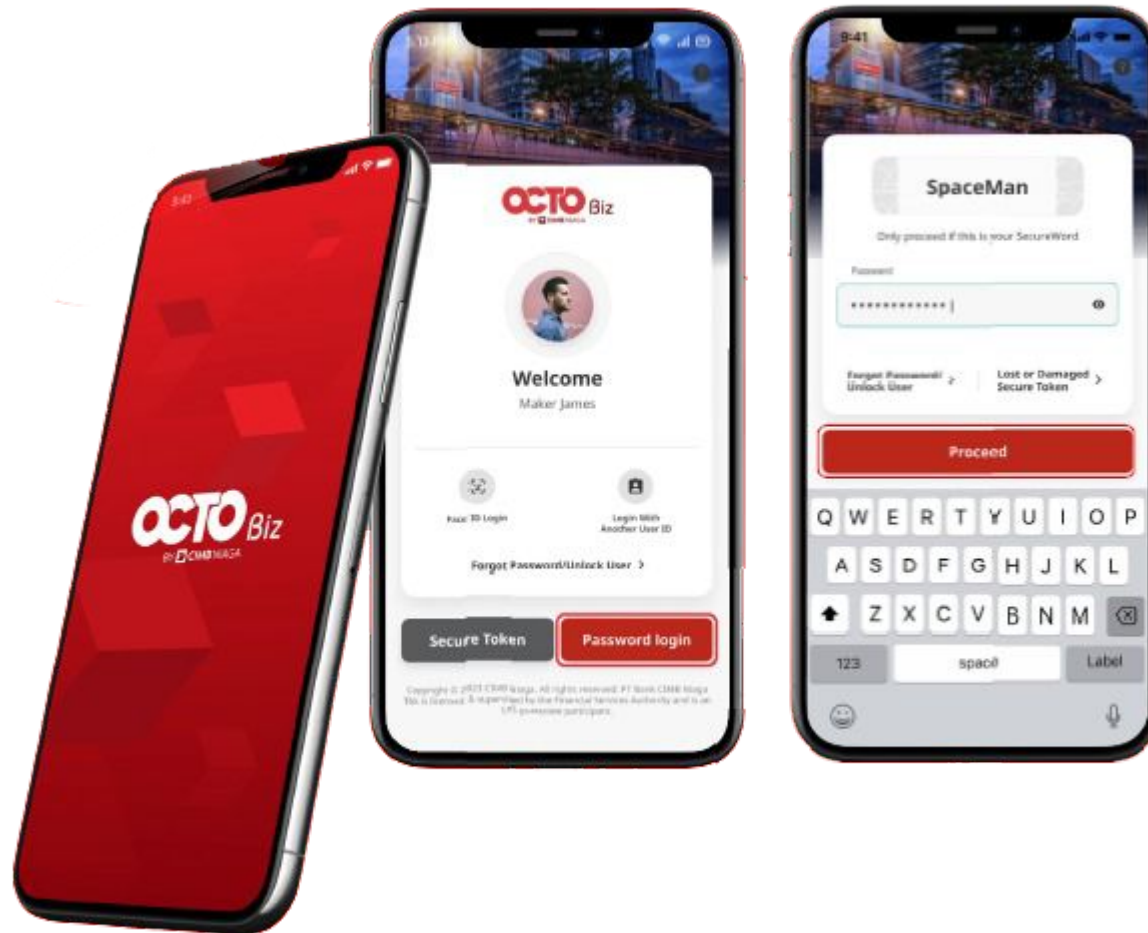


- 1 Sistem akan menampilkan halaman **Confirmation**, Klik **Submit**
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

Manage Biller

Create Transaction

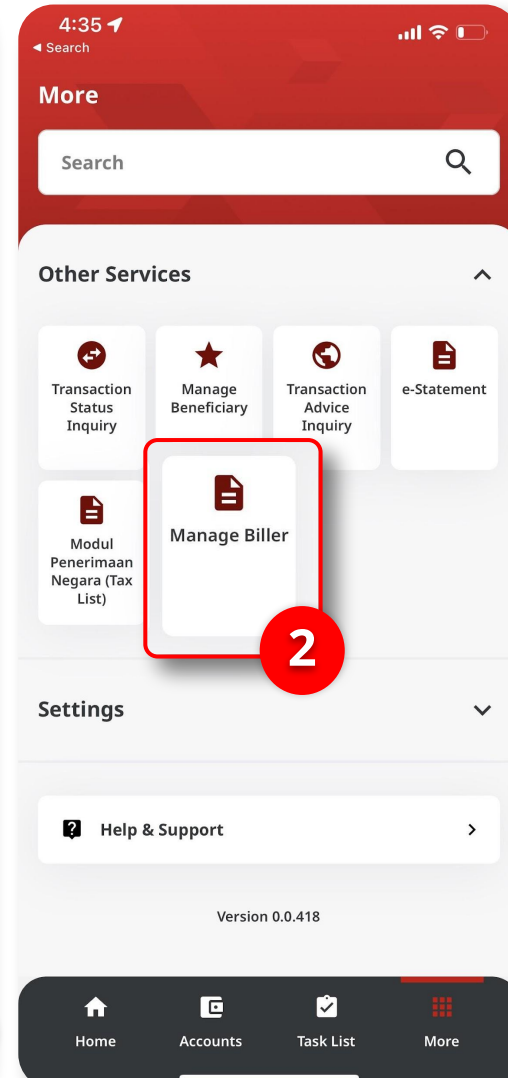
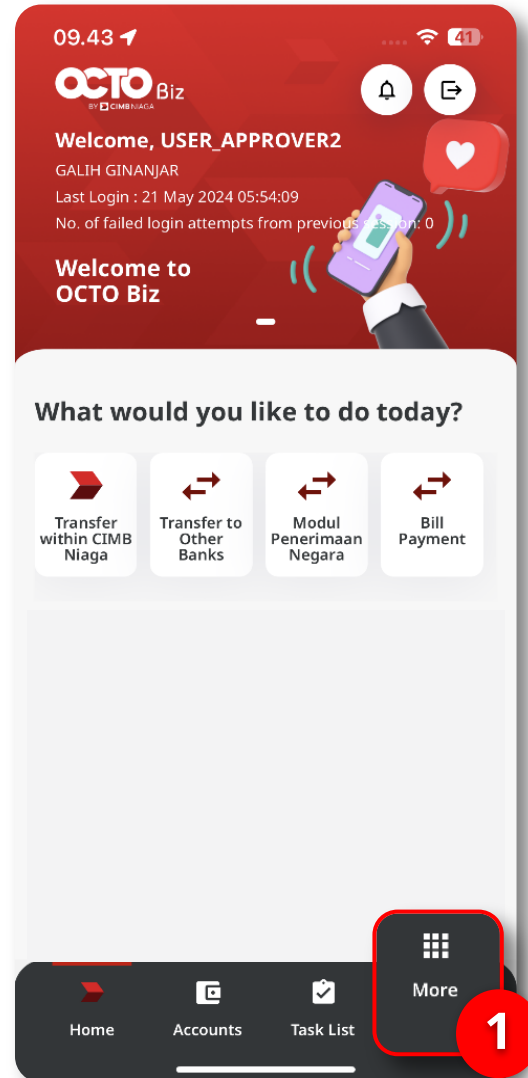
Delete



Login sebagai **Maker**

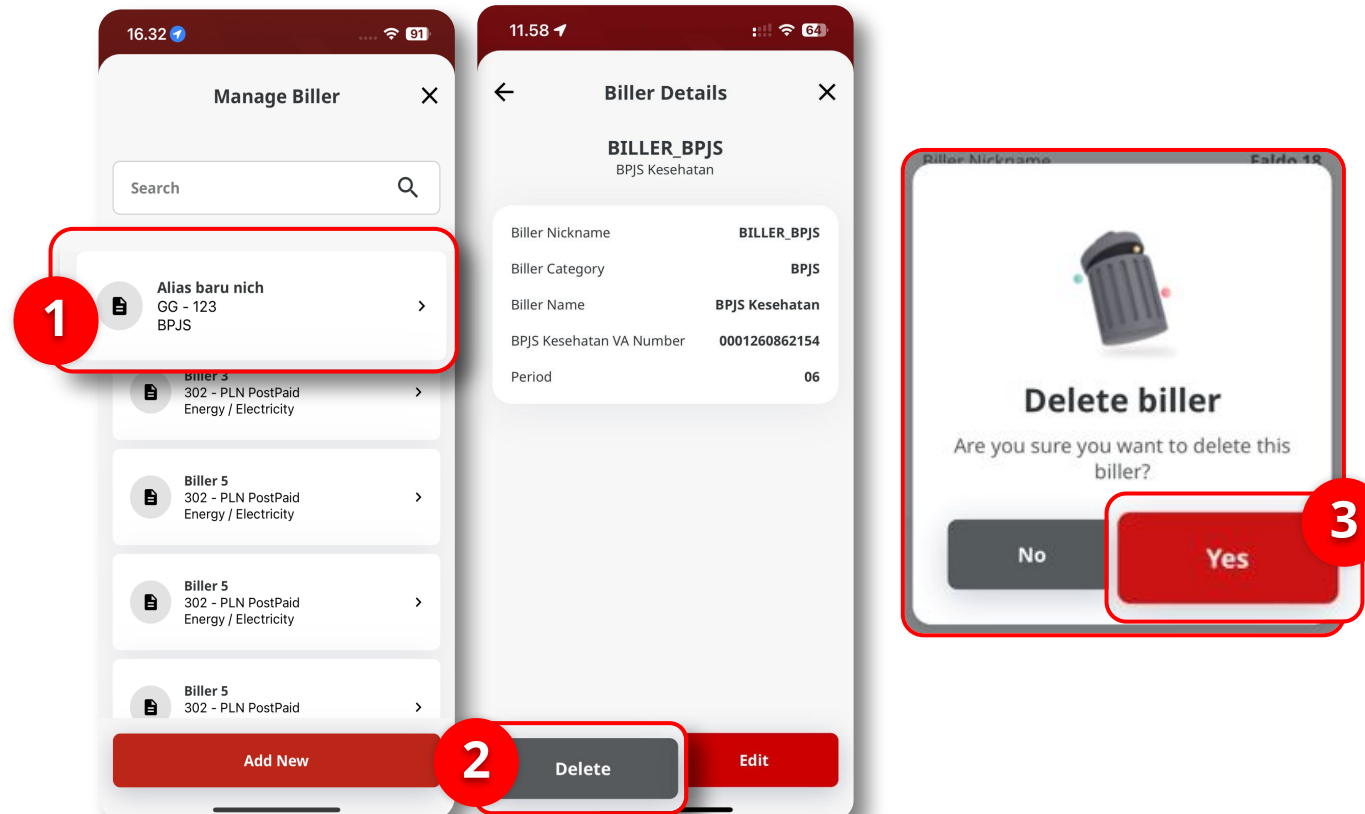
1 Isi **Password**

2 Klik **Proceed**



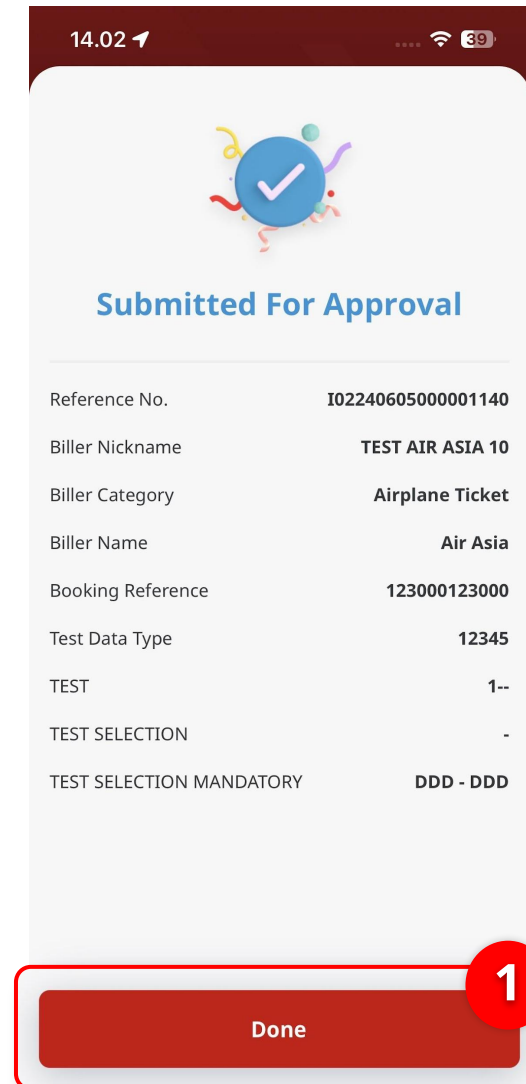
1 Klik Menu **More**

2 Klik **Manage Biller**



Sistem akan menampilkan halaman **Manage Biller**

- 1 Klik **Transaksi** yang ingin di **Edit**
- 2 Klik **Delete**
- 3 Sistem akan menampilkan **Popup Delete Biller**, Klik **Yes**

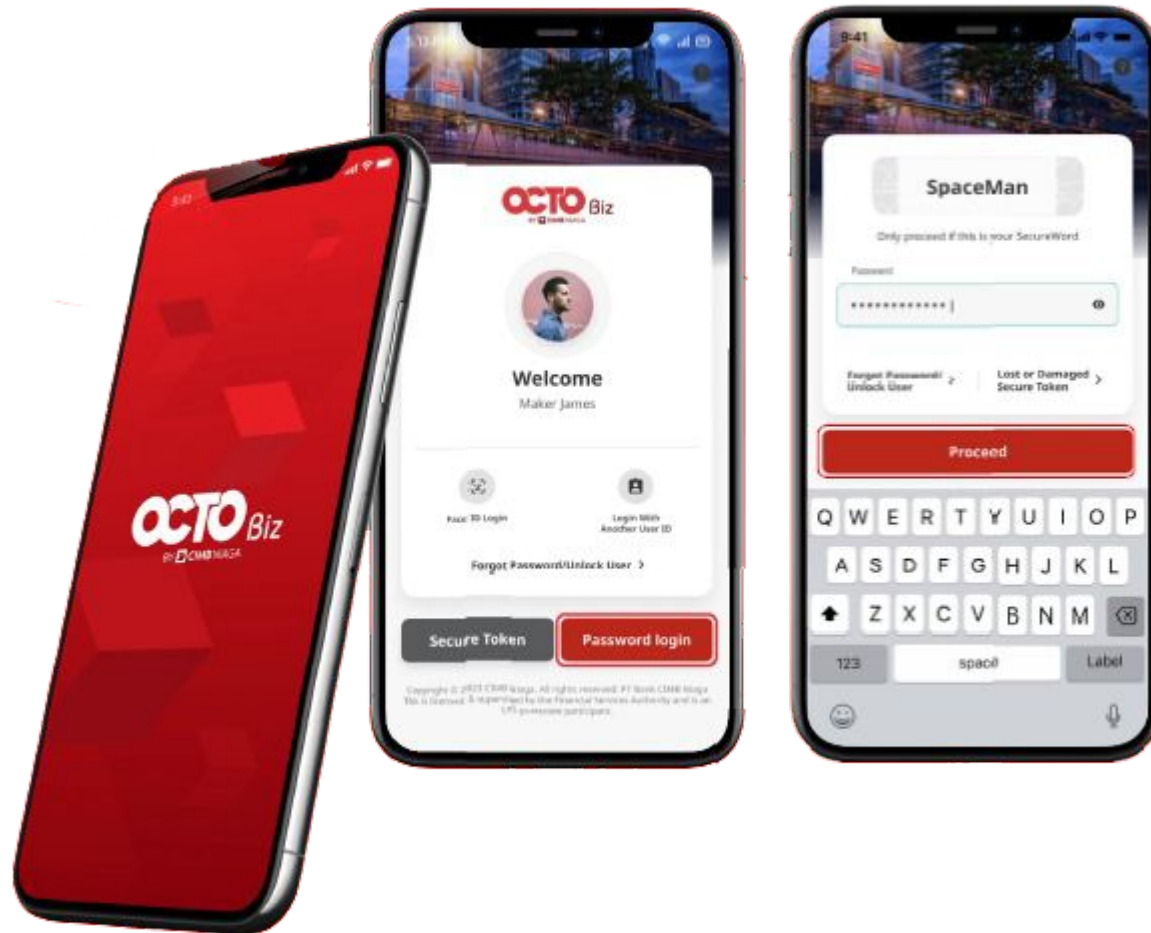


- 1 Jika berhasil, sistem akan mengarahkan ke halaman ***Submitted for Approval***, Klik ***Done***

Manage Biller

Approval Process

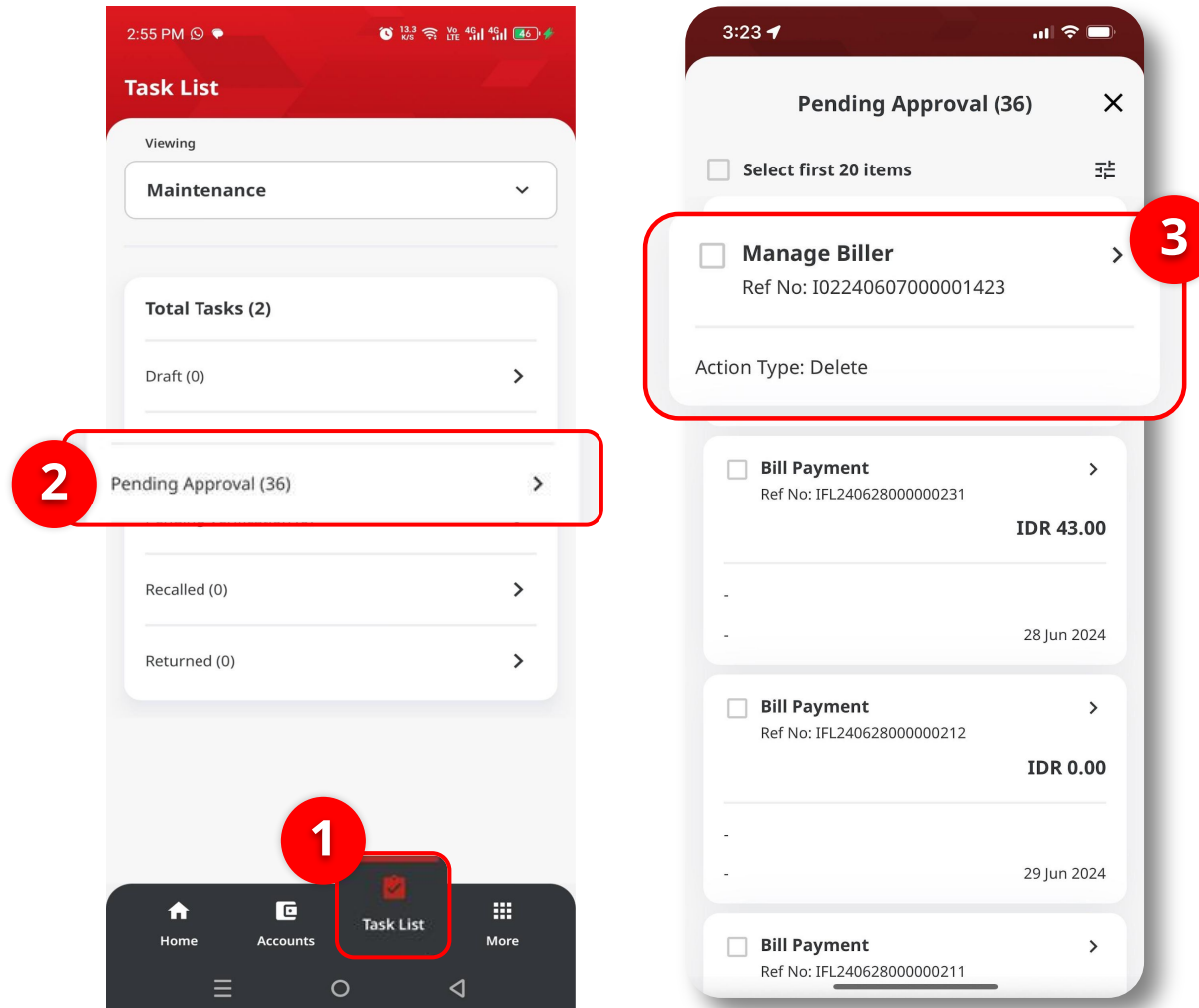
Approval Process pada kegiatan **Non-Transaksional** seperti **Add, Edit, dan Delete**



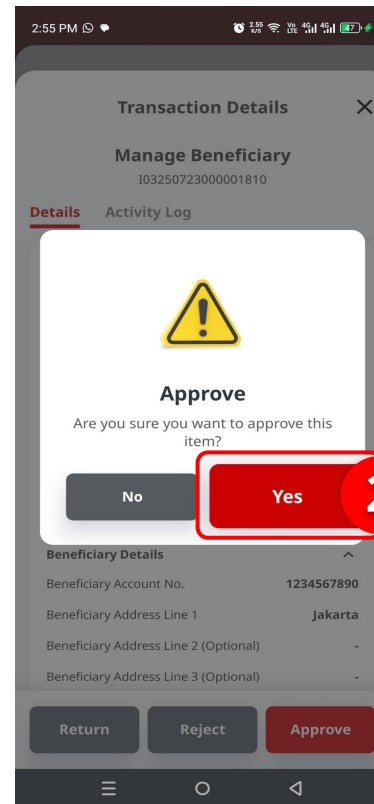
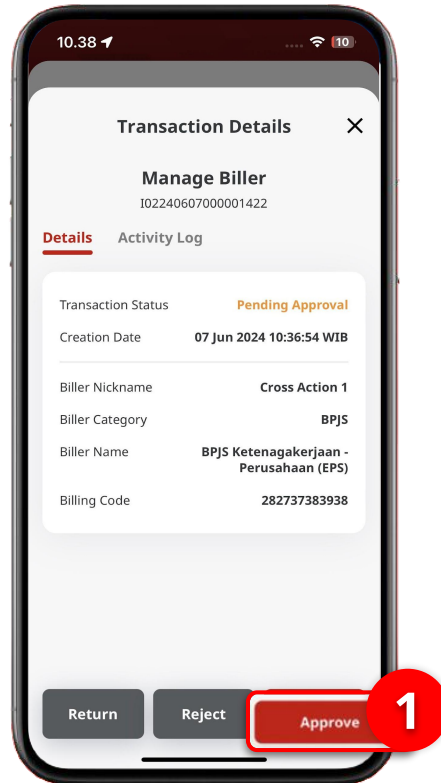
Login sebagai **Approver**

1 Isi **Password**

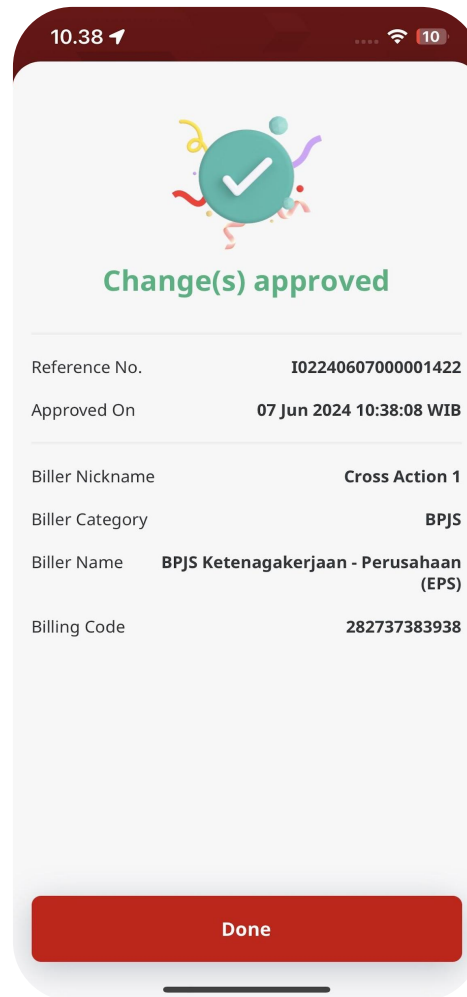
2 Klik **Proceed**



- 1 Arahkan pada menu dibawah, **klik Task List**
- 2 Pilih **Pending Approval**
- 3 Pilih item yang akan di **Approve**



- 1 Tinjau Ulang transaksi, lalu Klik **Approve**
- 2 Sistem akan menampilkan **Pop-Up Approve**, Klik **Yes**



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



OCTO Biz
BY  **CIMB NIAGA**

