

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

Transaction

Approve Transaction

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Approve Transaction

Approval Process - *Approval Process* adalah modul yang digunakan ketika pemberi persetujuan melakukan persetujuan atas transaksi:
Approval Process - *Approval Process* is a module used when the approver approves a transaction:

1. *Web*
2. *Mobile (Push Notification)*
3. *Mobile (login Mobile)*

03

**Via Halaman
Details**

18

**Via Listing Task
List**

Approve Transaction

Via Halaman Details

Mobile Token

Hard Token

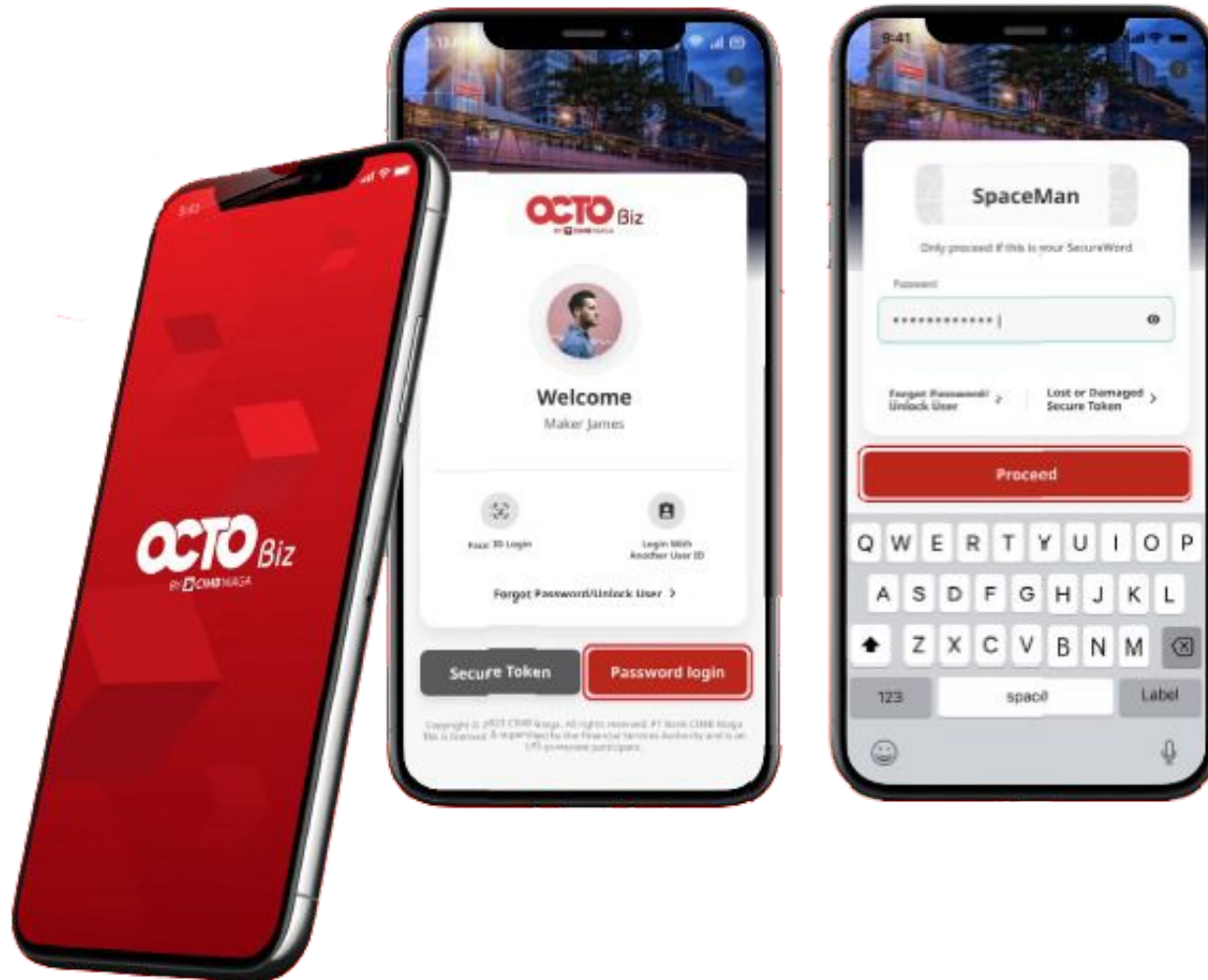
Approve Transaction

Via Halaman Details

Mobile Token

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

Approval Transaction process using mobile token



Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

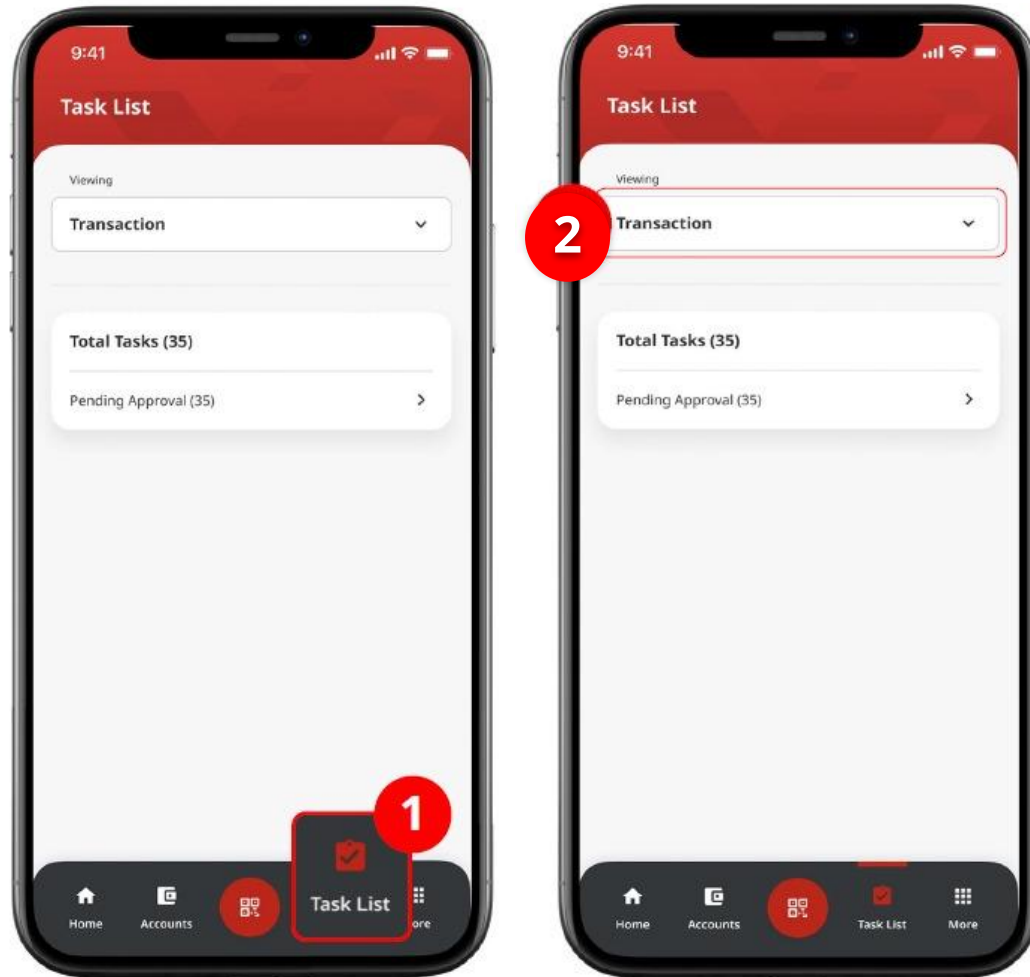
2 Klik **Proceed**

Click **Proceed**

LANGKAH

01

APPROVER



Approve Transaction | Approve Transaction

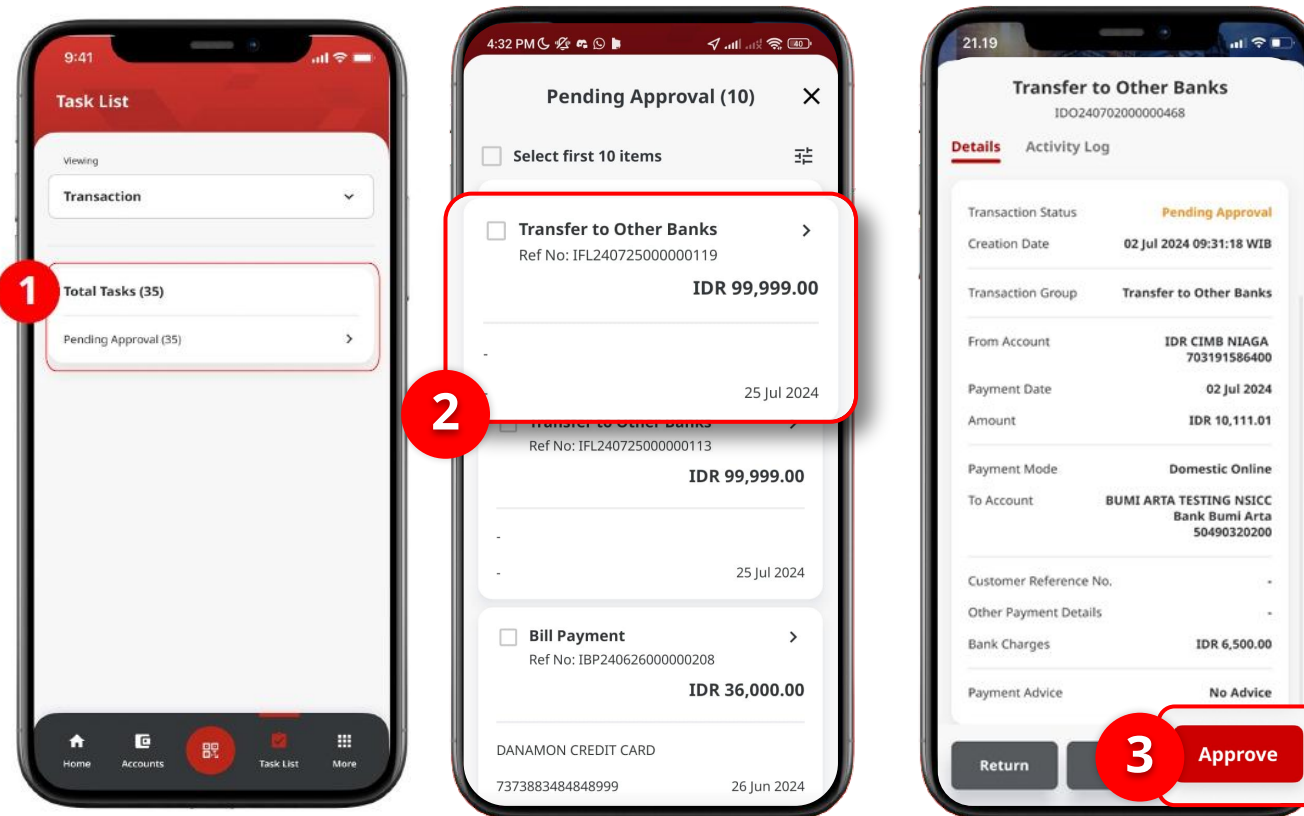
Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, klik **Task List**

*Navigate to bottom menu, click **Task List***

- 2 Pilih **Transaction** sebagai **Viewing**

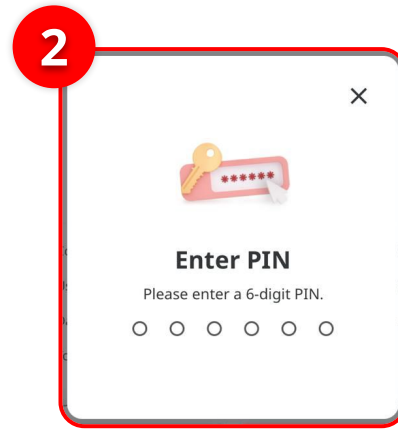
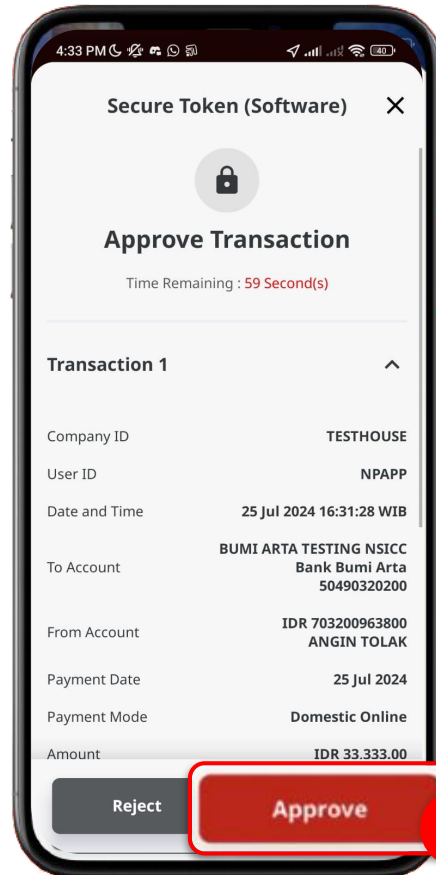
*Choose **Transaction** as **Viewing***



1 Pilih **Pending Approval**
Choose Pending Approval

2 Pilih Transaksi yang ingin di **Approve**
Choose transaction

3 Tinjau Transaksi, Klik **Approve**
Review transaction, click approve

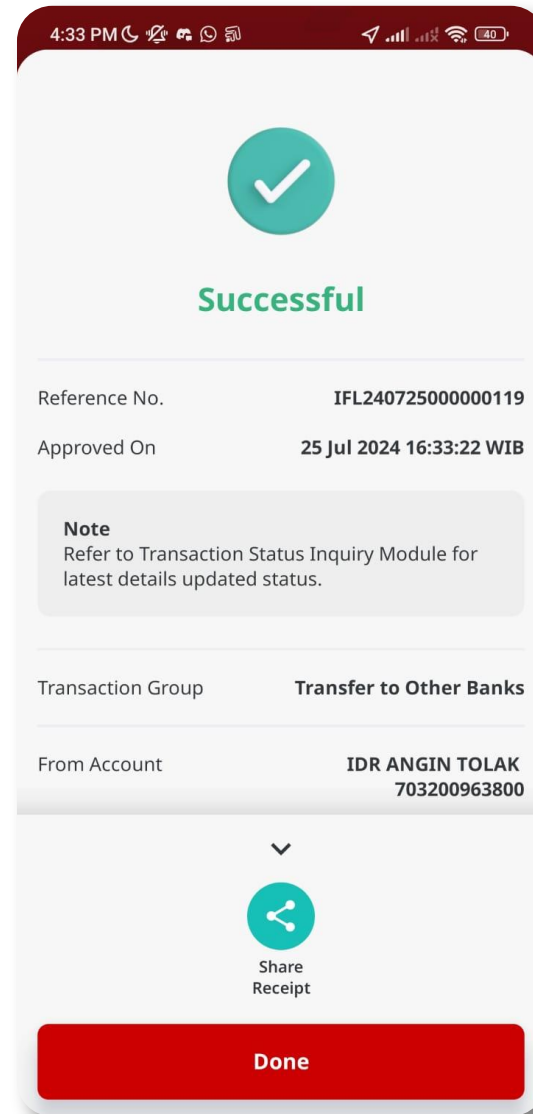


1 Klik **Tombol Approve**

*Click **Approve***

2 Isi **6-Digit Pin**

*Input **6-Digit Pin***



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

*Once succeed, system will show the **acknowledgement page***

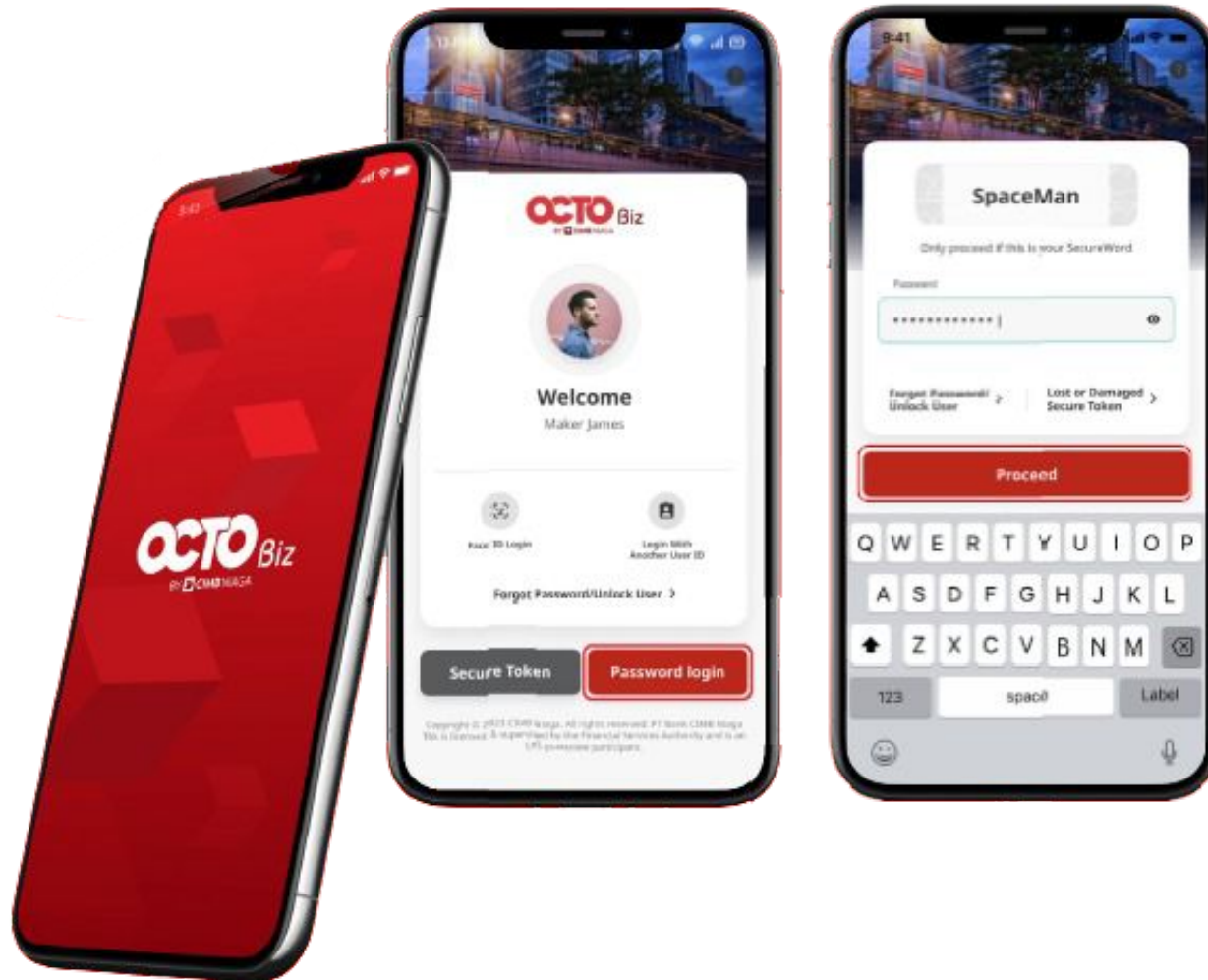
Approve Transaction

Via Halaman Details

Hard Token

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

Approval Transaction process using hard token



Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

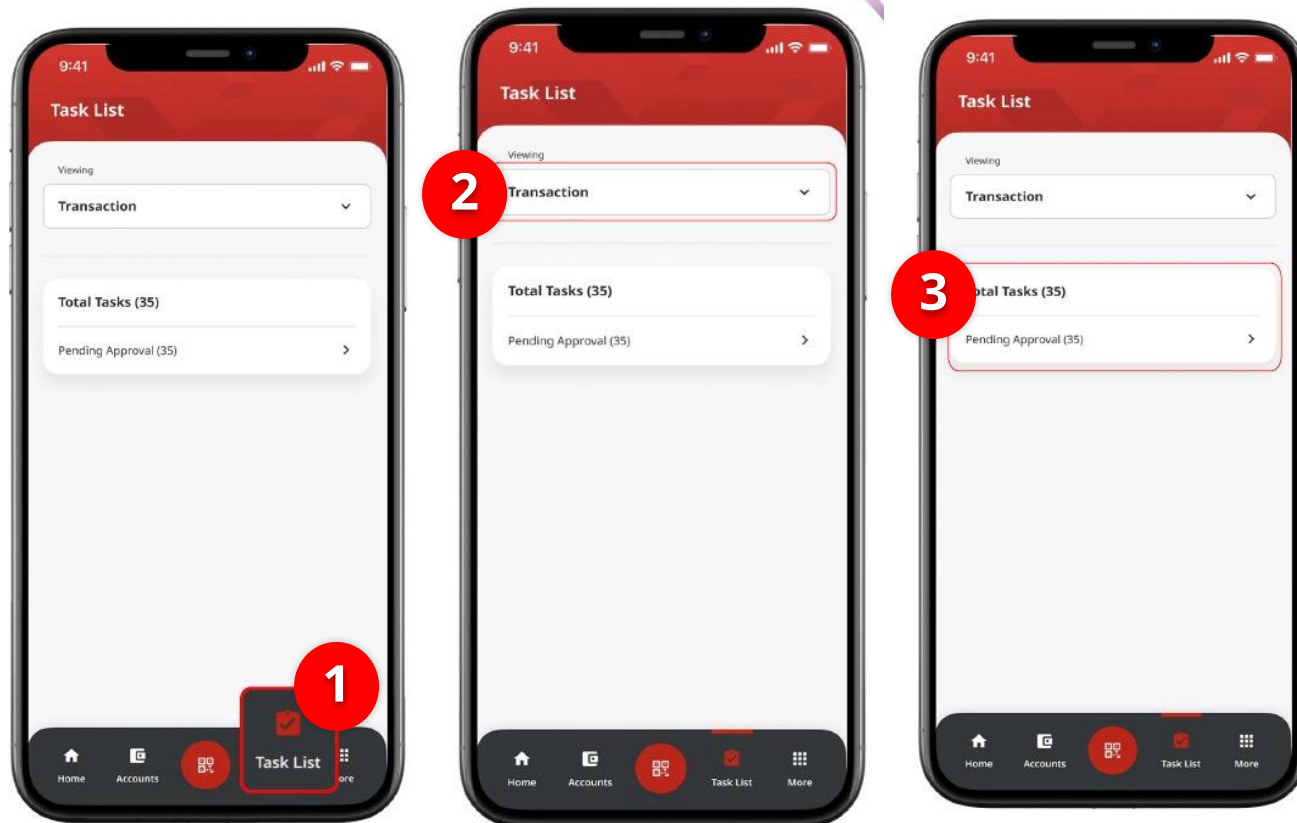
LANGKAH

01

APPROVER

Approve Transaction | Approve Transaction

Menu: Task List > Approve



- 1 Arahkan pada menu dibawah, klik **Task List**

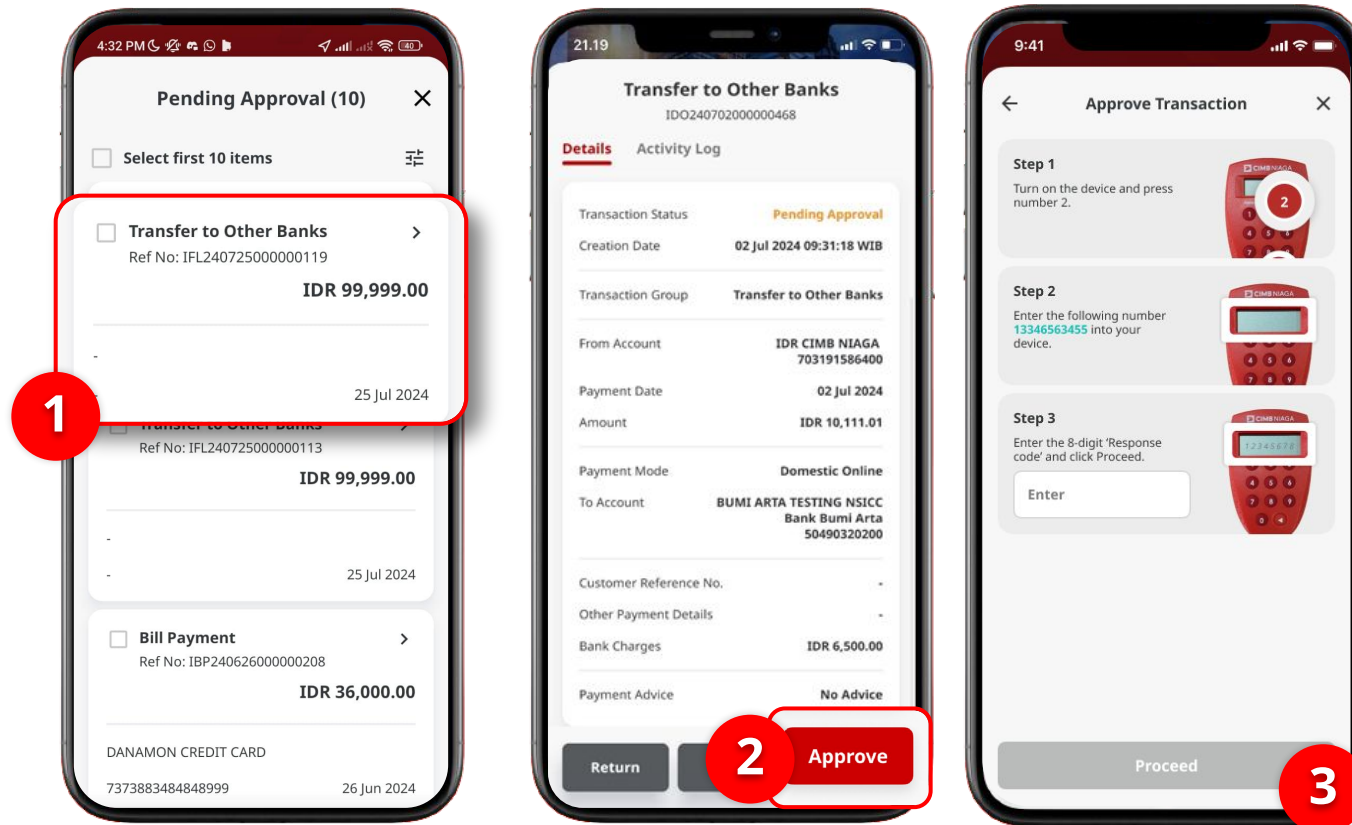
*Navigate to bottom menu, click **Task List***

- 2 Pilih **Transaction** sebagai **Viewing**

*Choose **Transaction** as **Viewing***

- 3 Pilih **Pending Approval**

*Choose **Pending Approval***



1 Pilih Transaksi yang ingin di **Approve**

*Choose **Transaction***

2 Tinjau Transaksi, Klik **Approve**

*Review **Transaction**, click **approve***

3 Akan muncul **Halaman Approve Transaction**

*System will show the **approve transaction page***



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

Input Secure Pin Number

- 3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the "APPLI" on device's screen

- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode

Step 2

Enter the following number into your device.

35710833

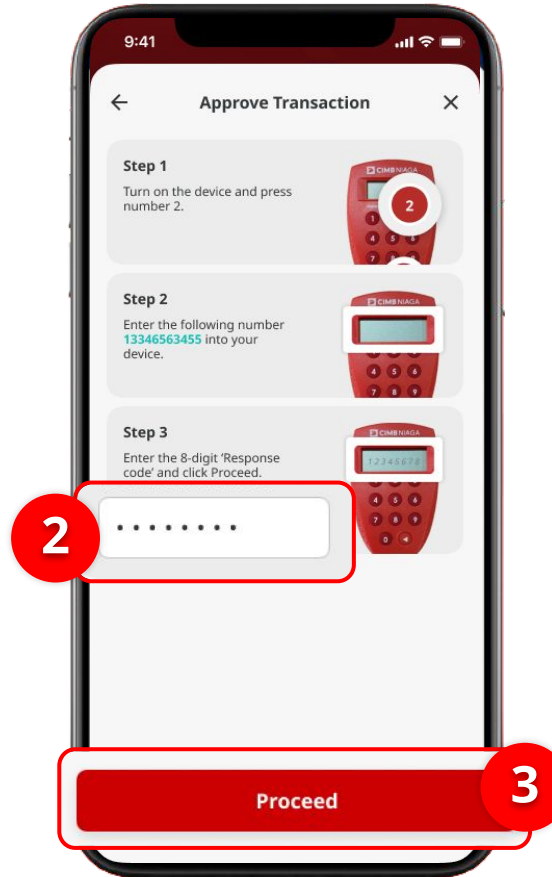


- 1 Masukan **Kode** yang muncul di **Mobile App**

*Input **code** that shown on **Mobile App***

- 2 Klik **Tombol Play**

*Click **Play***



- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**

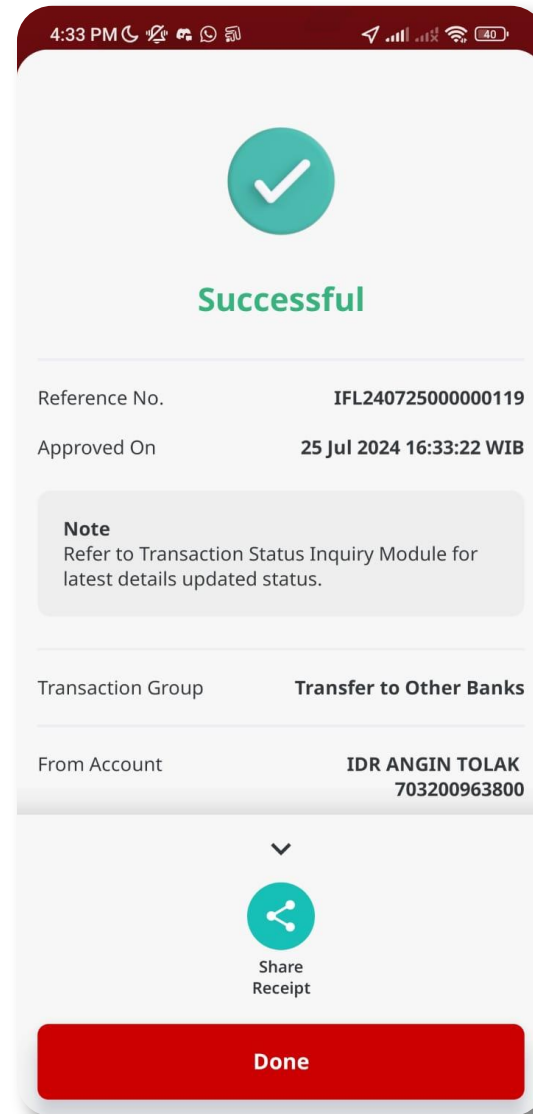
Hard Token device will show the 8-Digit code

- 2 Masukkan **Kode** ke **Box Approve Transaction**

Input code to Approve transaction box

- 3 Klik **Proceed**

Click Proceed



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

*Once succeed, system will show the **acknowledgement page***

Approve Transaction

Via Listing Task List

Mobile Token

Hard Token

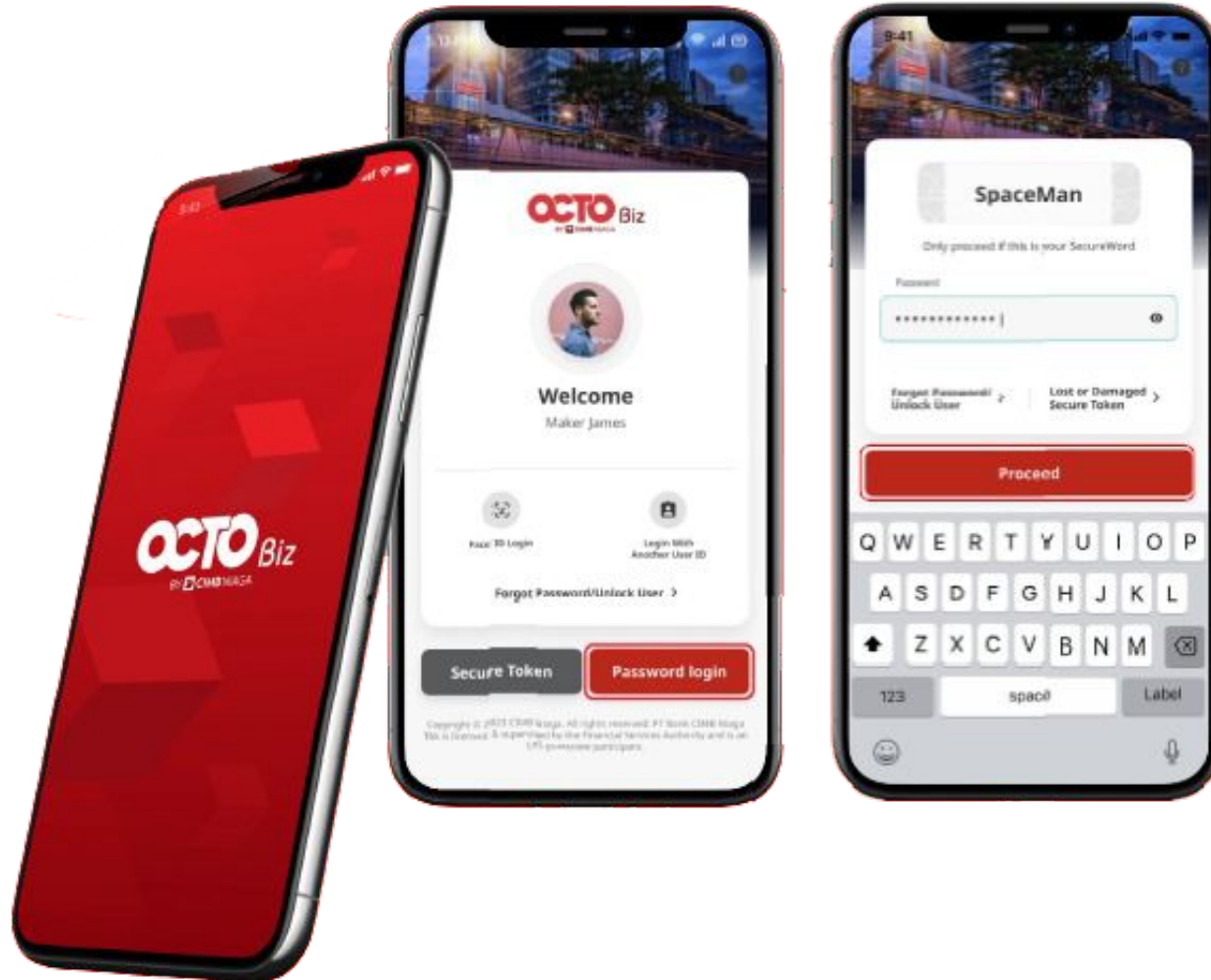
Approve Transaction

Via Listing Task List

Mobile Token

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

Approval Transaction process using mobile token



Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

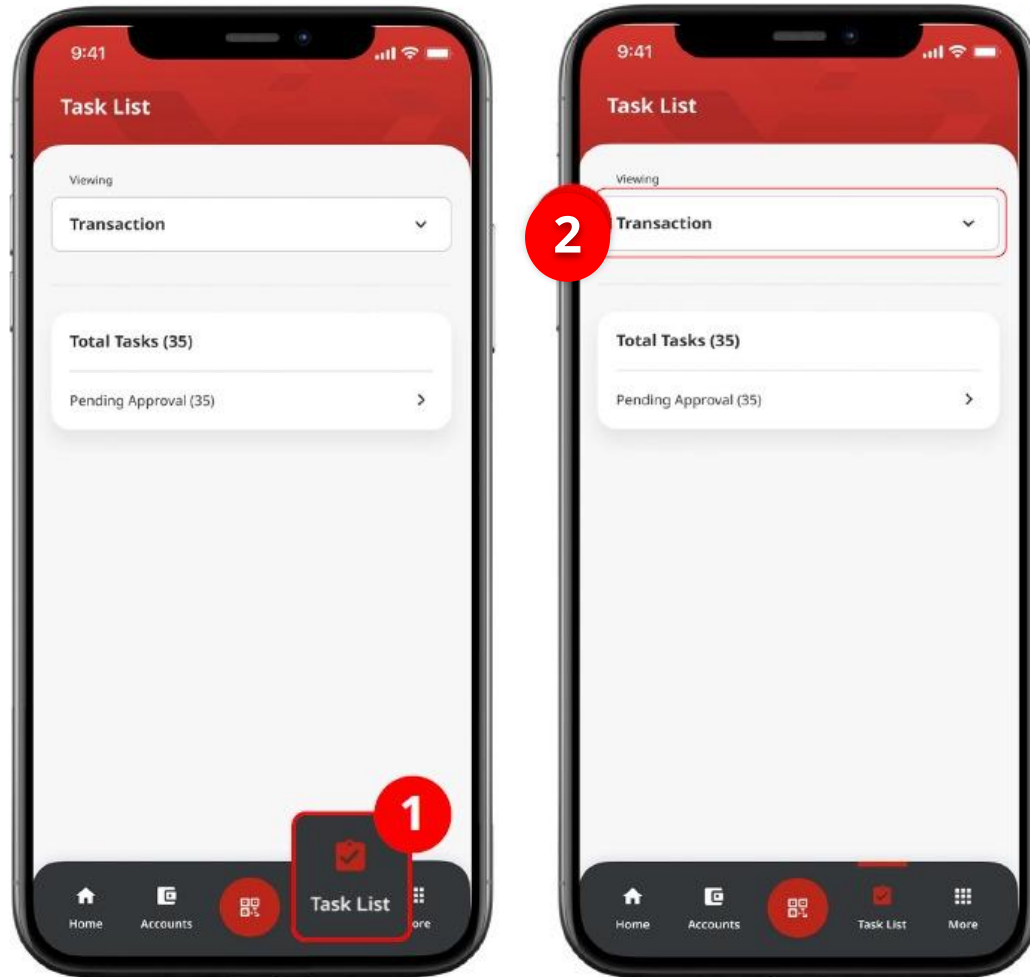
2 Klik **Proceed**

Click **Proceed**

LANGKAH

02

APPROVER



Approve Transaction | Approve Transaction

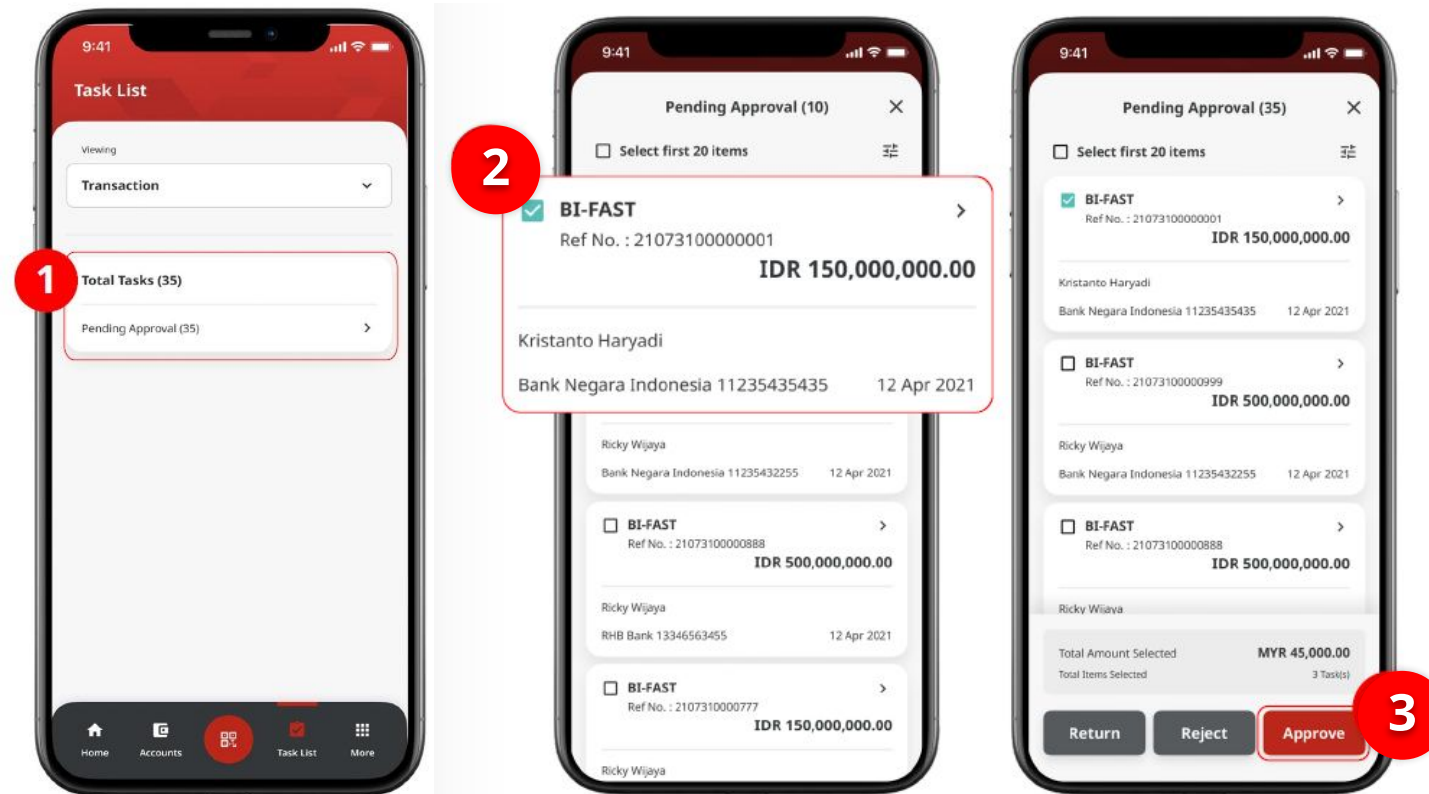
Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, klik **Task List**

Navigate to bottom menu, click Task List

- 2 Pilih **Transaction** sebagai Viewing

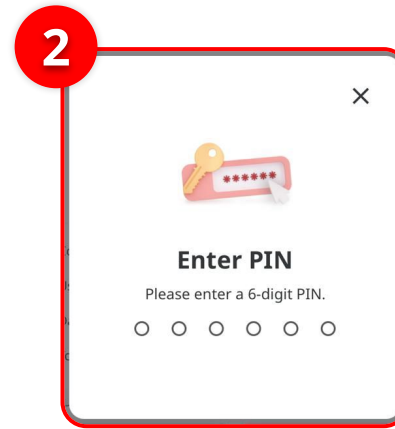
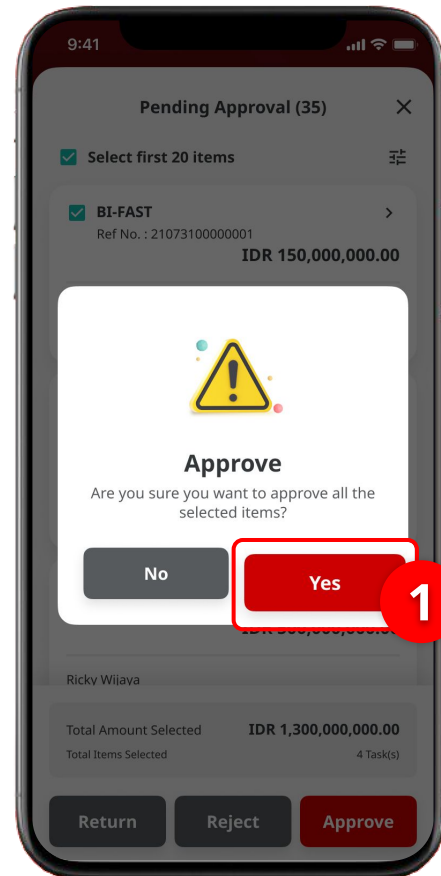
Choose Transaction as Viewing



1 Pilih **Pending Approval**
Choose *Pending Approval*

2 Pilih Transaksi yang ingin di **Approve**
Choose *transaction*

3 Klik **Approve**
Click *approve*

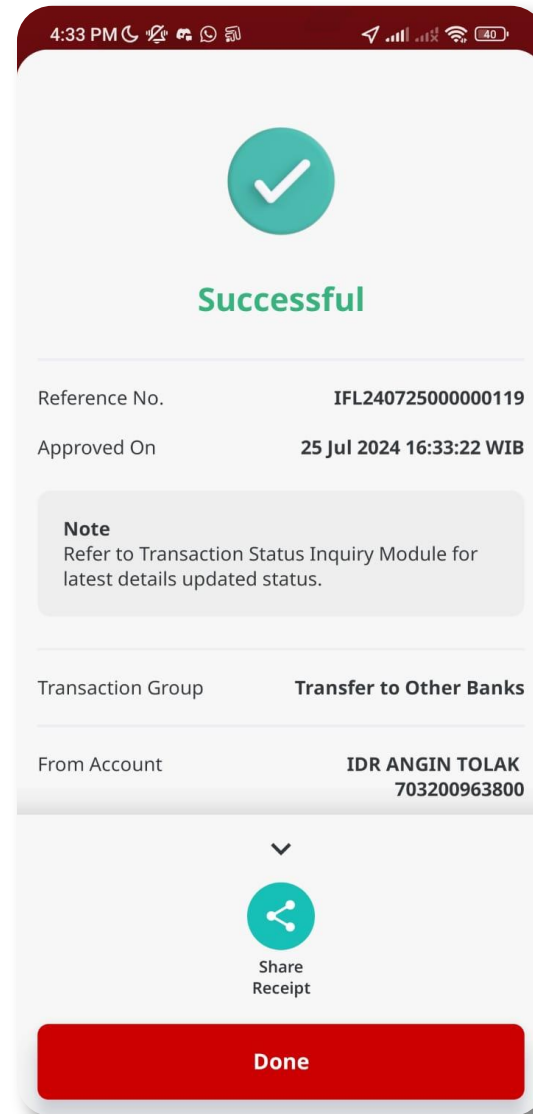


1 Klik **Tombol Yes**

*Click **Yes***

2 Isi **6-Digit Pin**

*Input **6-Digit Pin***



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

*Once succeed, system will show the **acknowledgement page***

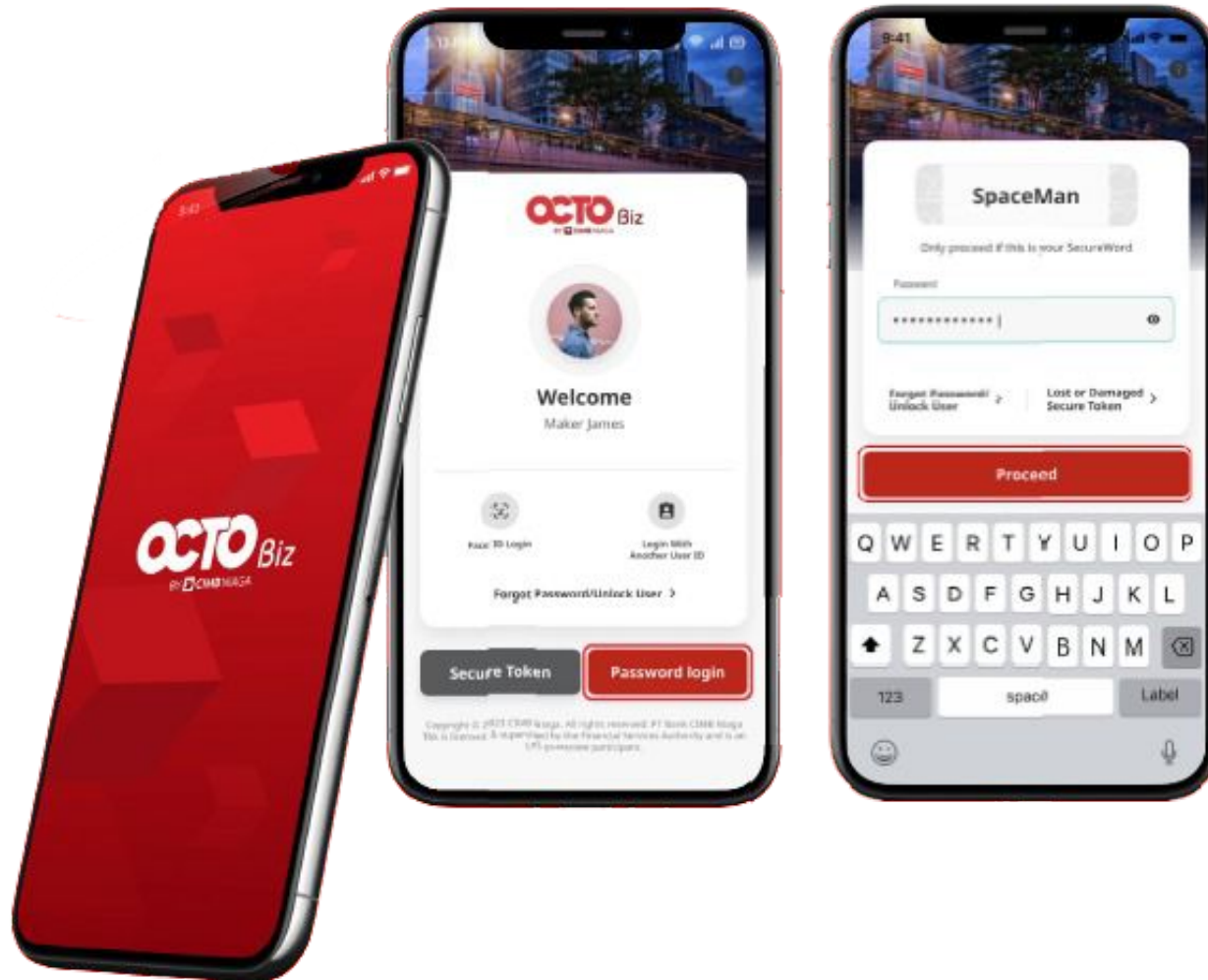
Approve Transaction

Via Listing Task List

Hard Token

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Approval Transaction process using hard token



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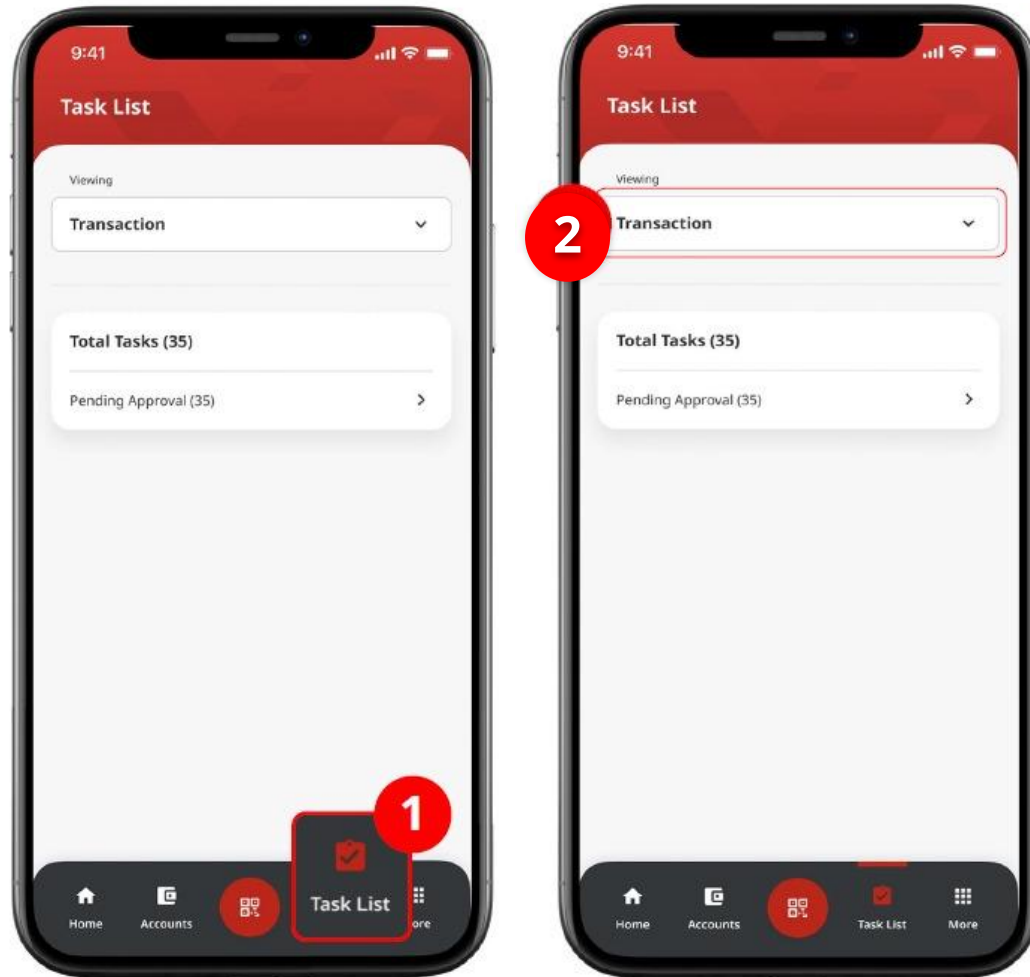
2 Klik **Proceed**

Click **Proceed**

LANGKAH

02

APPROVER



Approve Transaction | Approve Transaction

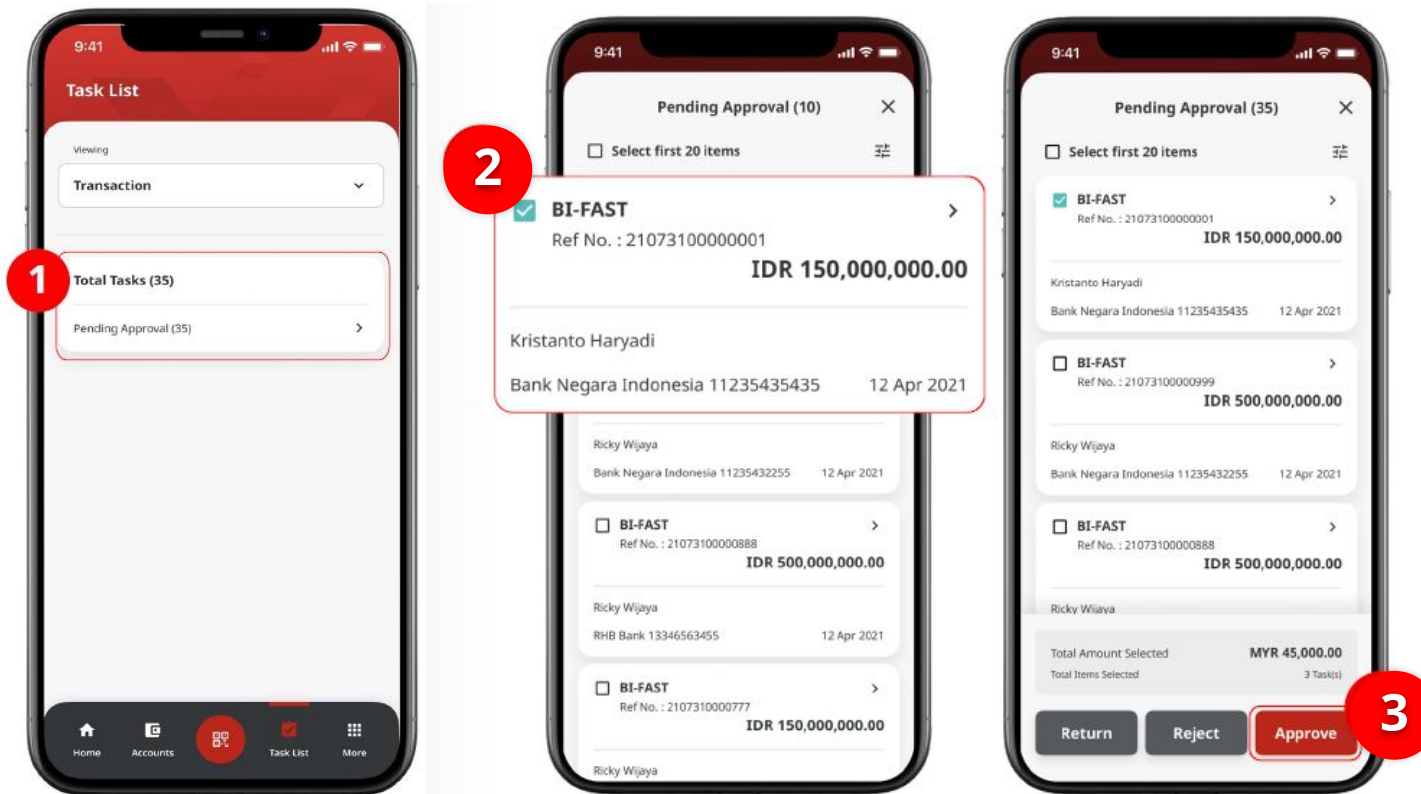
Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, klik **Task List**

*Navigate to bottom menu, click **Task List***

- 2 Pilih **Transaction** sebagai *Viewing*

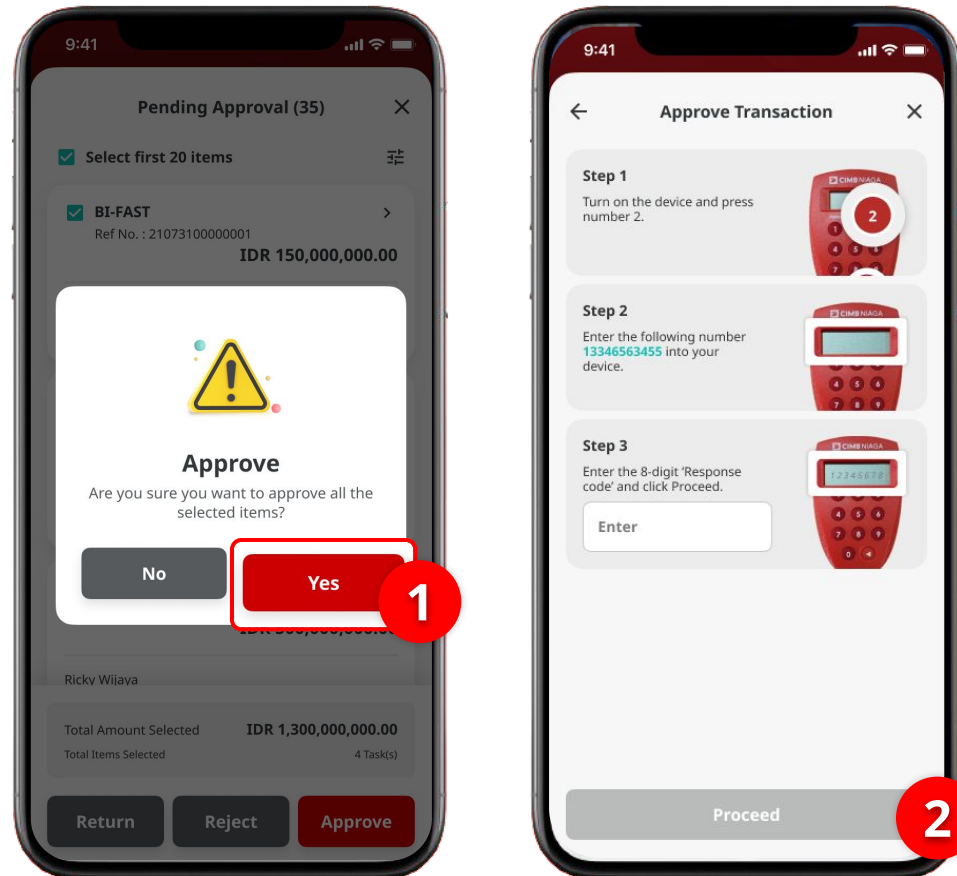
*Choose **Transaction** as **Viewing***



1 Pilih **Pending Approval**
Choose *Pending Approval*

2 Pilih Transaksi yang ingin di **Approve**
Choose *transaction*

3 Tinjau Transaksi, Klik **Approve**
Review *transaction*, click *approve*



1 Klik **Tombol Approve**

*Click **Approve***

2 Akan muncul halaman **Approve Transaction**

*System will show the **Approve Transaction** page*



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Turn on Hard-Token device, click Play button

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Input Secure Pin Number

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Step 2

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35710833



- 1 Masukan **Kode** yang muncul di **Mobile App**

*Input **code** that shown on **Mobile App***

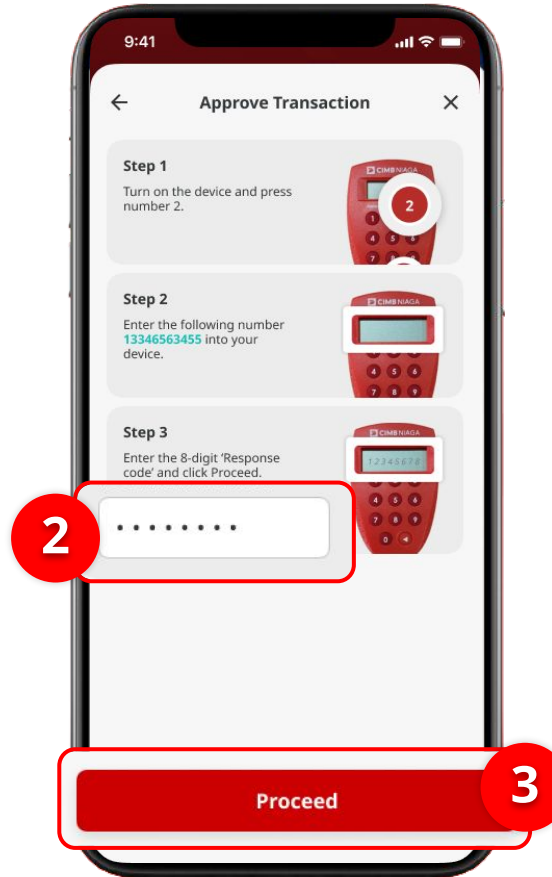
- 2 Klik **Tombol Play**

*Click **Play***

LANGKAH

07

APPROVER



Approve Transaction | Approve Transaction

Menu: Task List > Approve

- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**

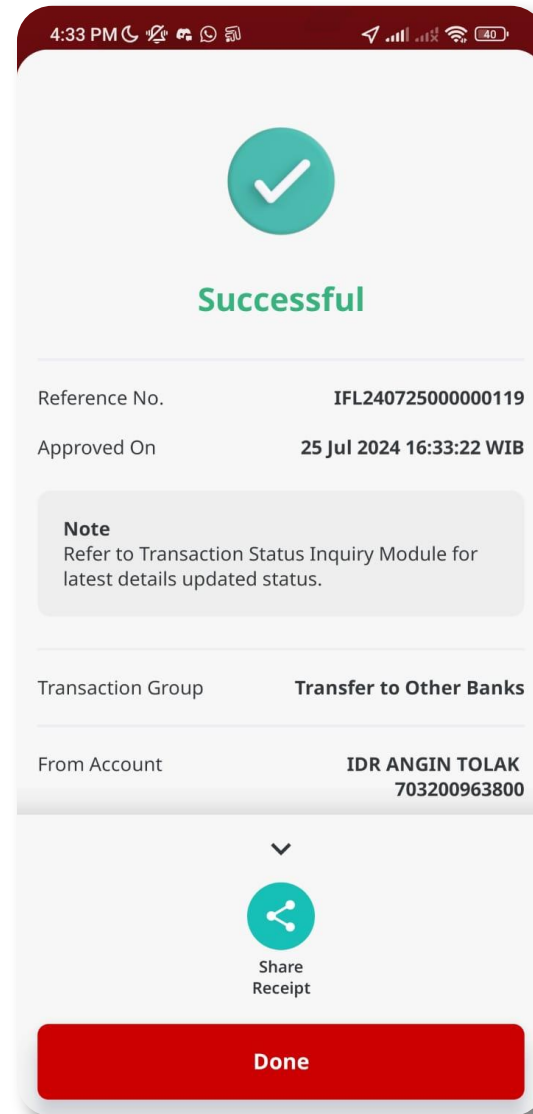
Hard Token device will show the 8-Digit code

- 2 Masukkan **Kode** ke **Box Approve Transaction**

Input code to Approve transaction box

- 3 Klik **Proceed**

Click Proceed



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

*Once succeed, system will show the **acknowledgement page***



OCTO Biz
BY  **CIMB NIAGA**

