

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

SysAdmin

Notification Setup

TUTORIALOCTOBIZ2025

KEJAR MIMPI

SysAdmin

Notification Setup

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

Notification Setup is used to manage Notification



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

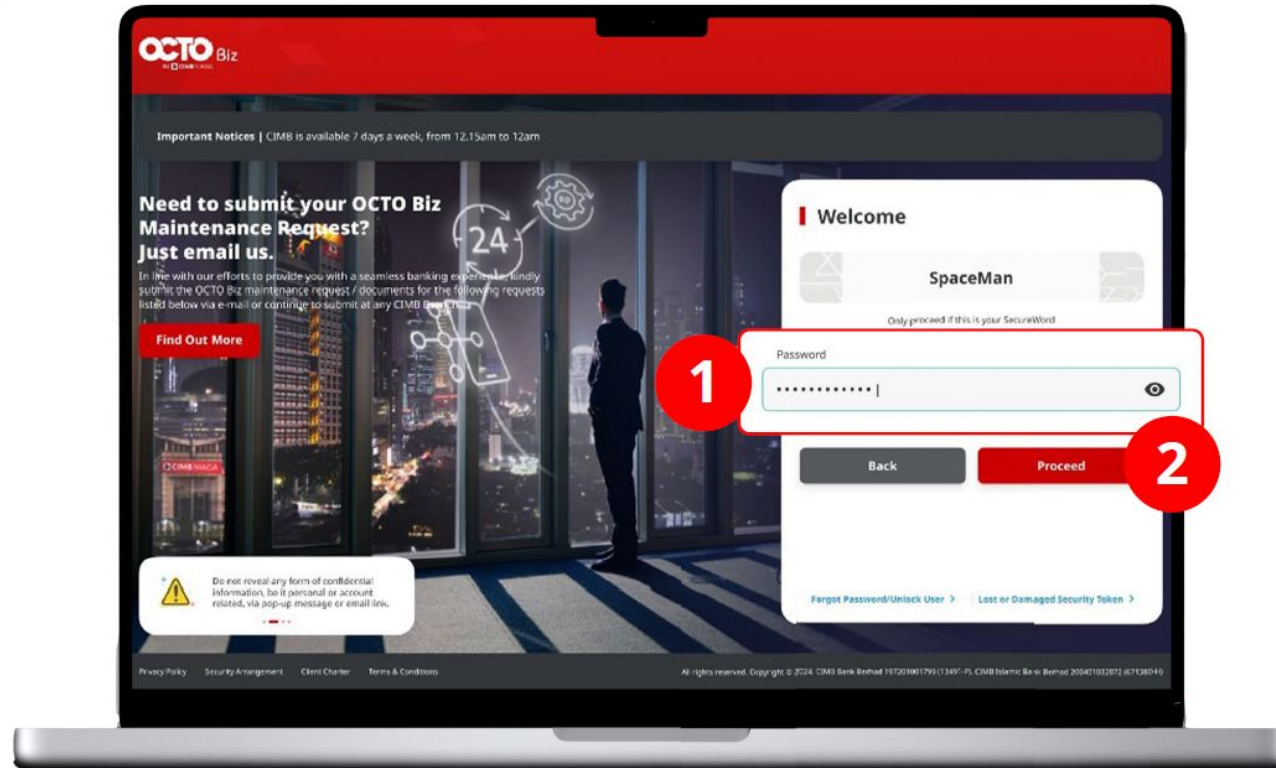
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

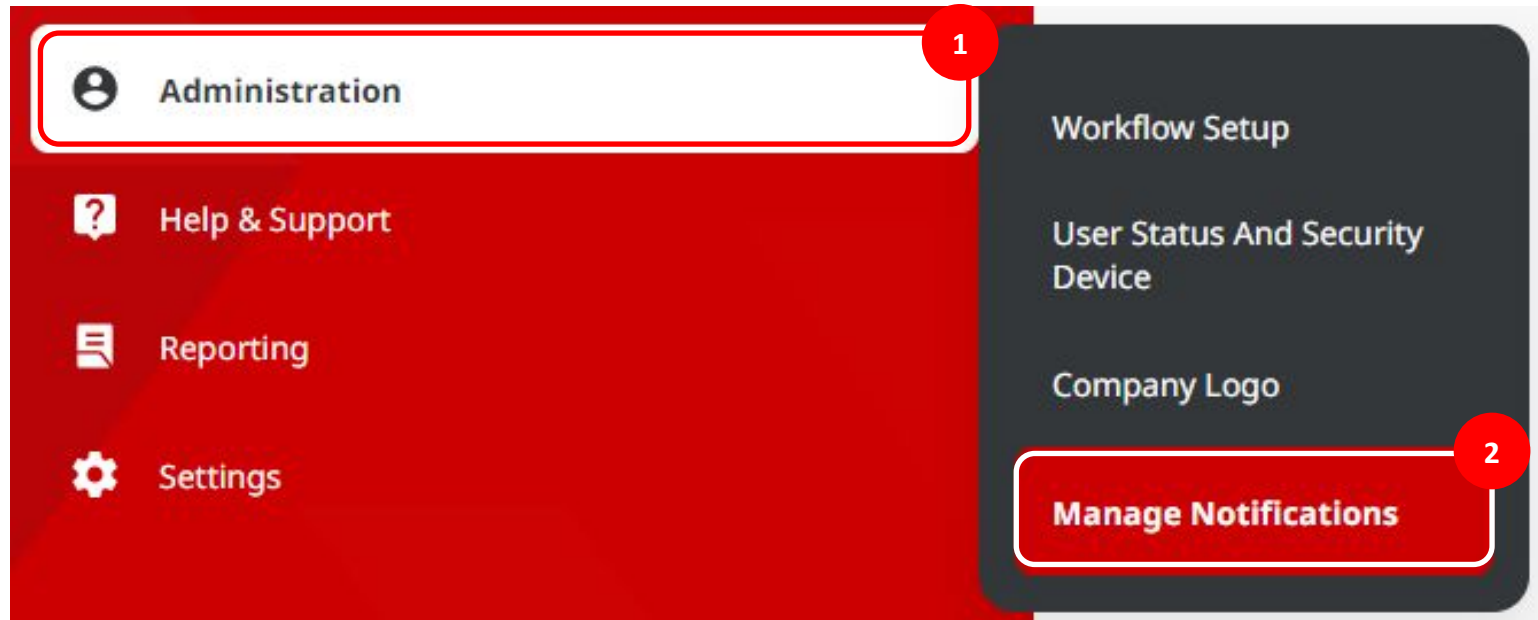
Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed



Sistem akan **menampilkan halaman *Dashboard***

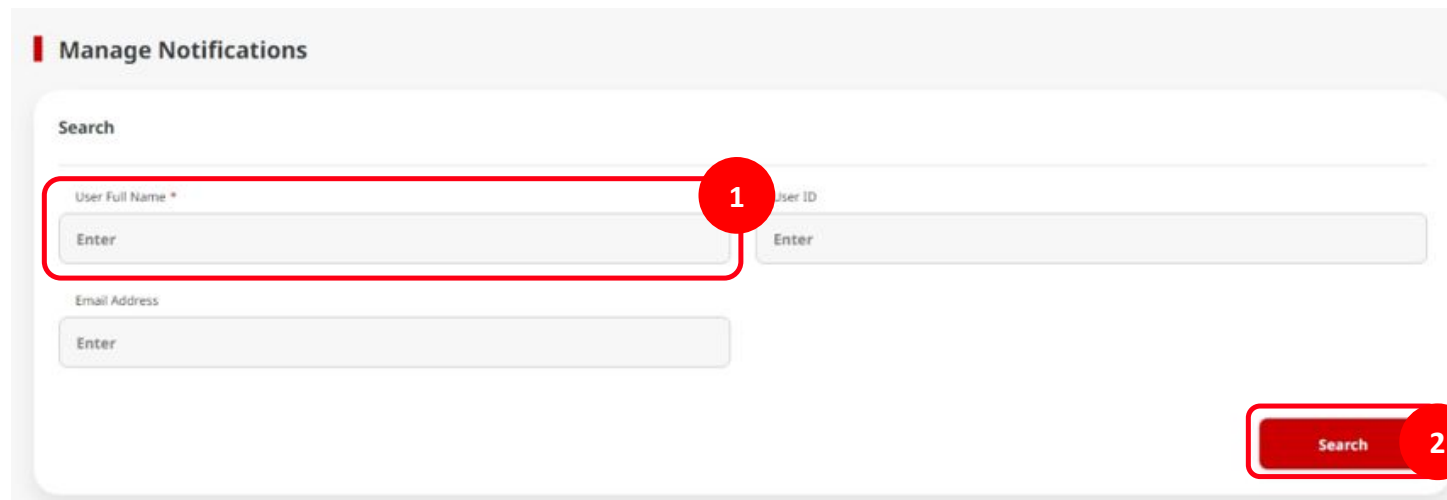
*System will show the **Dashboard** page*

1 Arahkan ke **Administration**

*Navigate to **Administration***

2 Klik **Manage Notification**

*Click **Manage Notification***



The screenshot shows a web form titled "Manage Notifications". It contains three input fields: "User Full Name *" (with a red circle and number 1), "User ID", and "Email Address". Each input field has a placeholder text "Enter". A red rectangle and number 2 highlight the "Search" button at the bottom right of the form.

Sistem akan **menampilkan**
halaman ***Manage Notification***

*System will show the **Manage Notification** page*

1 Lengkapi ***Details***

*Complete **Details***

2 Klik ***Search***

*Click **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**

System will show the **Listing** page

1 Klik **Edit**

Click **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**

System will show the **Details** page

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

User can edit **notification setup**

Manage Notifications > Details

Notification Setup

User Full Name
TESTERCFO1

Company Name
SATURN

User ID
TESTERCFO1

Email Address
test@cimb.com

Company ID
SATURN

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**

System will show the **Details** page

- 1 Klik **Settings** untuk mengubah:
Click **Settings** to change

a. **Generic Message**
Generic Message

b. **Cash Status**
Cash Status

Processed

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

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

Cancel Done

Sistem akan menampilkan halaman **Details**

*System will show the **Details** page*

- 1** Lengkapi seluruh **detail** yang dibutuhkan menyesuaikan dengan kebutuhan

Complete all detail that needed

- 2** Jika sudah, klik **Done**

*Once Ok, click **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
Report Generation Failure	Yes	Yes
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**

System will show the Review Details page

1 Jika sudah sesuai, klik **submit**

Once ok, click 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

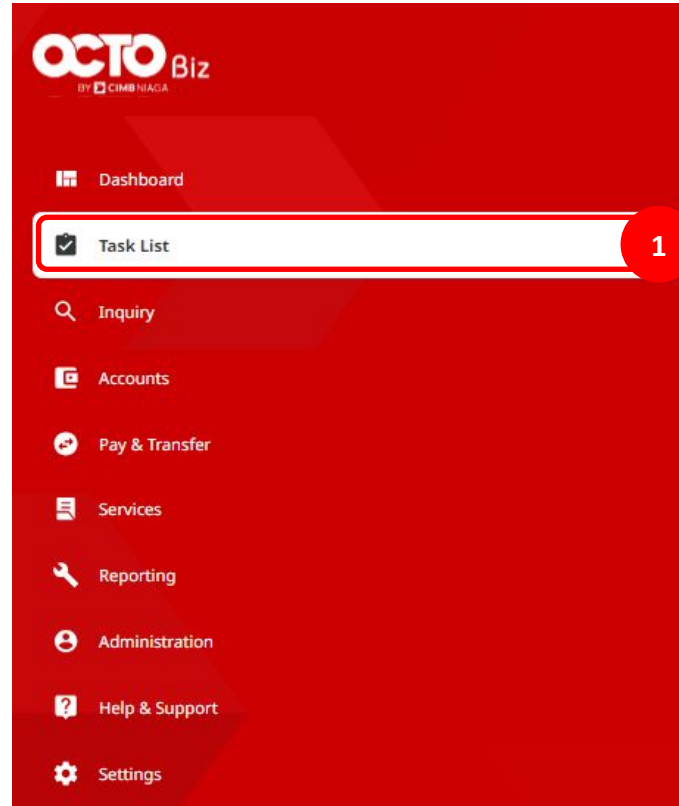
User Full Name	User ID	Company ID
TESTERCFO1	TESTERCFO1	SATURN
Company Name	Email Address	
SATURN	test@cimb.com	

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**

System will show the Acknowledgement page

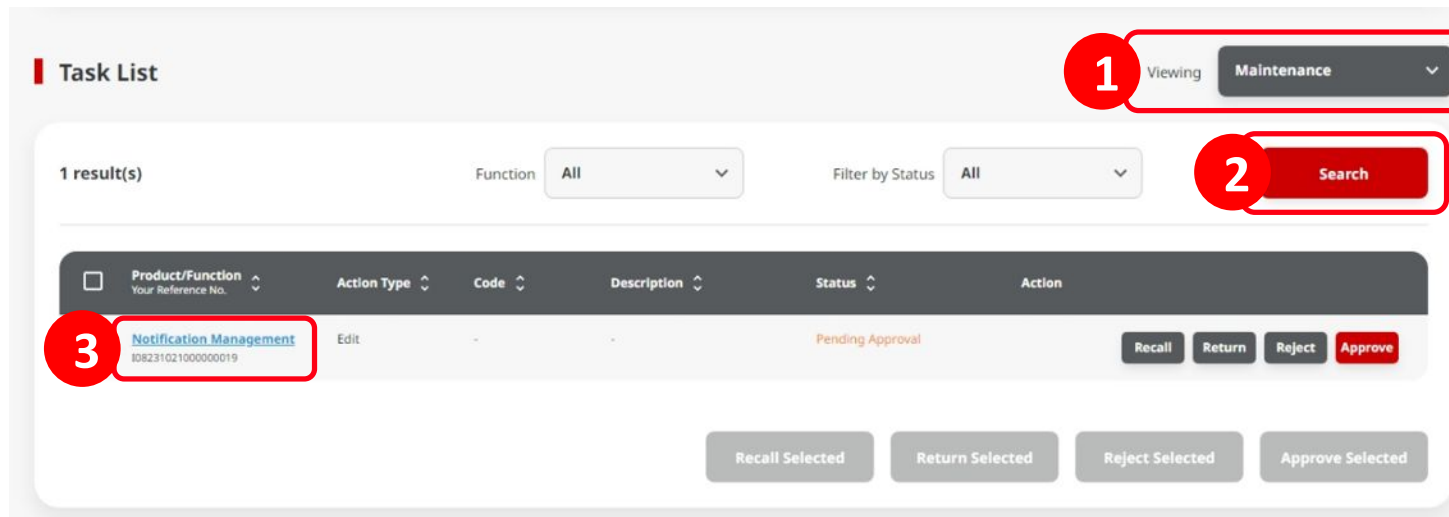


Arahkan ke **side menu**

Navigate to **side menu**

1 Klik **task List**

Click **Task List**



Sistem akan menampilkan halaman **task list**

System will show the **Task List** page

1 Klik **task List**

Click **Task List**

2 Pilih **Maintenance** sebagai viewing

Choose **Maintenance** as viewing

3 Pilih transaksi yang akan di **approve**

Choose **Transaction**

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

Reje

1

Approve



Sistem akan menampilkan *detail*

*System will show the **Detail page***

- 1 Periksa seluruh detail transaksi, jika sudah sesuai klik **approve**

*Check all details. Once Ok, click **Approve***

- 2 Klik tombol **Yes**

*Click **Yes***

LANGKAH

14

Manage Notifications > Acknowledgement Page

Change(s) approved

Reference No. : 108231021000000019

Approved On : 21 Oct 2023 12:50:45 WIB



Notification Setup

User Full Name

TESTERCFO1

User ID

TESTERCFO1

Company ID

SATURN

Company Name

SATURN

Email Address

test@cimb.com

Notification Configuration

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

Sistem akan menampilkan halaman **Acknowledgement**

System will show the Acknowledgement page



OCTO Biz
BY  **CIMB NIAGA**

