

OCTO Biz

SysAdmin

Notification Setup

TUTORIALOCTOBIZ2025

KEJAR MIMPI

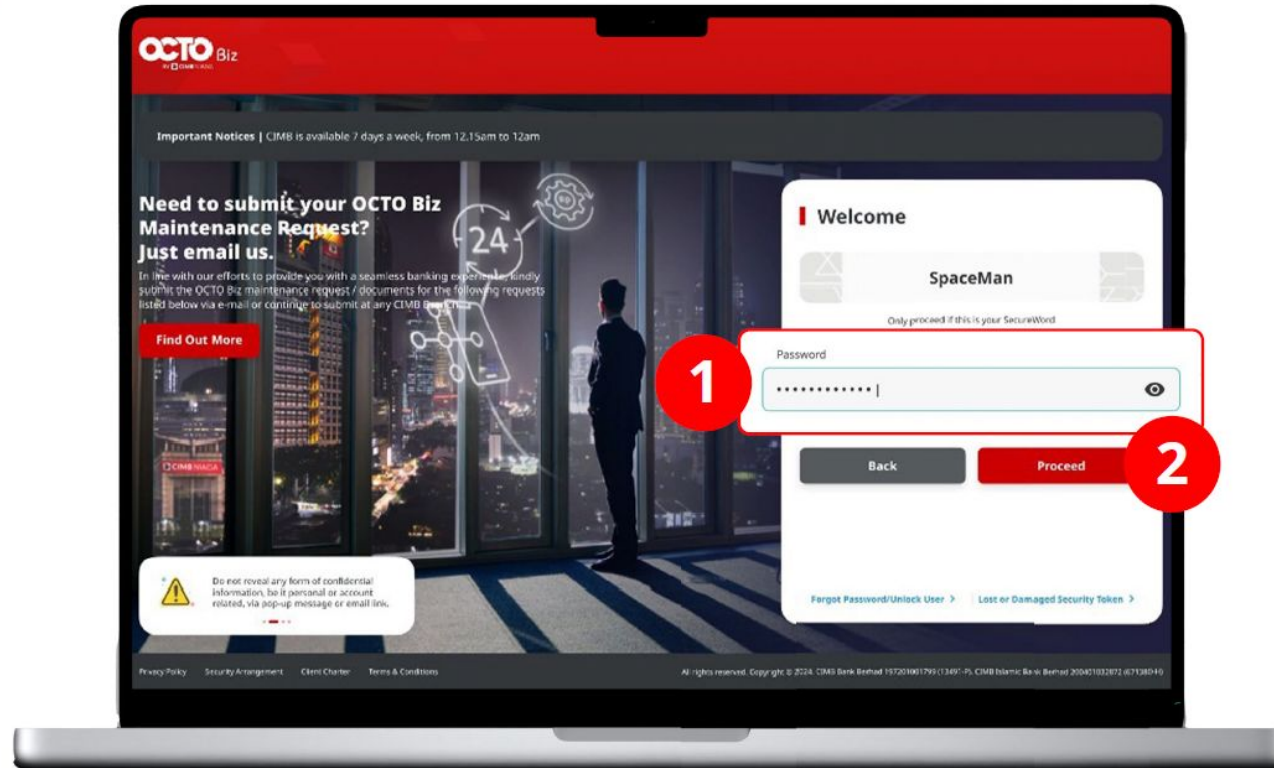
SysAdmin

Notification Setup

Notification Setup berfungsi untuk **mengelola notifikasi** yang dikirim

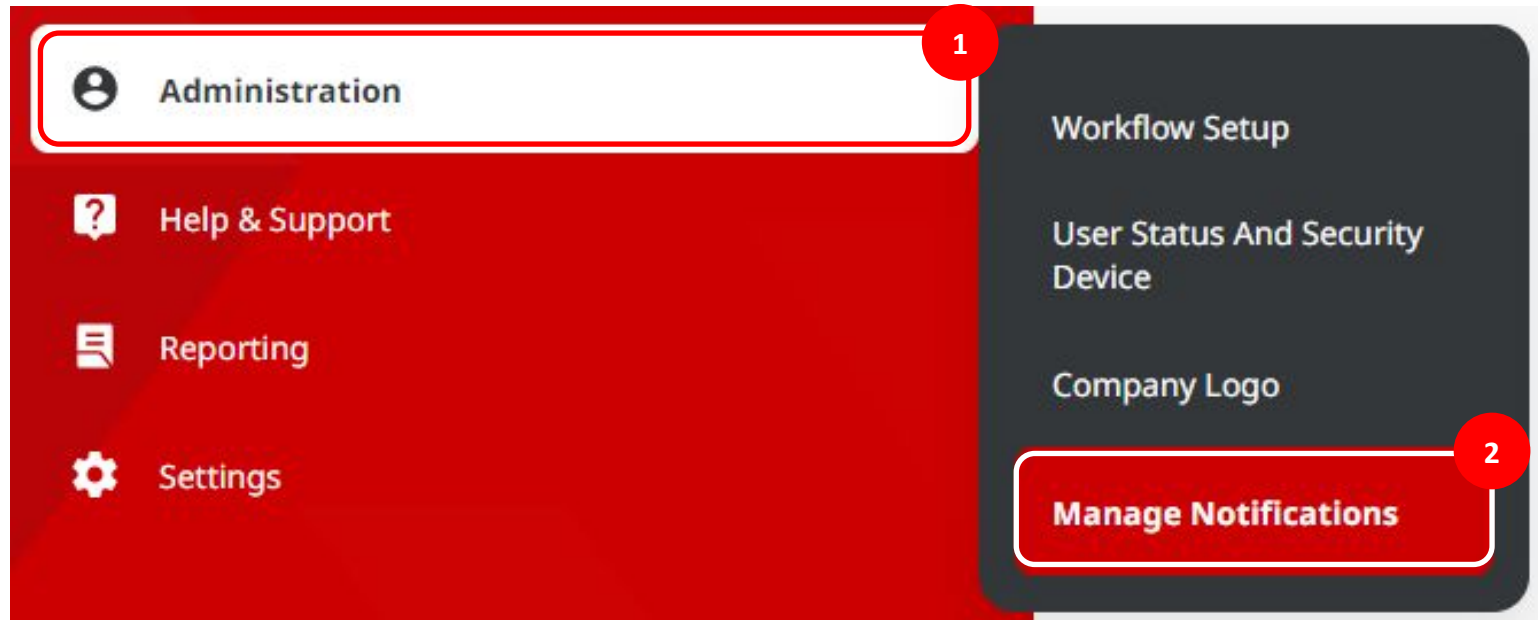


- 1 Kunjungi Website OCTO Biz di: **www.octobiz.co.id**
- 2 Masuk dengan menggunakan ***User & Company ID***
- 3 Klik ***Next***



1 Isi **Password**

2 Klik **Proceed**



Sistem akan
menampilkan
halaman *Dashboard*

- 1** Arahkan ke *Administration*
- 2** Klik *Manage Notification*

Manage Notifications

Search

User Full Name *

Enter

User ID

Enter

Email Address

Enter

Search

Sistem akan menampilkan halaman **Manage Notification**

- 1 Lengkapi **Details**
- 2 Klik **Search**

User Listing

User Full Name ↕	User ID ↕	Email Address ↕	Action
TESTERCFO1	TESTERCFO1	test@cimb.com	1 Edit
TESTERCFO2	TESTERCFO2	test@cimb.com	Edit
TESTERCFO3	TESTERCFO3	test@cimb.com	Edit

Sistem akan menampilkan halaman **listing**

1 Klik **Edit**

Manage Notifications > Details

Notification Setup

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

Notification Configuration Select/Unselect All

Setup Type	Notification	Known	Action
Generic Message (11 out of 11 Alerts are Active)	☒	☒	
Draft	☒	☒	Settings
Returned	☒	☒	Settings
Recalled	☒	☒	Settings
Pending Verification	☒	☒	Settings
Pending Approval	☒	☒	Settings
BI FAST Alias Registration Successful	☒	☒	
BI FAST Alias Registration Unsuccessful	☒	☒	
BI FAST Alias Maintenance Successful	☒	☒	
BI FAST Alias Maintenance Unsuccessful	☒	☒	
File Repository (2 out of 2 Alerts are Active)	☒	☒	
New File Added	☒	☒	Settings
Report Generation Failure	☒	☒	Settings
Multi-Login Application (1 out of 1 Alerts are Active)	☒	☒	
Multi-Login Application	☒	☒	
Hardware Security Device Unlock (1 out of 1 Alerts are Active)	☒	☒	
Security Device Unlock	☒	☒	

Back Next

Sistem akan menampilkan halaman **Details**

- 1 User dapat mengubah notifikasi yang **akan digunakan**

Manage Notifications > Details

Notification Setup

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

Notification Configuration Select/Unselect All

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

Sistem akan menampilkan halaman **Details**

- 1 Klik **Settings** untuk mengubah:
 - a. **Generic Message**
 - b. **Cash Status**

Processed

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

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

Sistem akan menampilkan halaman **Details**

- 1 Lengkapi seluruh detail yang dibutuhkan menyesuaikan dengan kebutuhan
- 2 Jika sudah, klik **Done**

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

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

Sistem akan menampilkan halaman **Review Details**

1 Jika sudah sesuai, klik **submit**

Manage Notifications > Acknowledgement Page

Submitted for approval

Reference No. : IDSUB_MGMT_NTF_MGMT23102000015

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

Notification Setup

User Full Name

TESTERCFO1

User ID

TESTERCFO1

Company ID

SATURN

Company Name

SATURN

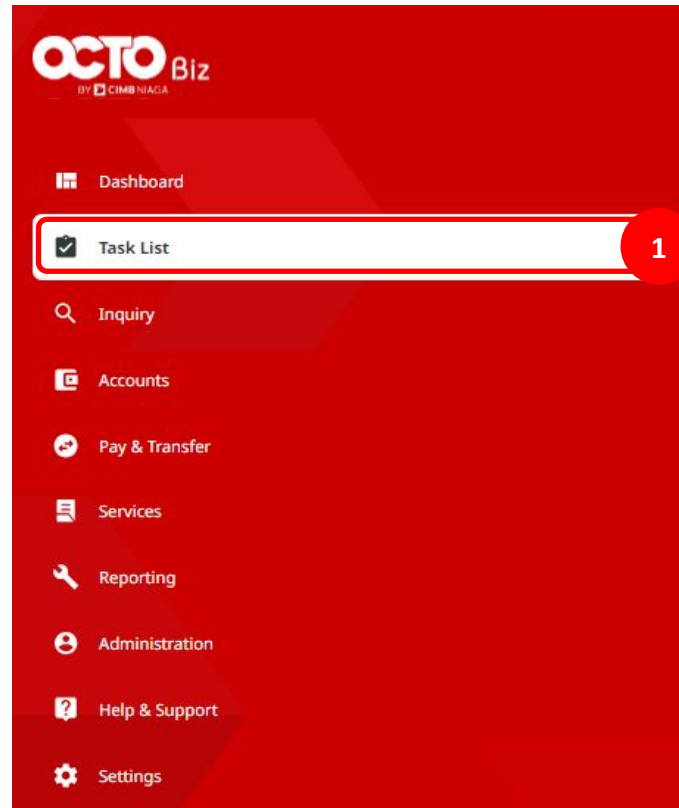
Email Address

test@cimb.com

Notification Configuration

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

Sistem akan menampilkan halaman **Acknowledgement**

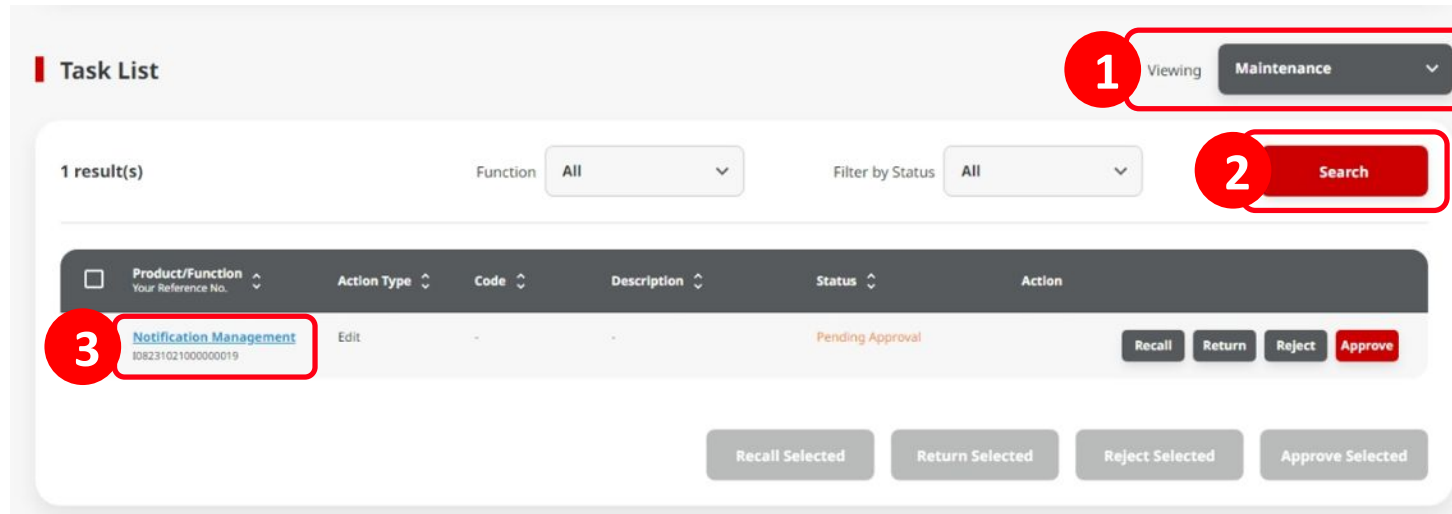


Navigasikan ke ***side menu***

1 Klik ***task List***

LANGKAH

12



Sistem akan menampilkan halaman **task list**

1 Klik **task List**

2 Pilih **Maintenance** sebagai **viewing**

3 Pilih transaksi yang akan di **approve**

File Repository

New File Added

No

No

View Details

Report Generation Failure

No

No

View Details

Multi-Logon Application

Multi Logon Application

No

No

Hardware Security Device Unlock

Security Device Unlock

No

No

User Activities

User

Activities

Date / Time

Remark

TESTERCFO3

Submit

21 Oct 2023 12:46:48 WIB

Remark

Remarks

Enter

Maximum 100 characters

Back

Recall

Return

Reject

1

Approve



Sistem akan menampilkan detail

- 1 Periksa seluruh detail transaksi, jika sudah sesuai klik **approve**
- 2 Klik tombol **Yes**

Manage Notifications > Acknowledgement Page

Change(s) approved

Reference No. : 108231021000000019 Approved On : 21 Oct 2023 12:50:45 WIB

Notification Setup

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

Notification Configuration

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

Sistem akan menampilkan halaman **Acknowledgement**



OCTO Biz
BY  **CIMB NIAGA**

