

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white sans-serif font, and 'Biz' is in a smaller, white sans-serif font.

Transaction

Save as Draft

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Save as Draft

Transaction – Save as Draft adalah modul untuk Menyimpan detail transaksi sebelum dijalankan (**submit**).

03

Save as Draft

34

Draft Action

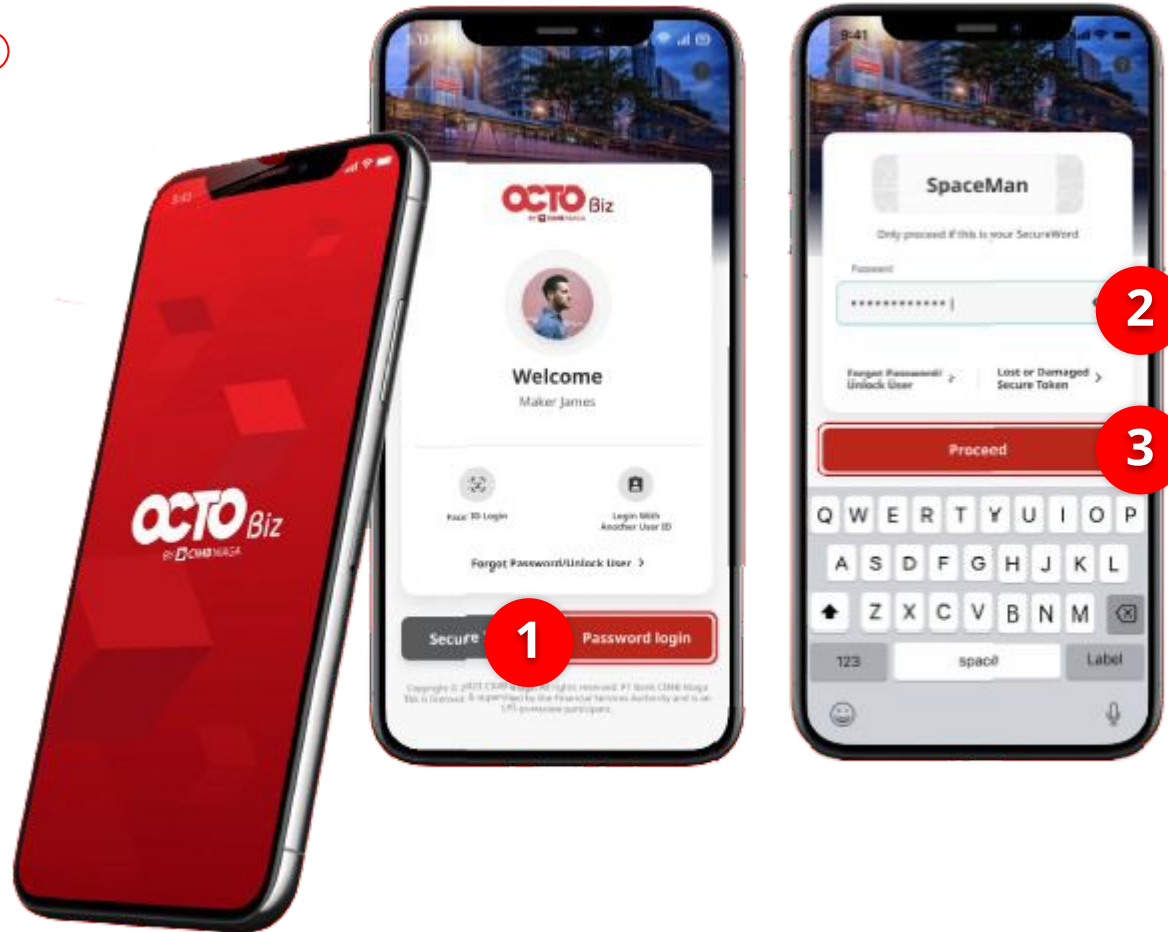
Save as Draft

Create Transaction

LANGKAH

01

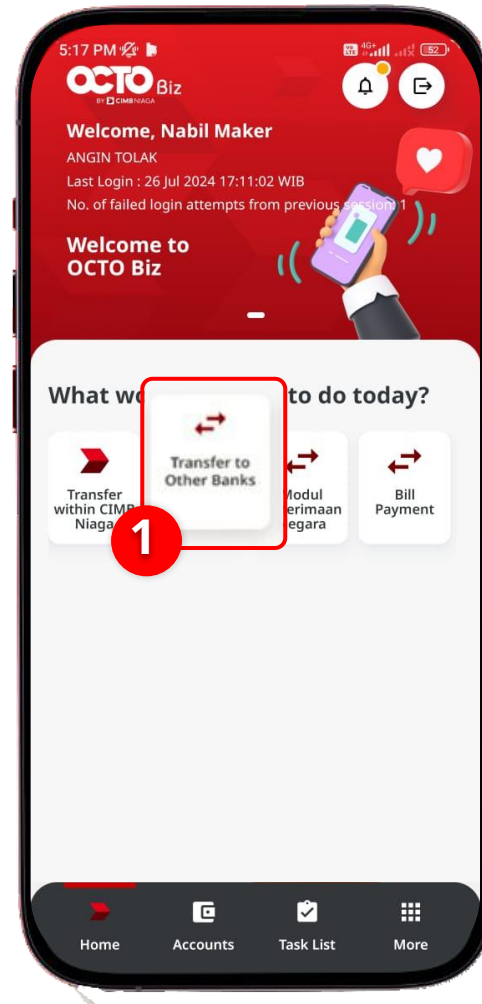
MAKER



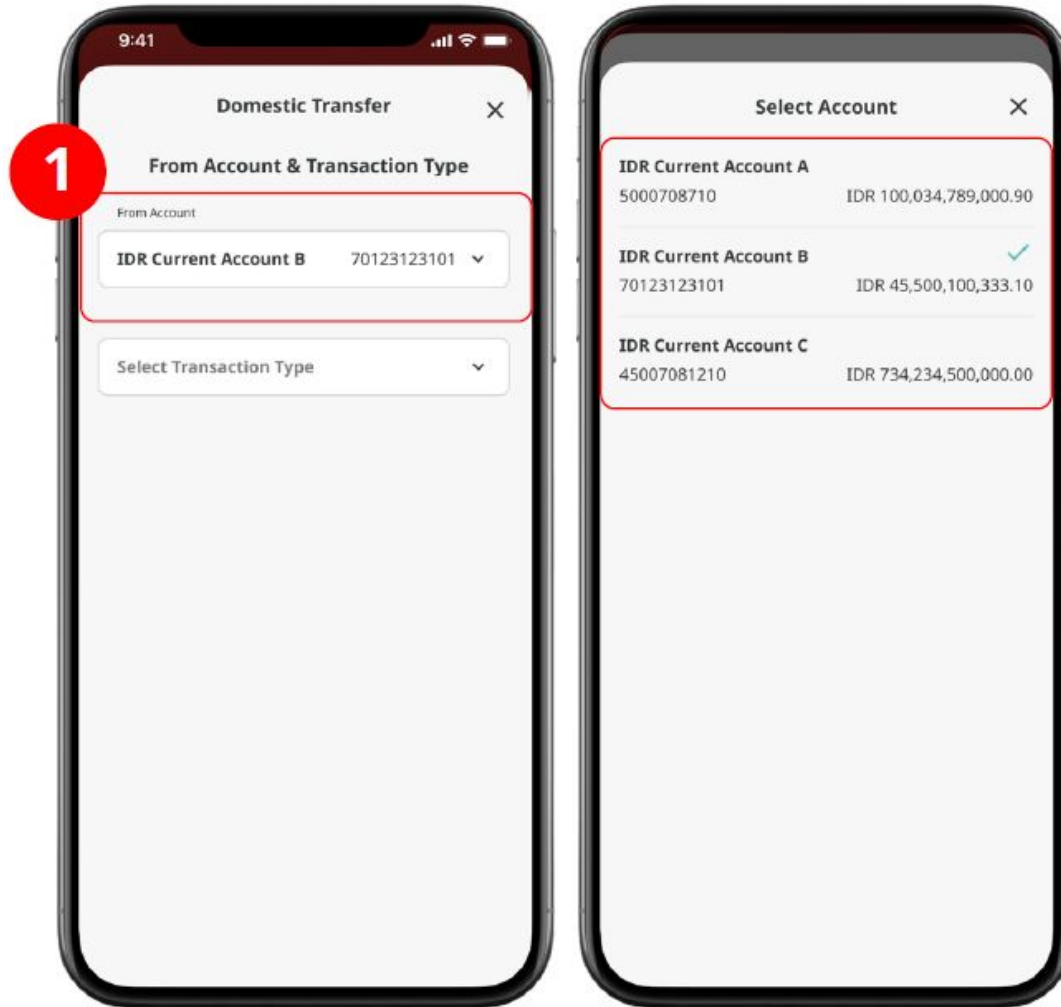
Create Transaction | Save as Draft

Menu: Transfer to Other Banks

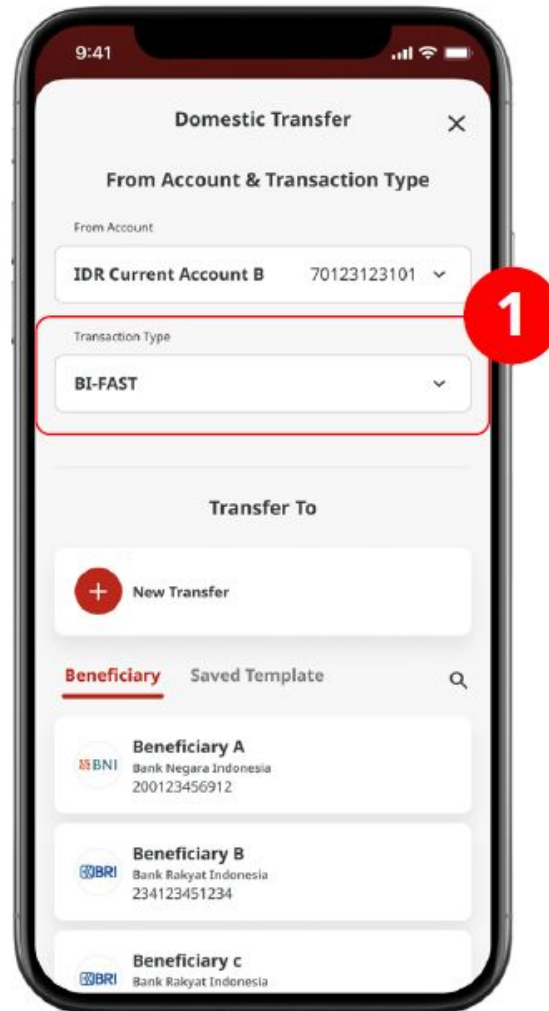
- 1 Klik **Password Login**
- 2 Masukkan **Password**
- 3 Klik **Proceed**



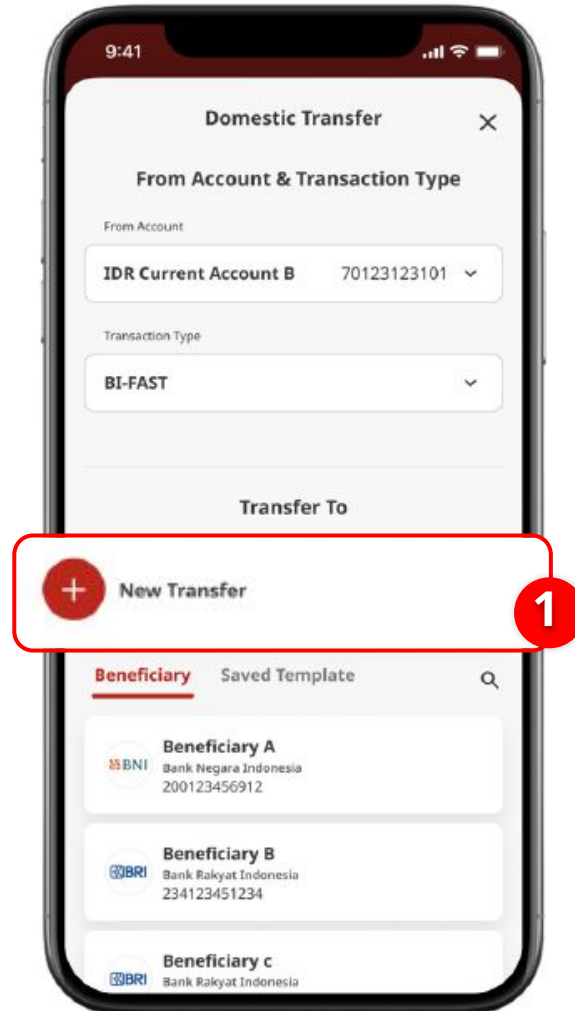
1 Klik ***Transfer to Other Banks***



1 Pilih **From Account** dan Pilih **Sumber Dana**



- 1 Pilih **Save as Draft** sebagai *Transaction Type*



1 Pilih *Transfer to*

LANGKAH

06a

MAKER

OPSIONAL

Create Transaction | Save as Draft

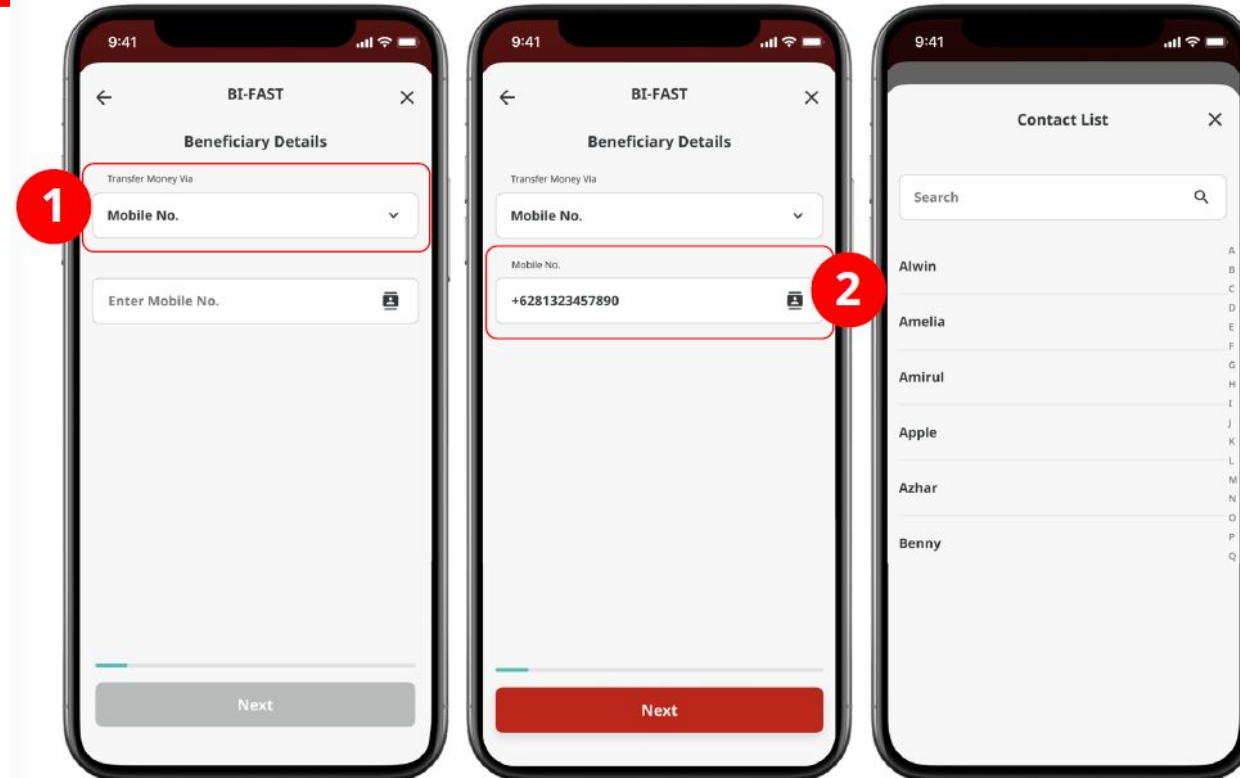
Menu: Transfer to Other Banks

The image shows three sequential mobile app screens for a BI-FAST transaction. The first screen, titled 'Transfer Via', has a red box around the 'Bank Account No.' field, with a red circle containing the number '1' next to it. The second screen, titled 'Beneficiary Details', has a red box around the 'Bank Account No.' field. The third screen, also titled 'Beneficiary Details', has a red box around the 'Next' button at the bottom, with a red circle containing the number '2' next to it.

Jika ***Via Bank Account***

1 Pilih ***Bank Account***

2 Klik ***Next***



Jika ***Via Mobile Number***

- 1** Pilih ***Transfer via Mobile No.***
- 2** Pilih **Nomor Tujuan** dengan memilih ***Mobile No.***

LANGKAH

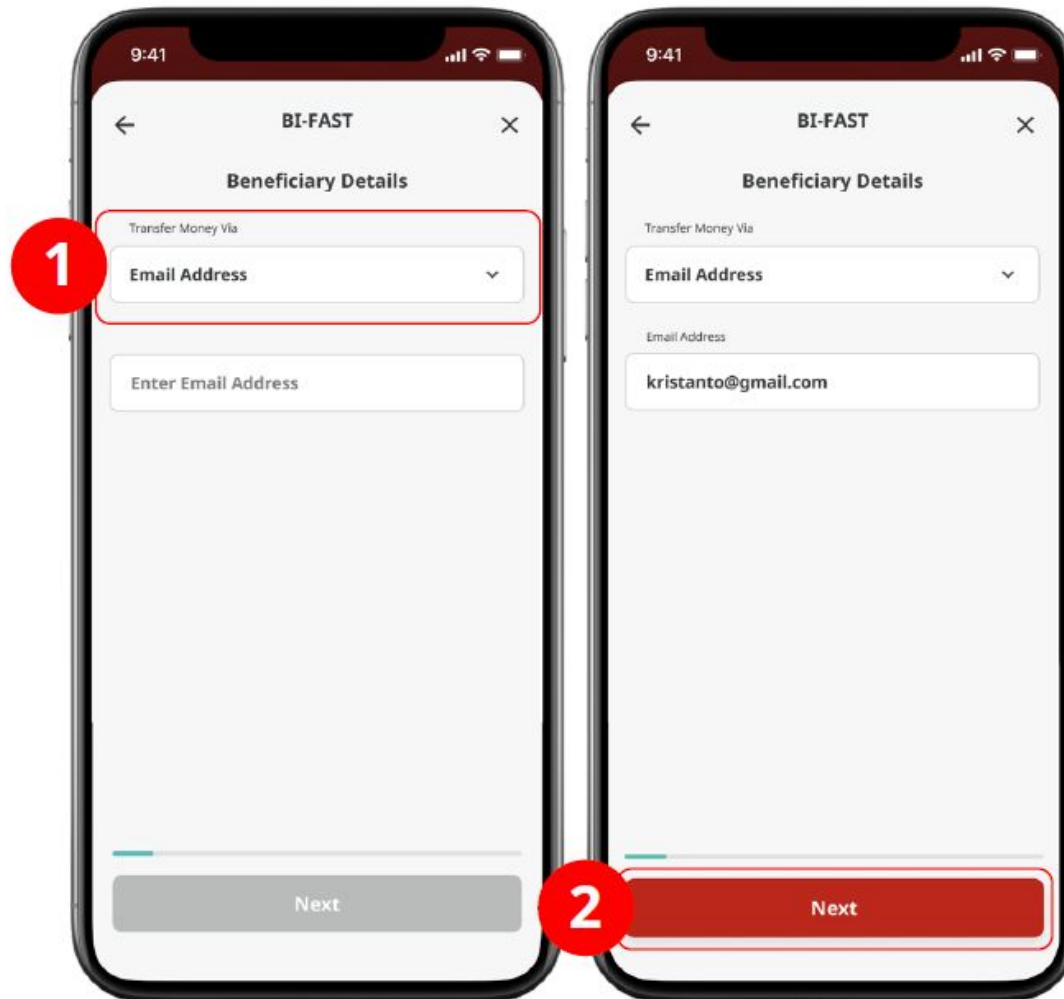
06c

MAKER

OPSIONAL

Create Transaction | Save as Draft

Menu: Transfer to Other Banks



Jika ***Via Email Address***

- 1** Pilih ***Transfer via Email Address***
- 2** Masukkan ***Email Address***

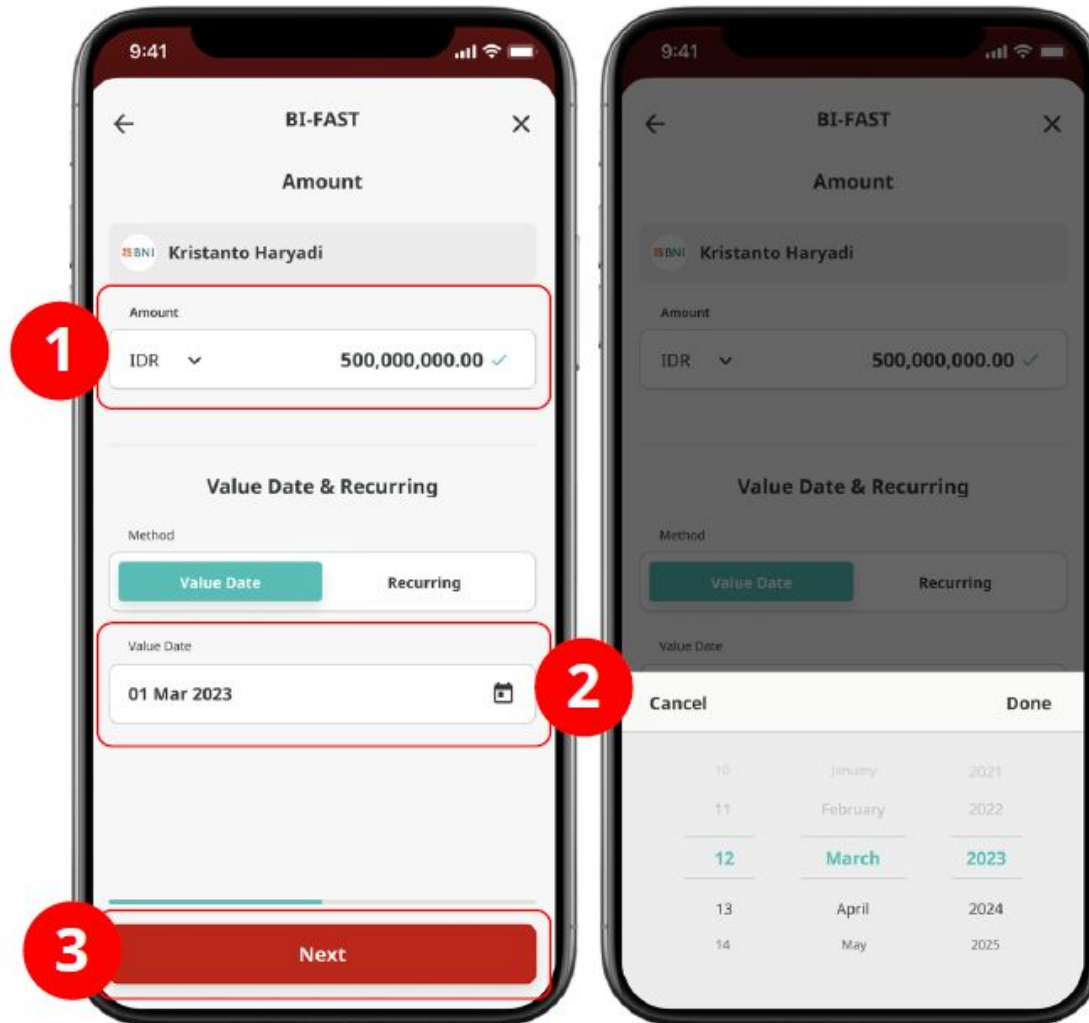
LANGKAH

07

MAKER

Create Transaction | Save as Draft

Menu: Transfer to Other Banks



1 Masukan **Nominal Transfer**

2 Pilih **Tanggal Pengiriman**

3 Klik **Next**

LANGKAH

08

MAKER

Create Transaction | Save as Draft

Menu: Transfer to Other Banks

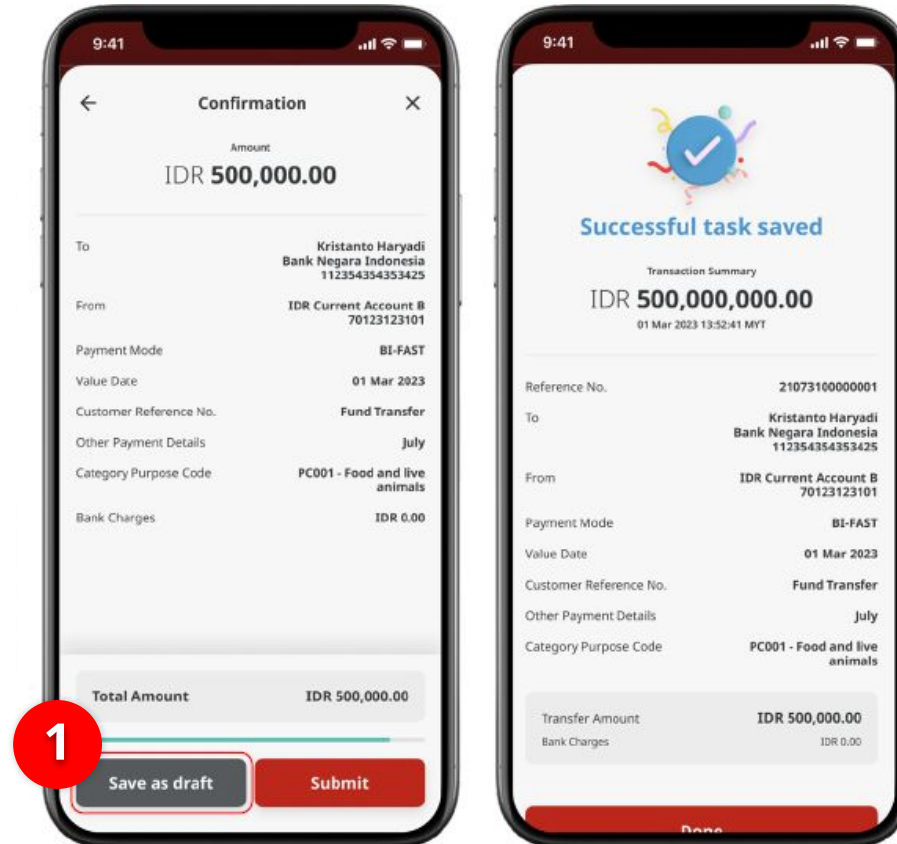
The image shows two smartphone screens side-by-side, illustrating the steps for creating a transaction in the BI-FAST app.

Left Screen (Step 1): The screen is titled "BI-FAST" and "Other Details". It contains several input fields: "Customer Reference No." (empty), "Fund Transfer" (selected), "Other Payment Details (Optional)" with "July" entered, "Category Purpose Code" with "PC001 - Food and live animals" selected, and "Charges Borne by (If any)" (empty). Below these is a "Payment Advice" section with "No Advice" and "Simple Advice" buttons. At the bottom, there is a "Note" section and a red "Next" button. A red circle with the number "1" is placed over the top left corner of the screen.

Right Screen (Step 2): The screen is titled "Category Purpose Code". It has a search bar with "PC0" entered. Below the search bar, there are three options: "PC001 - Food and live animals" (checked with a green checkmark), "PC002 - Beverages and tobacco", and "PC003 - Crude materials, inedible, except fuels". A keyboard is visible at the bottom of the screen. A red circle with the number "2" is placed over the bottom left corner of the screen.

1 Lengkapi **Other Details**

2 Klik **Next**



- 1 Untuk menyimpan transaksi sebagai *draft*, klik ***Save as Draft***

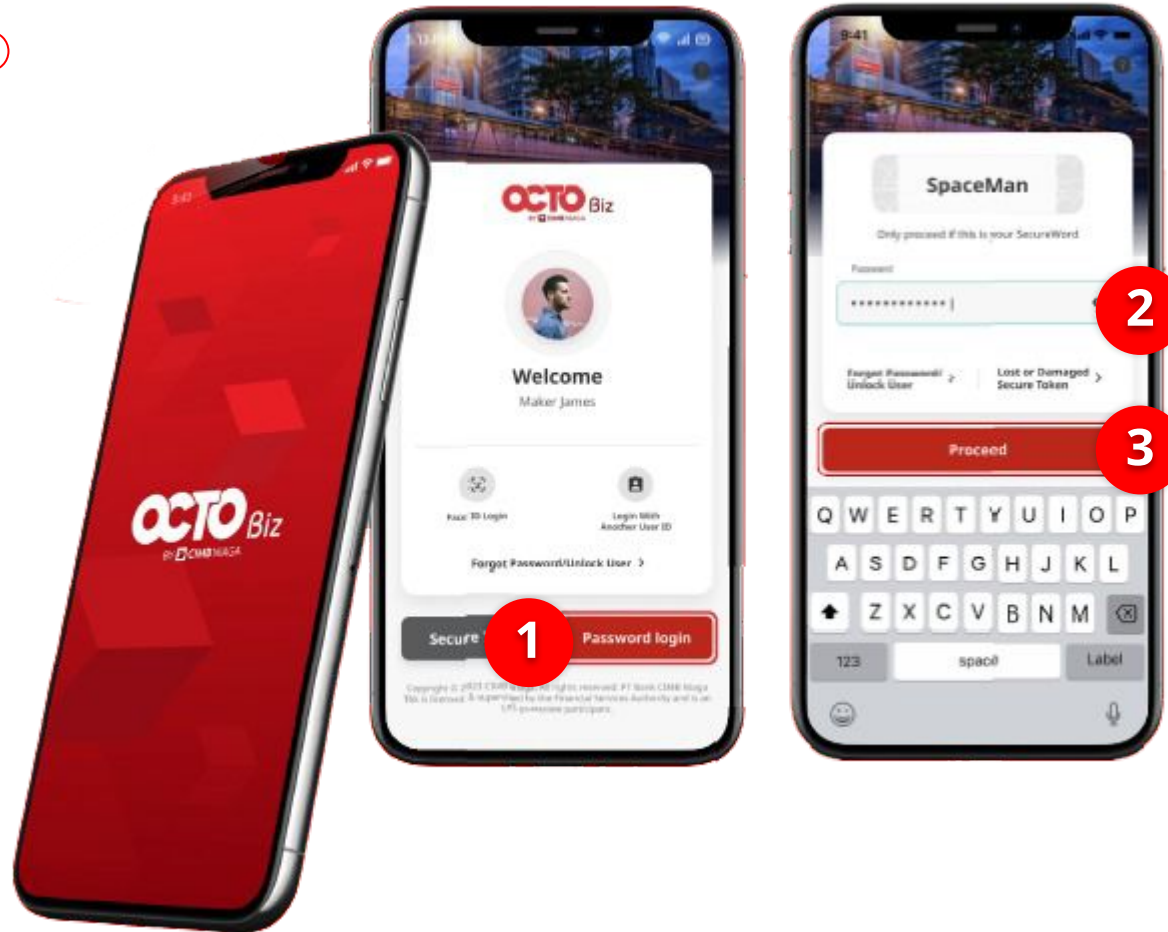
Save as Draft

Draft Action

LANGKAH

01

MAKER



Create Transaction | Save as Draft

Menu: Transfer to Other Banks

- 1 Klik **Password Login**
- 2 Masukkan **Password**
- 3 Klik **Proceed**

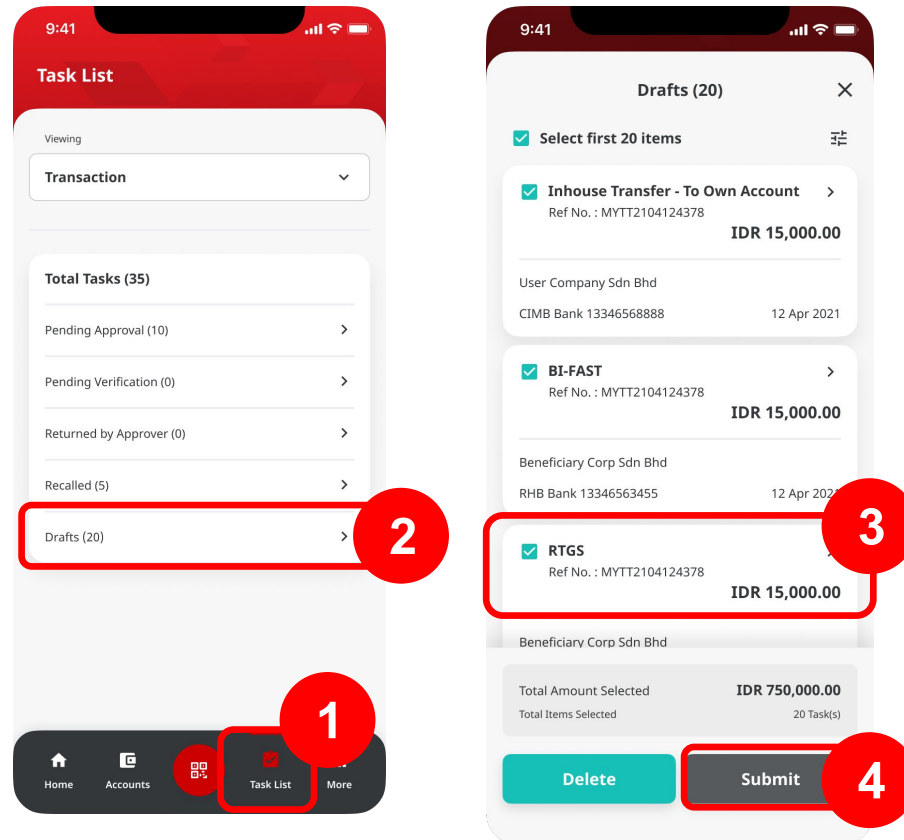
LANGKAH

02

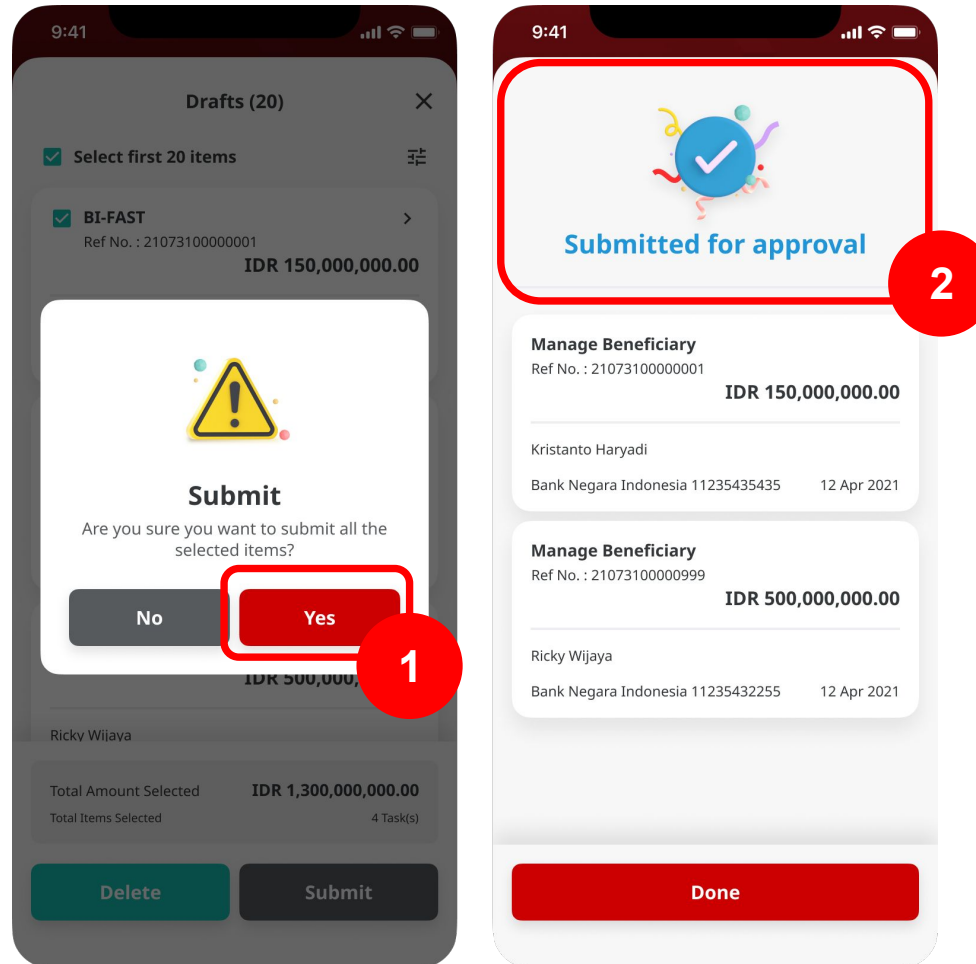
MAKER

Create Transaction | Save as Draft

Menu: Transfer to Other Banks



- 1 Klik **Task List**
- 2 Pilih **Drafts**
- 3 Pilih **transaksi** yang akan di *submit*
- 4 Klik **Submit**



1 Klik **yes**

2 Sistem akan menampilkan halaman ***acknowledgement***

Save as Draft

Approve Transaction

Mobile Token

Hard Token

Save as Draft

Approve Transaction

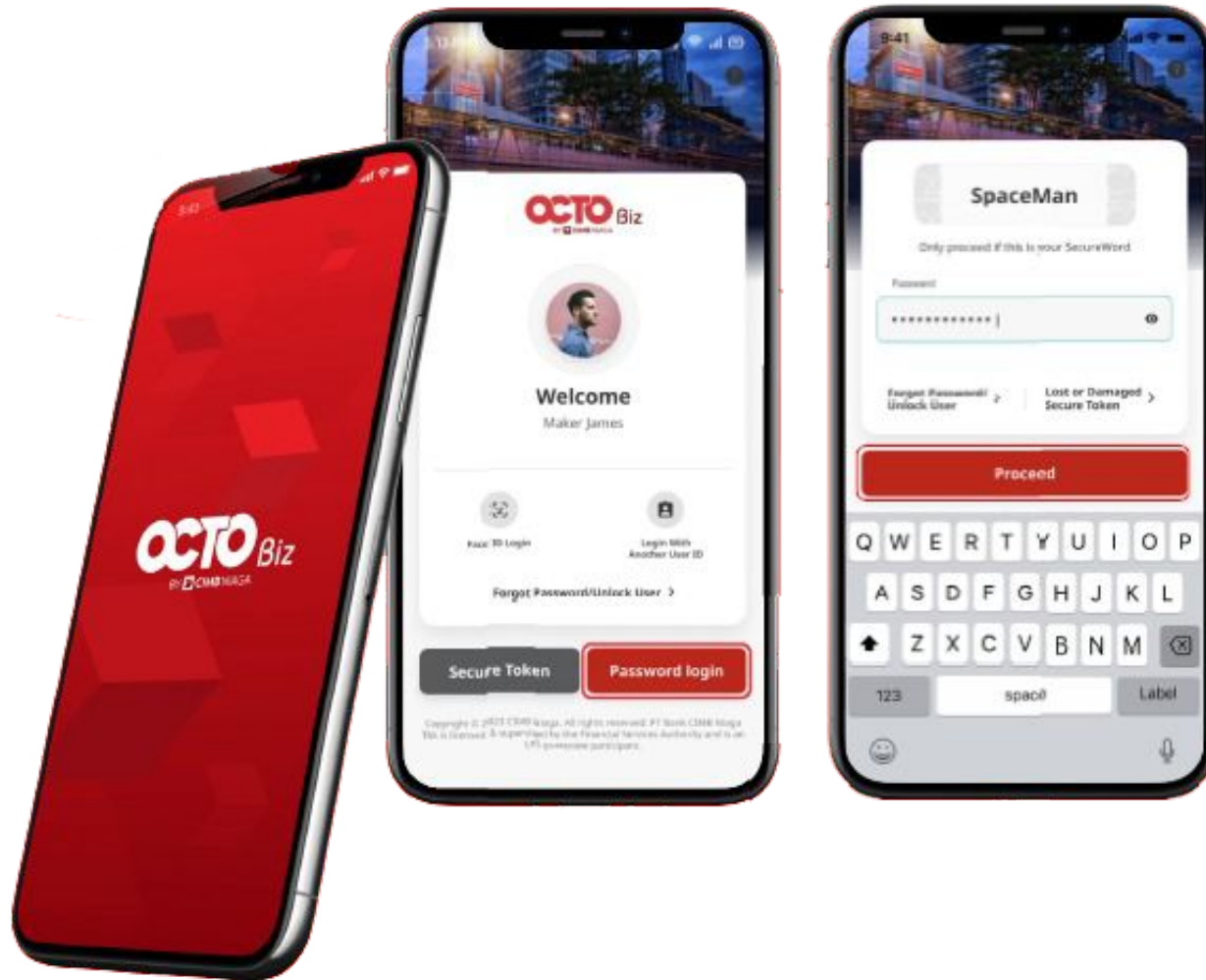
Mobile Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**

LANGKAH

01

APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**

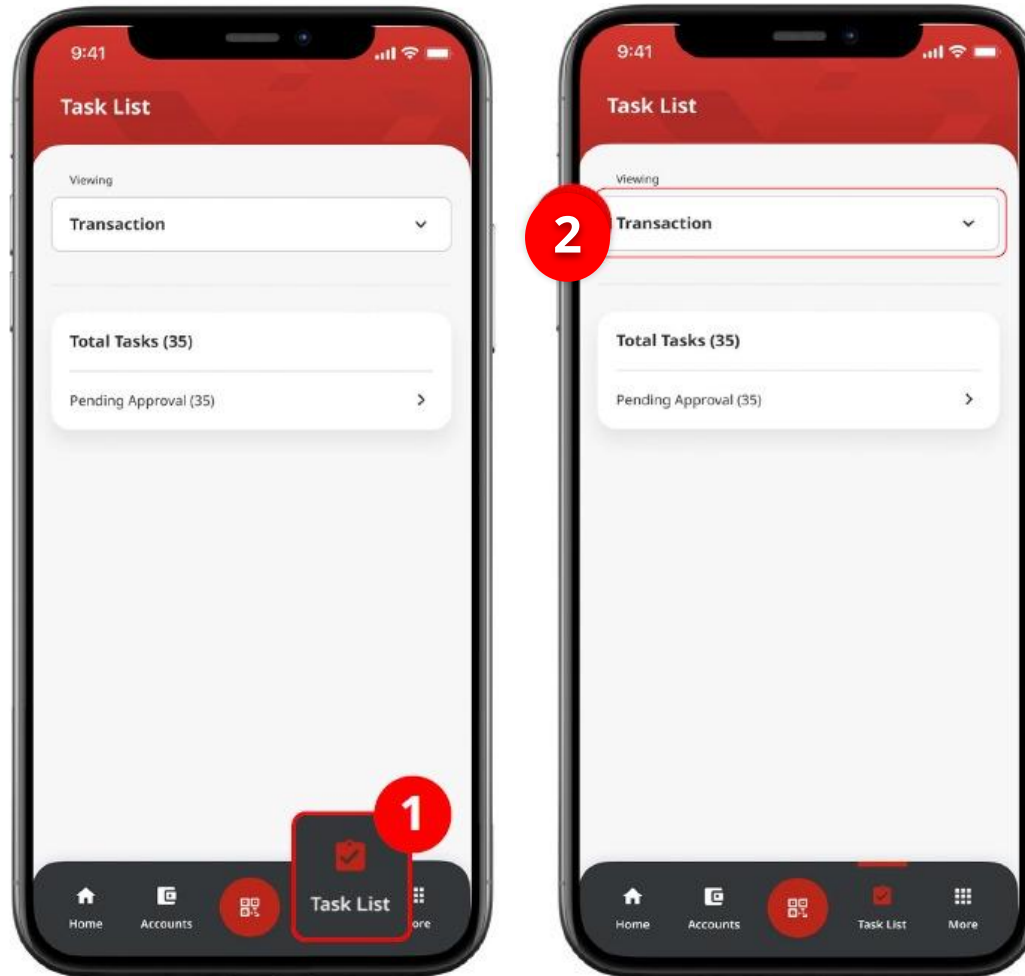
LANGKAH

02

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



- 1 Arahkan pada menu dibawah, **klik *Task List***
- 2 Pilih ***Transaction*** sebagai *Viewing*

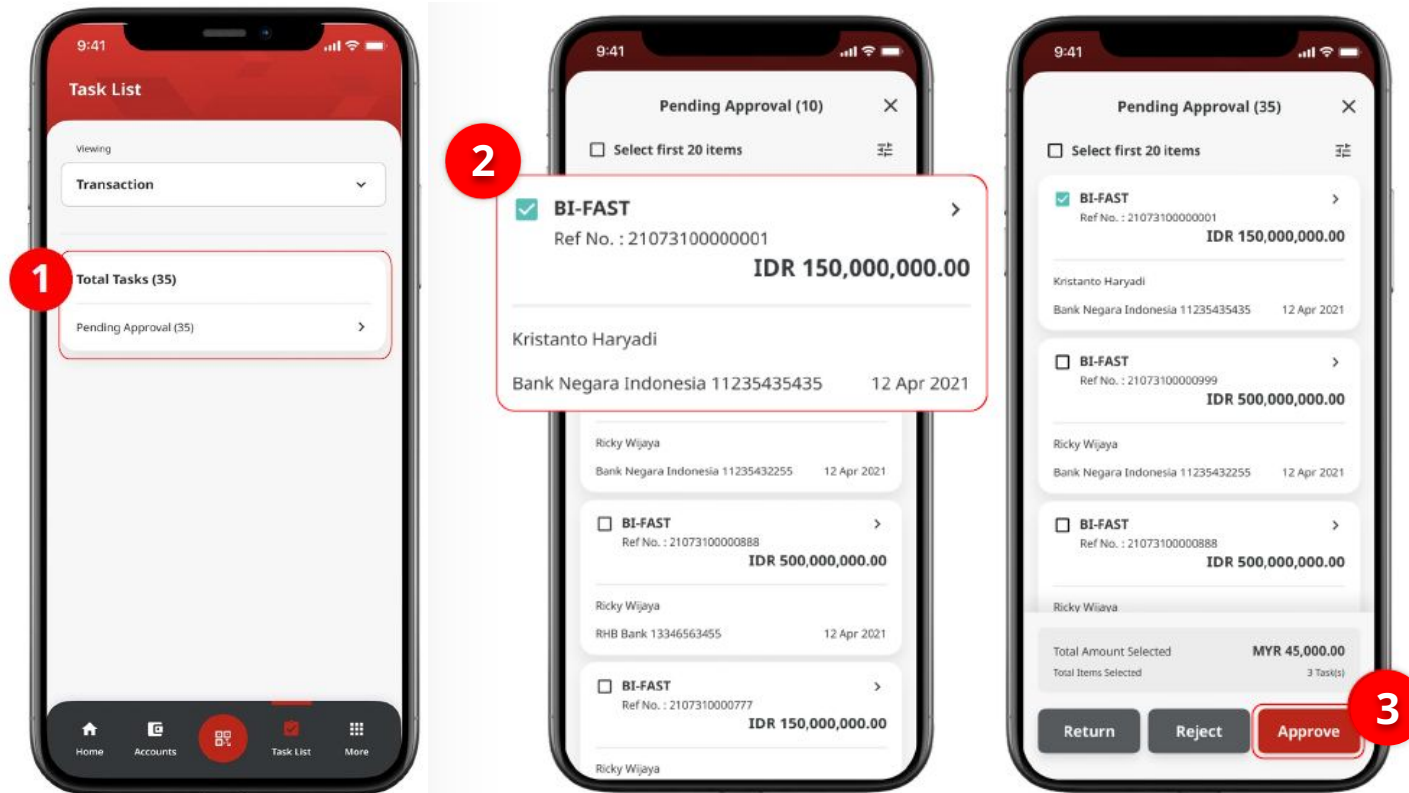
LANGKAH

03

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



- 1 Pilih **Pending Approval**
- 2 Pilih Transaksi yang ingin di **Approve**
- 3 Tinjau Transaksi, Klik **Approve**

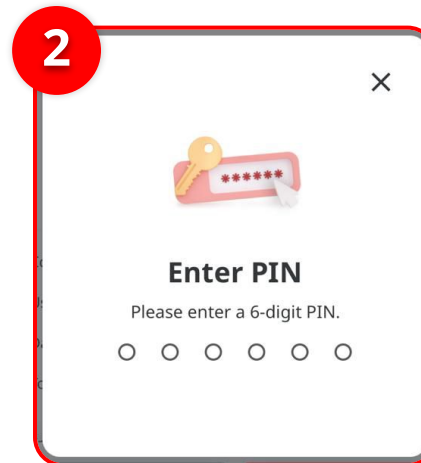
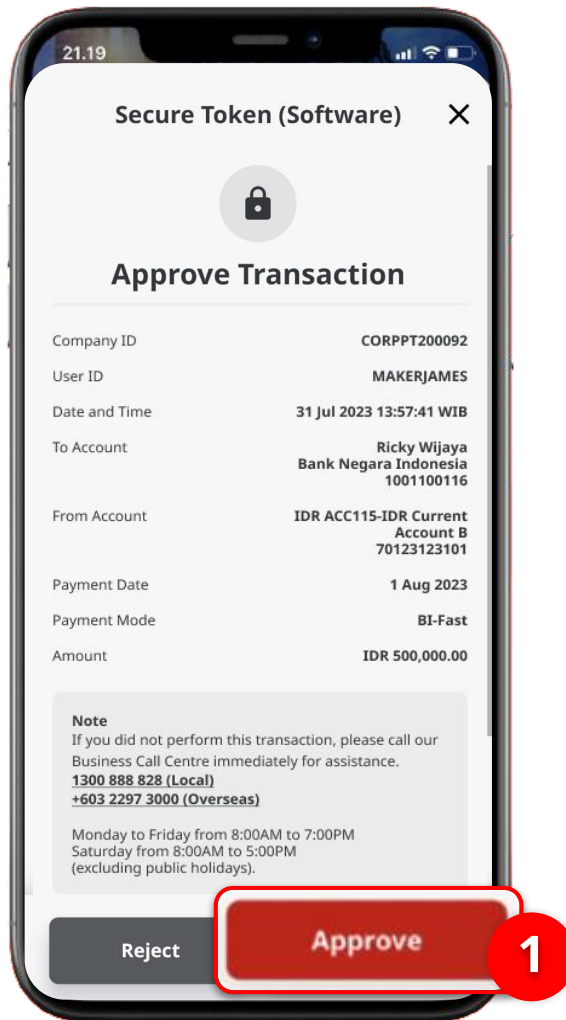
LANGKAH

04

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



1 Klik Tombol *Approve*

2 Isi **6-Digit Pin**

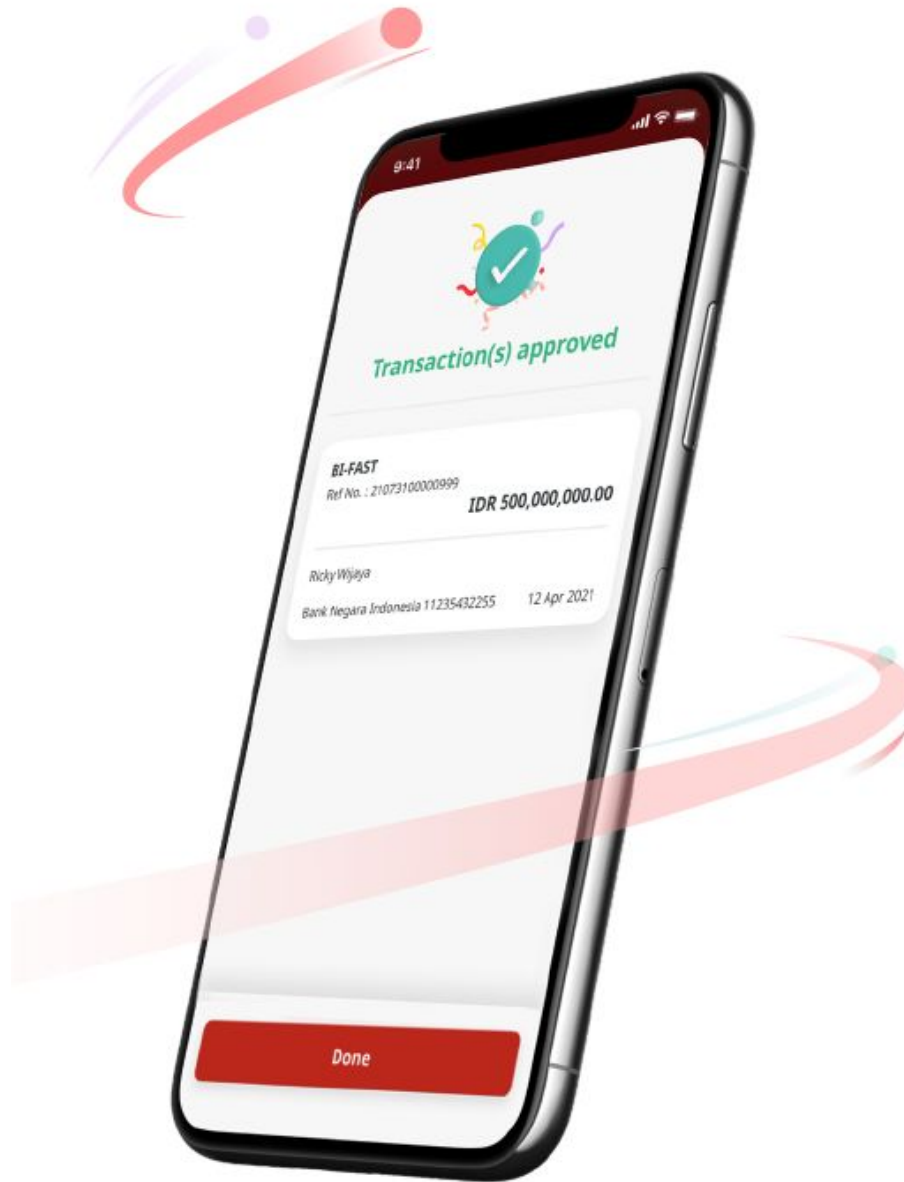
LANGKAH

05

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



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

Save as Draft

Approve Transaction

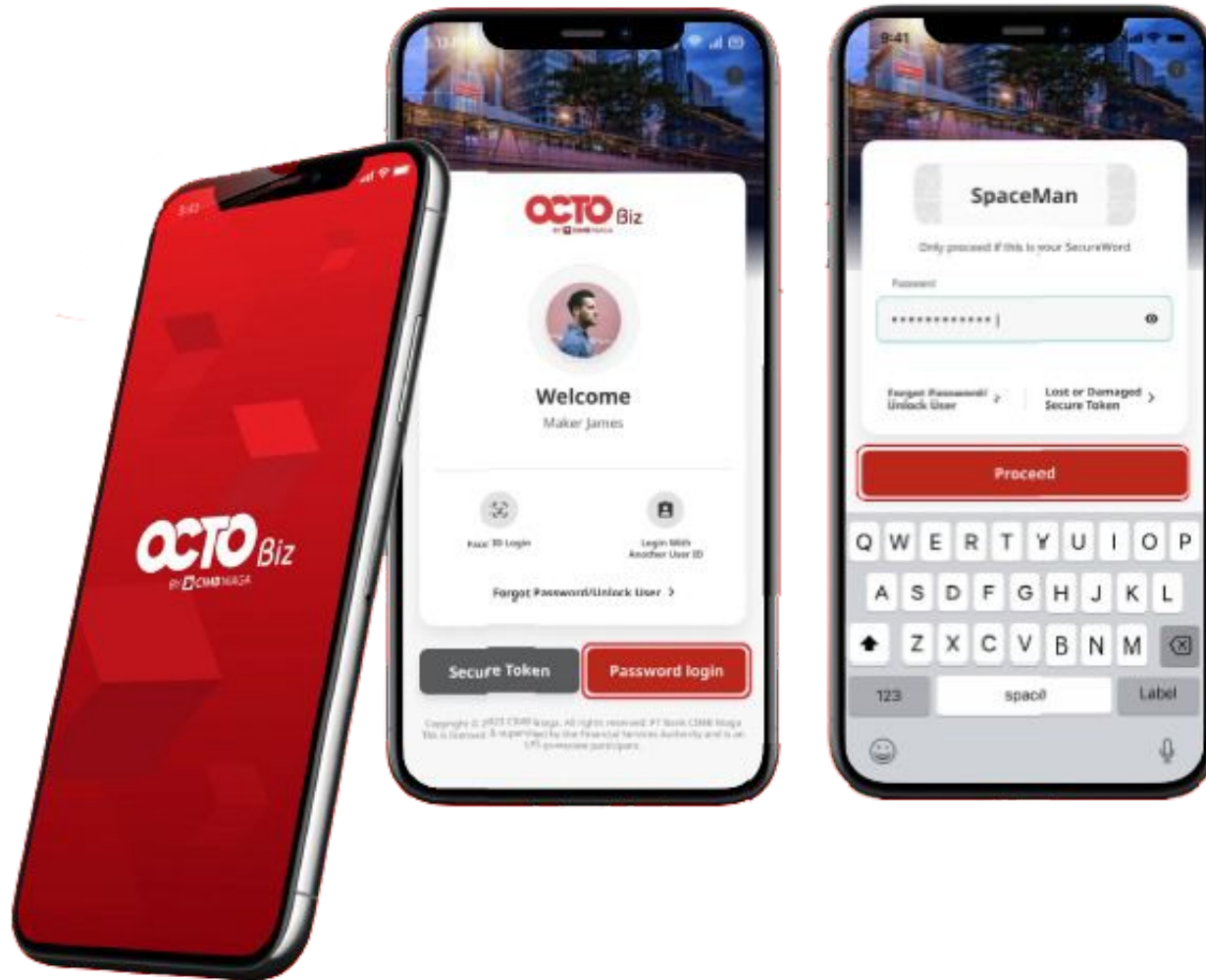
Hard Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**

LANGKAH

01

APPROVER



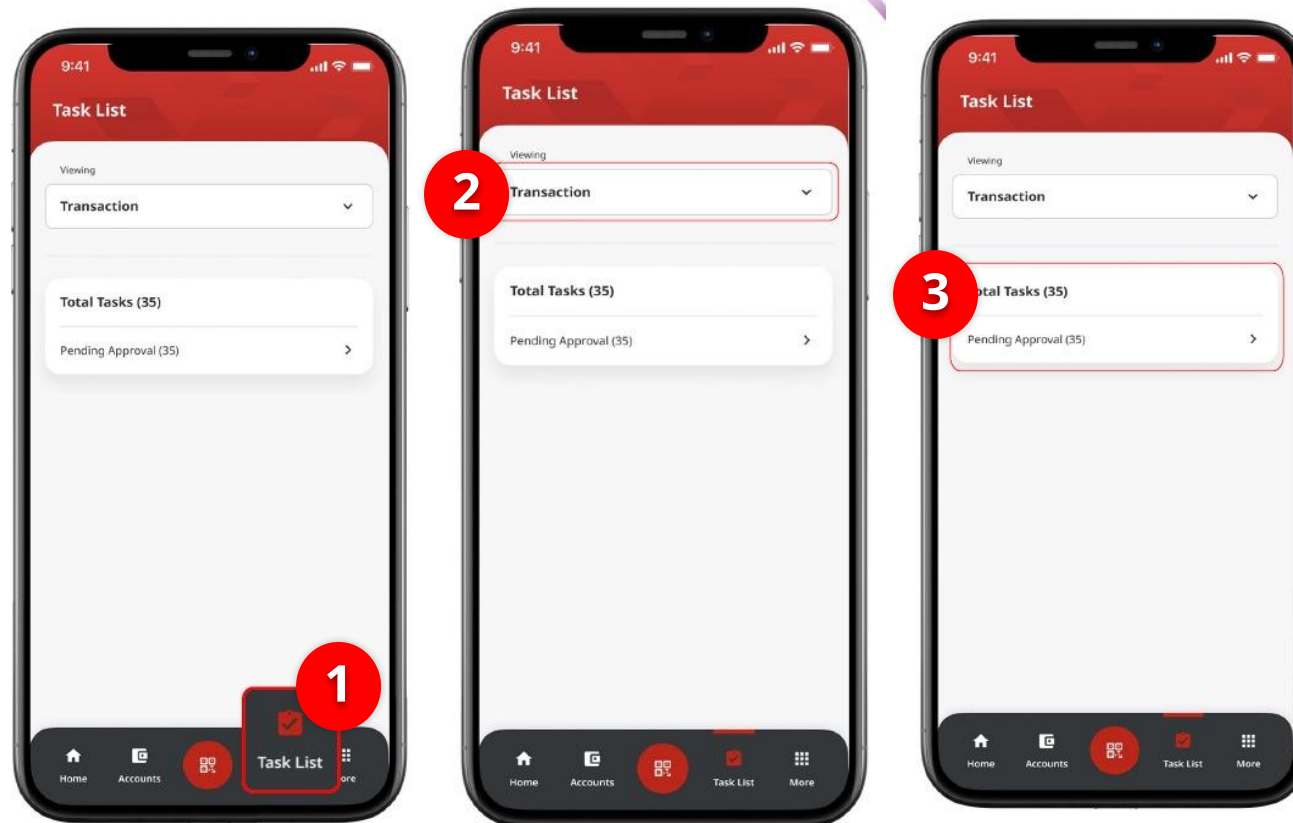
Approve Transaction | Save as Draft

Menu: Task List > Approve

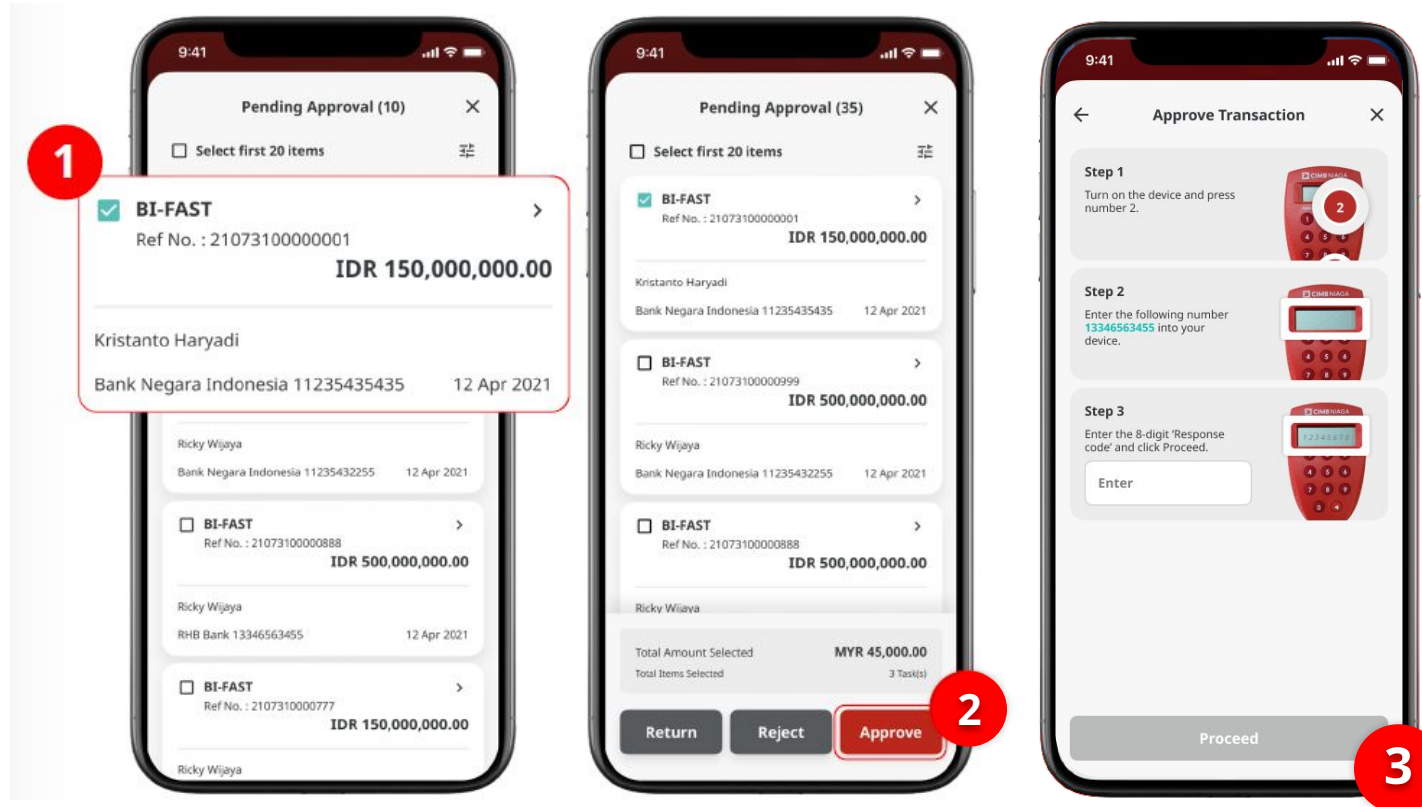
Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



- 1 Arahkan pada menu dibawah, **klik *Task List***
- 2 Pilih ***Transaction*** sebagai *Viewing*
- 3 Pilih ***Pending Approval***



- 1 Pilih Transaksi yang ingin di **Approve**
- 2 Tinjau Transaksi, Klik **Approve**
- 3 Akan muncul **Halaman Approve Transaction**



- 1** Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**
- 2** Masukkan **Secure Pin Number**
- 3** Jika **Pin Benar**, sistem akan menampilkan **"APLLI"** pada layar perangkat.
- 4** Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Step 2

Enter the following number into your device.

35710833

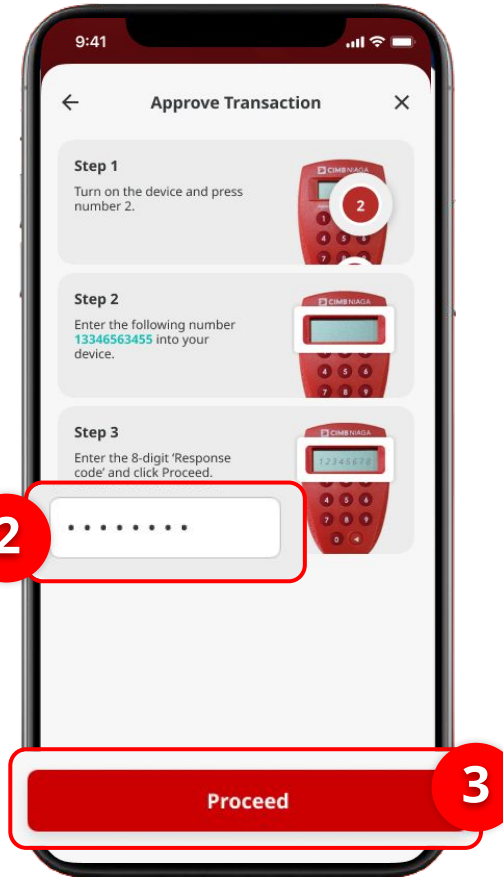


- 1 Masukan **Kode** yang muncul di **Pop-Up Box Mobile**
- 2 Klik Tombol **Play**

LANGKAH

06

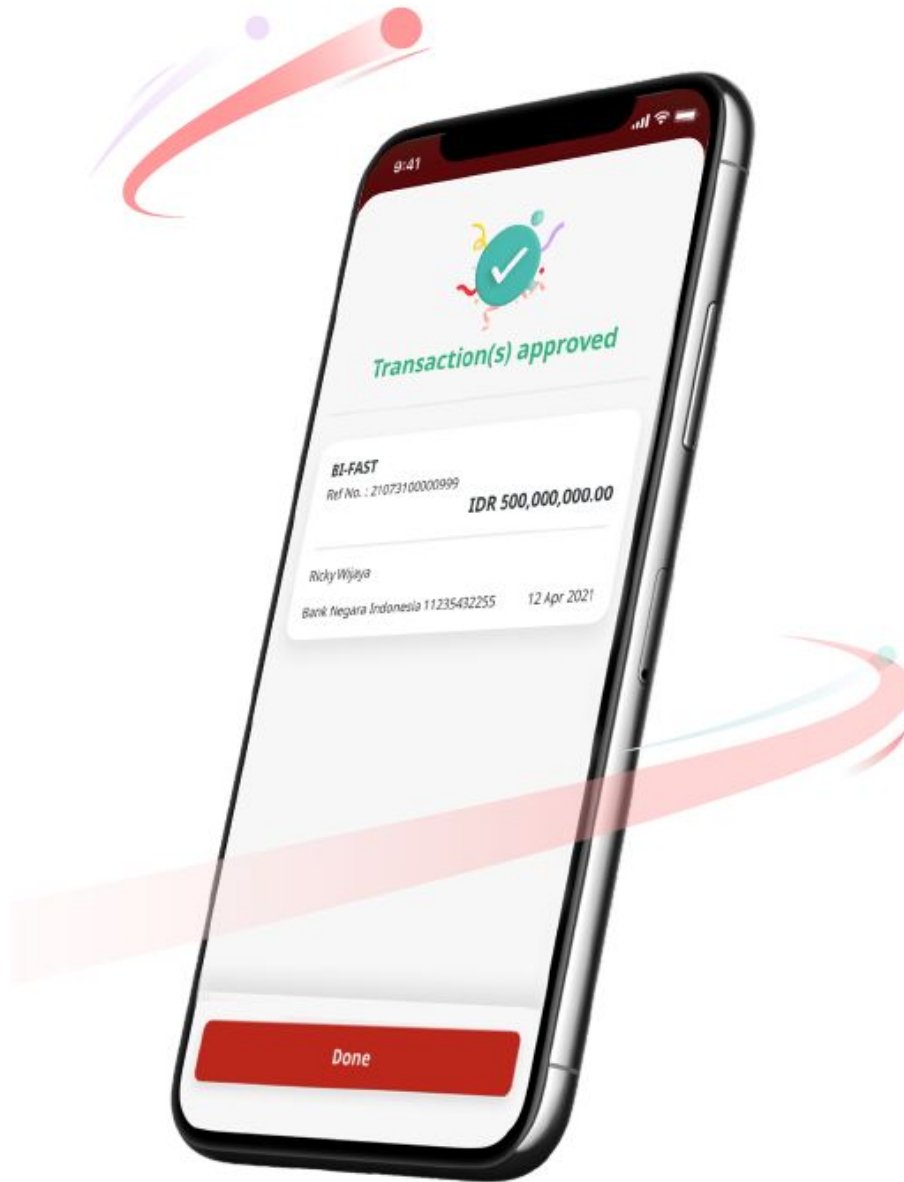
APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

- 1 Perangkat **Hard Token** akan menampilkan 8-Digit Kode
- 2 Masukkan **Kode** ke **Box Approve Transaction**
- 3 Klik **Proceed**



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



OCTO Biz
BY  **CIMB NIAGA**

