

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**

Transaction - Manage Biller this function is used to manage (create, edit, delete) the **favorite biller**

03

Create
Transaction

19

Approve
Transaction

Manage Biller

Create Transaction

Add

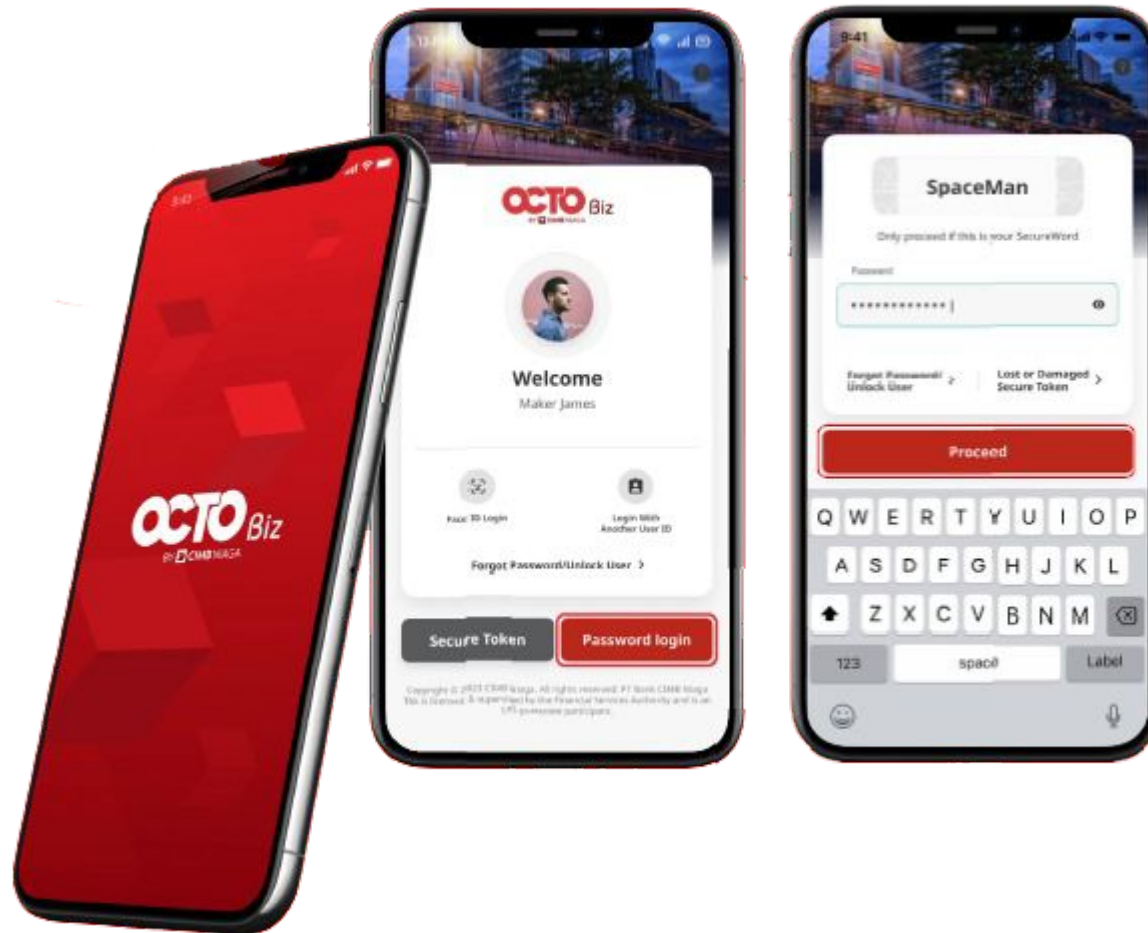
Edit

Delete

Manage Biller

Create Transaction

Add



Login sebagai ***Maker***

*Login as **Maker***

1 Isi ***Password***

*Input **Password***

2 Klik ***Proceed***

*Click **Proceed***

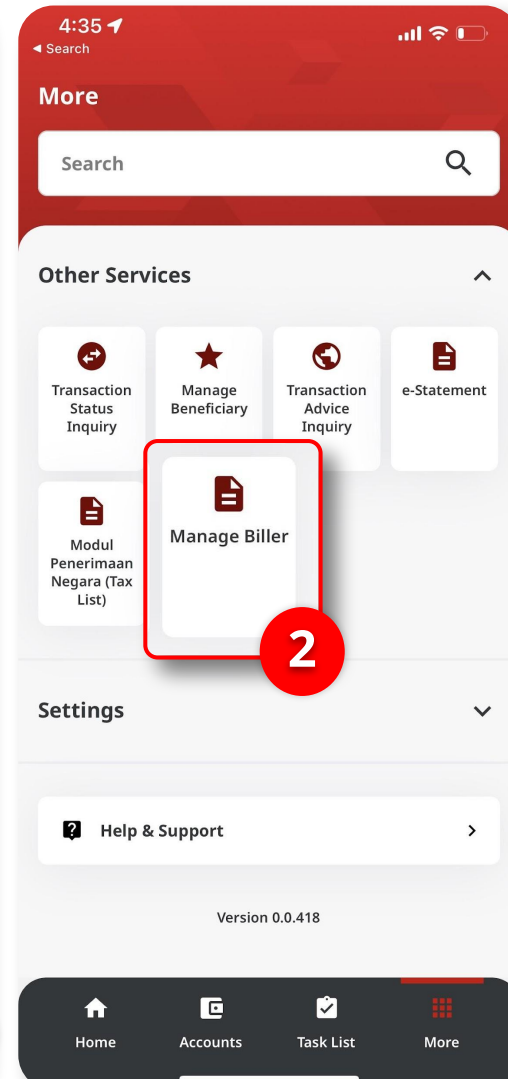
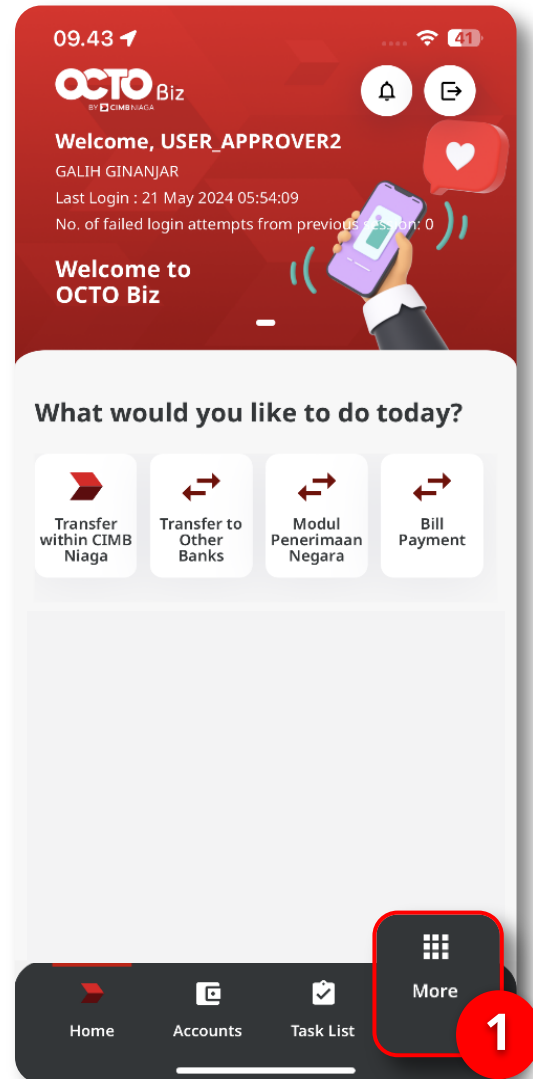
LANGKAH

02

MAKER

Create Transaction | Manage Biller

Menu: Service > Manage Biller

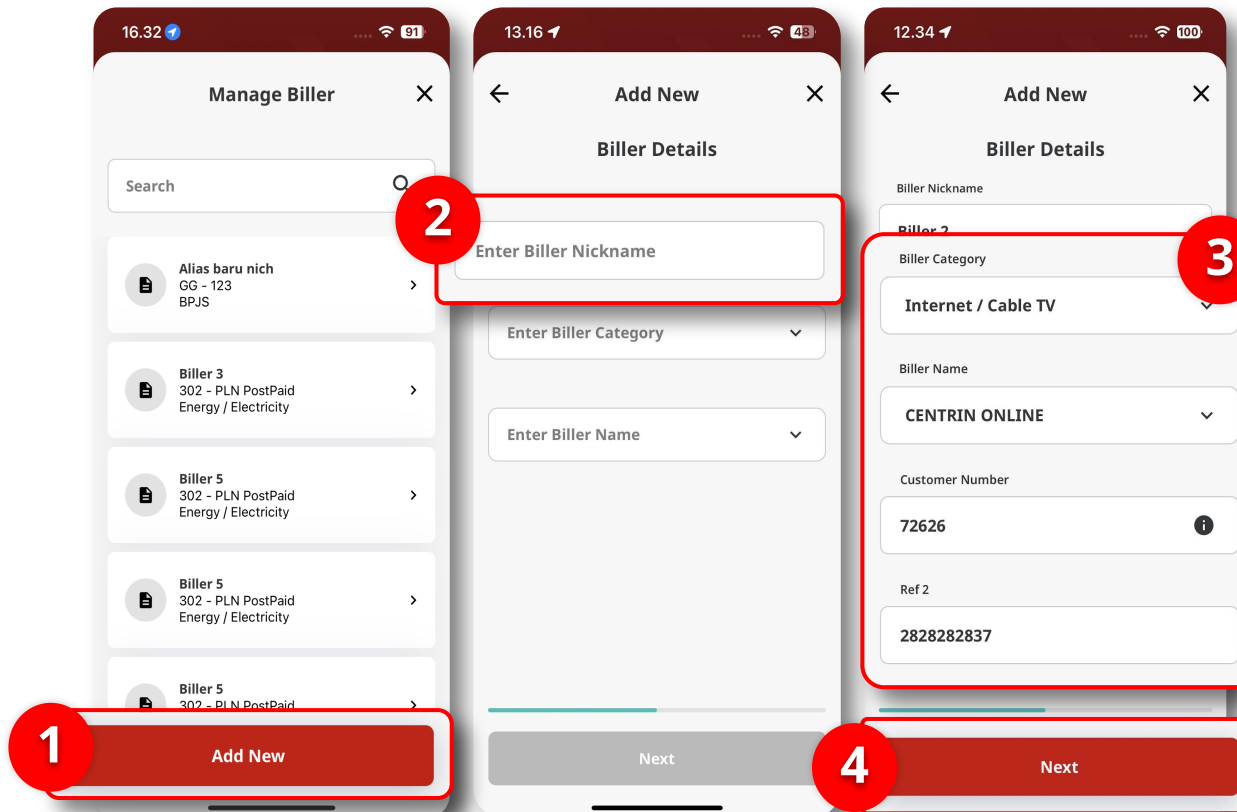


1 Klik Menu **More**

Click **More** Menu

2 Klik **Manage Biller**

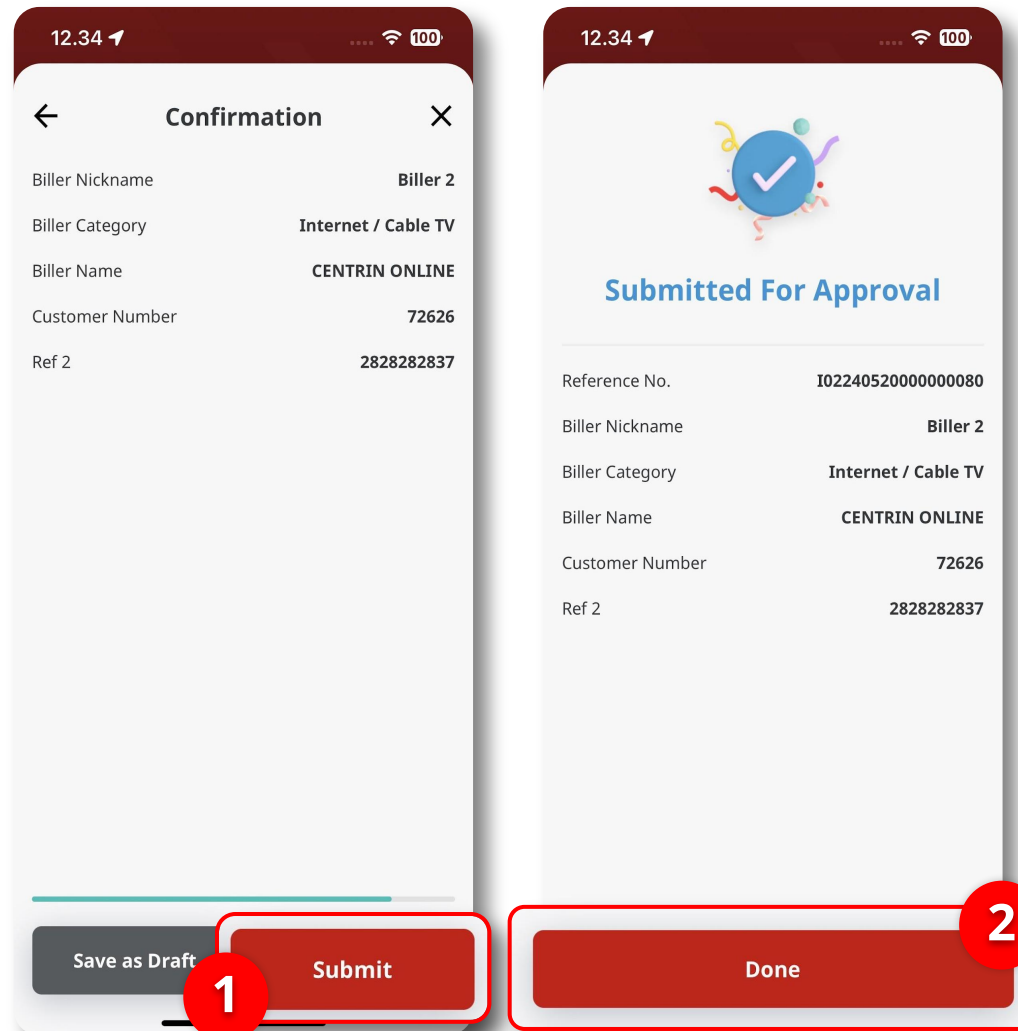
Click **Manage Biller**



Sistem akan menampilkan halaman **Manage Biller**

System will show the **Manage Biller** page

- 1 Klik **Add Now**
Click Add Now
- 2 Masukkan **Biller Nickname**
Input Biller Nickname
- 3 Masukkan **Biller Details**
Input Biller Details
- 4 Klik **Next**
Click Next



- 1 Sistem akan menampilkan halaman **Confirmation**, Klik **Submit**

*System will show the **Confirmation page**, click **Submit***

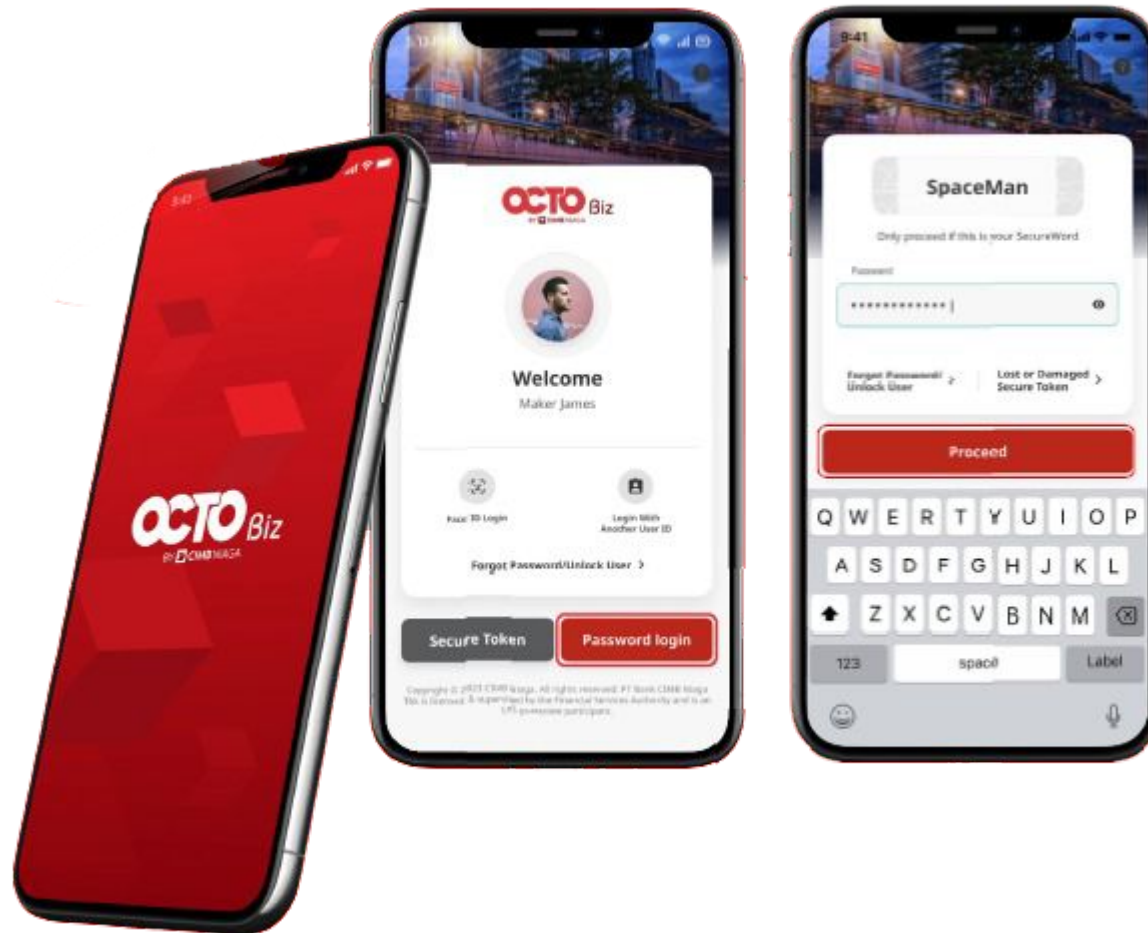
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

*Once Succeed, system will navigate to **Submitted for Approval page**. Click **Done***

Manage Biller

Create Transaction

Edit



Login sebagai **Maker**

Login as **Maker**

1 Isi **Password**

Input **Password**

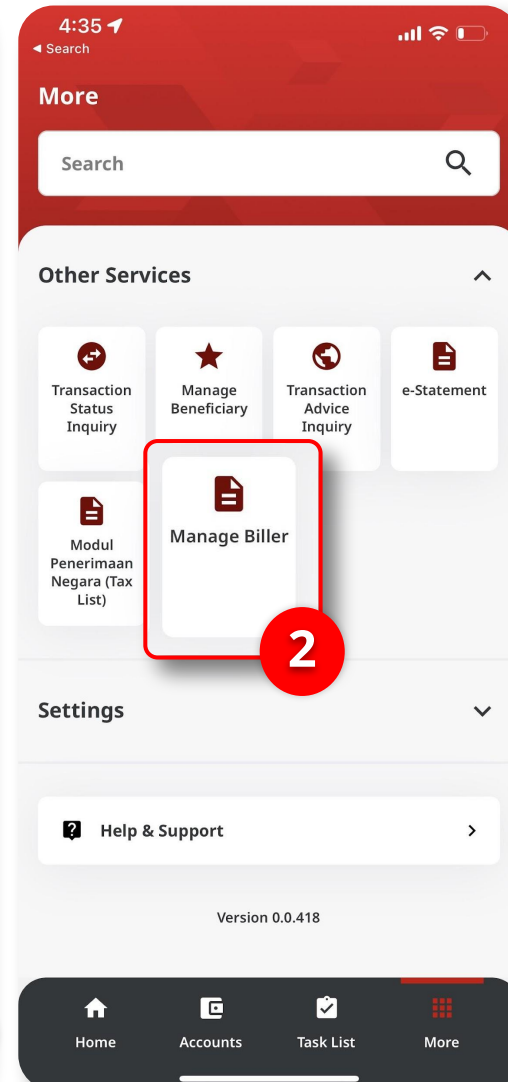
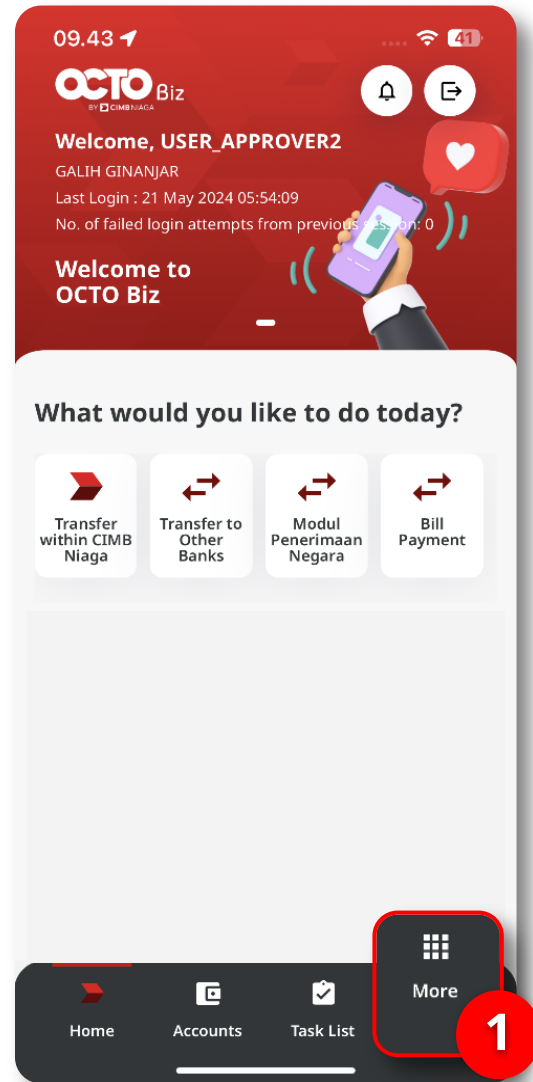
2 Klik **Proceed**

Click **Proceed**

LANGKAH

02

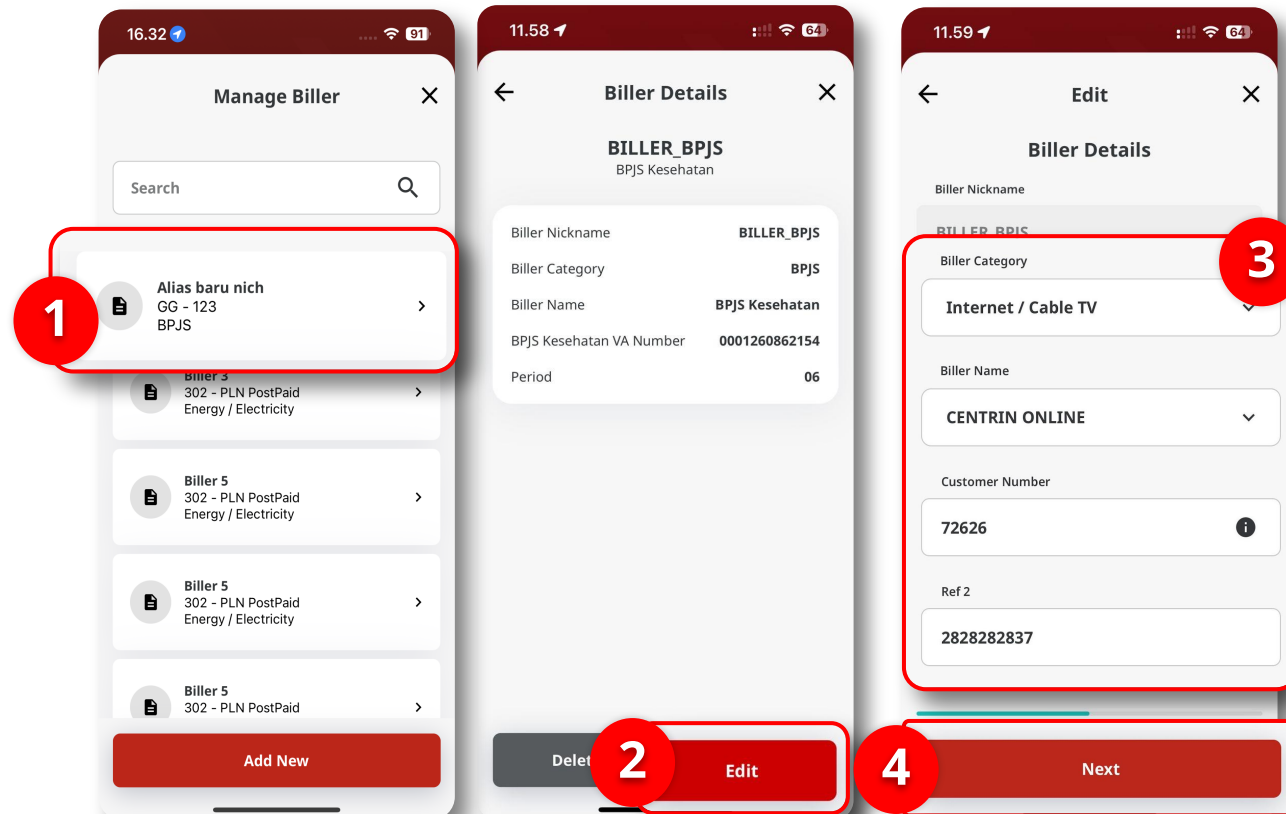
MAKER



Create Transaction | Manage Biller

Menu: Service > Manage Biller

- 1 Klik Menu **More**
*Click **More** Menu*
- 2 Klik **Manage Biller**
*Click **Manage Biller***



Sistem akan menampilkan halaman **Manage Biller**

1 Klik **Transaksi** yang ingin di **Edit**

Click **Transaction** to **Edit**

2 Klik **Edit**

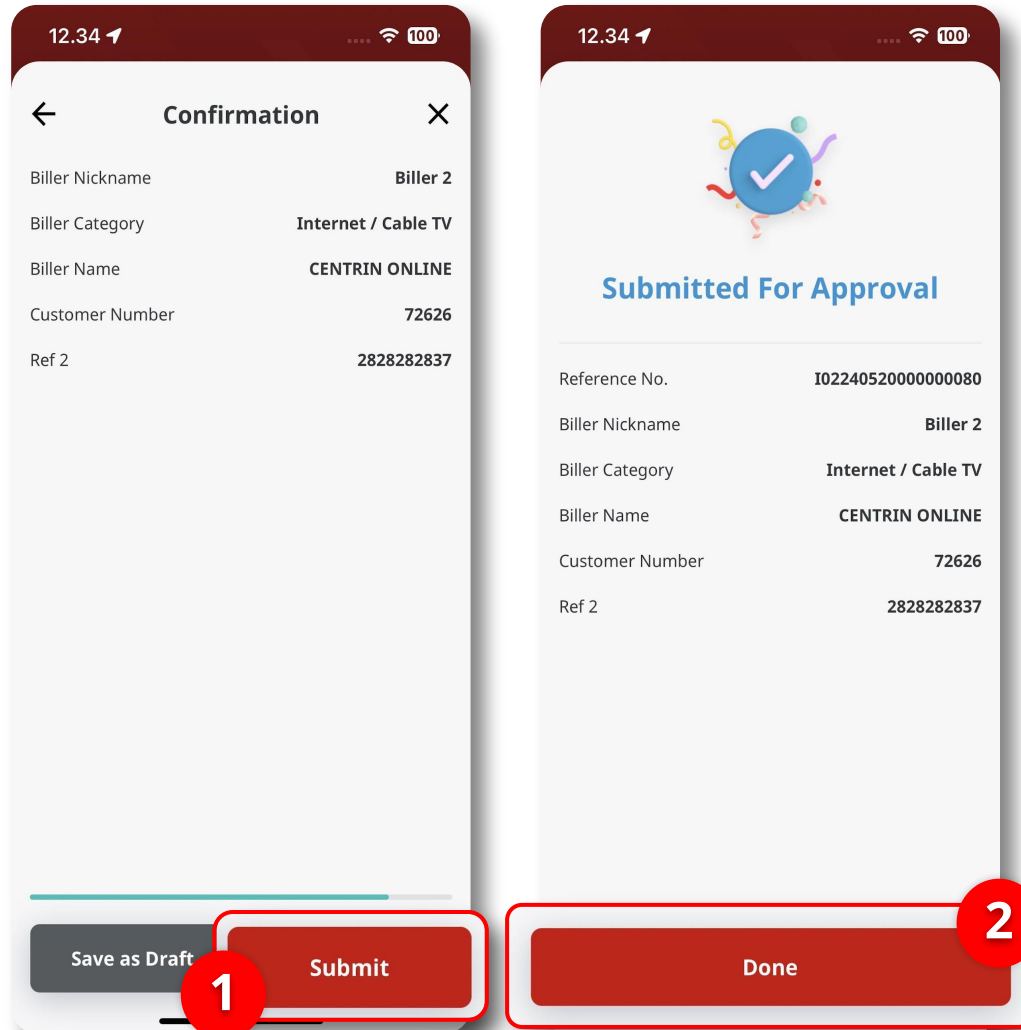
Click **Edit**

3 Edit **Biller Details**

Edit **Biller Details**

4 Klik **Next**

Click **Next**



- 1 Sistem akan menampilkan halaman **Confirmation**, Klik **Submit**

System will show the Confirmation page, click Submit

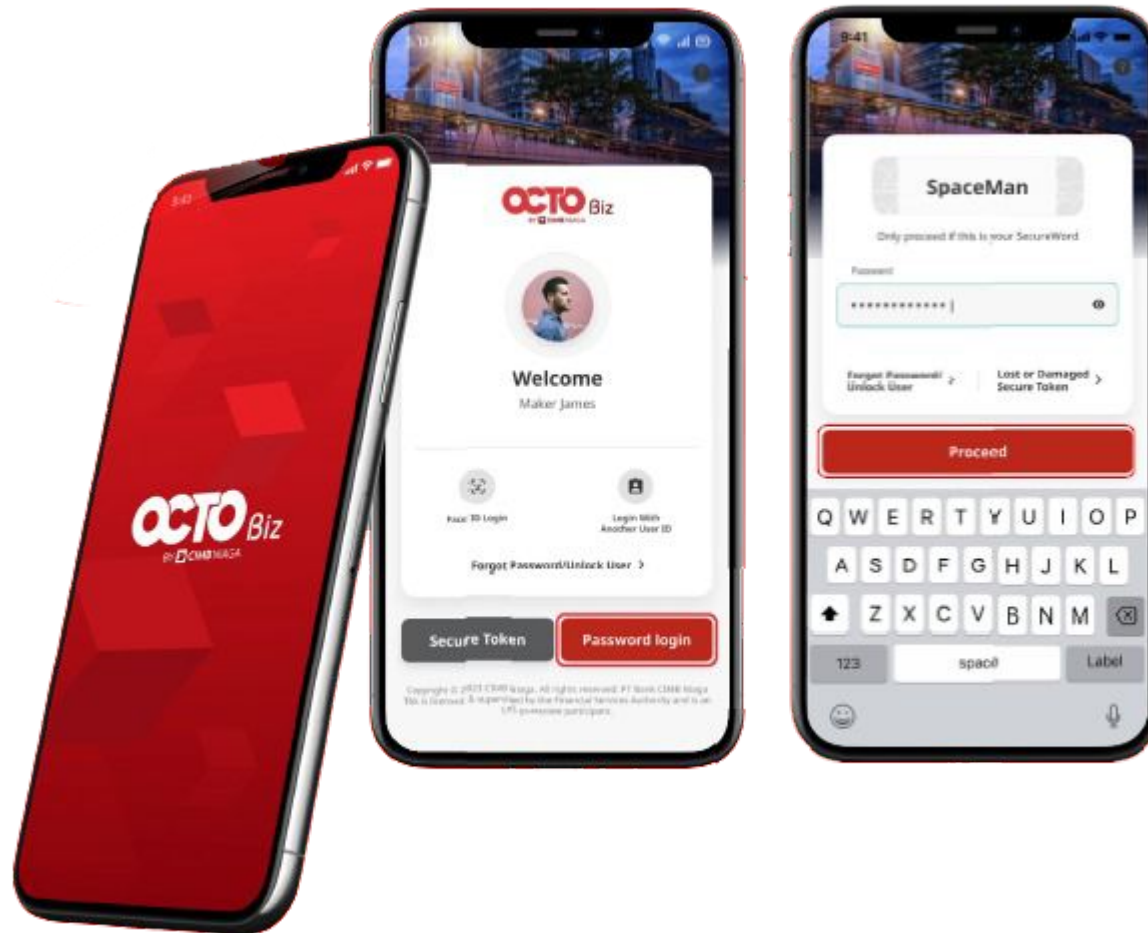
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

Once Succeed, system will navigate to Submitted for Approval page. Click Done

Manage Biller

Create Transaction

Delete



Login sebagai **Maker**

Login as **Maker**

1 Isi **Password**

Input **Password**

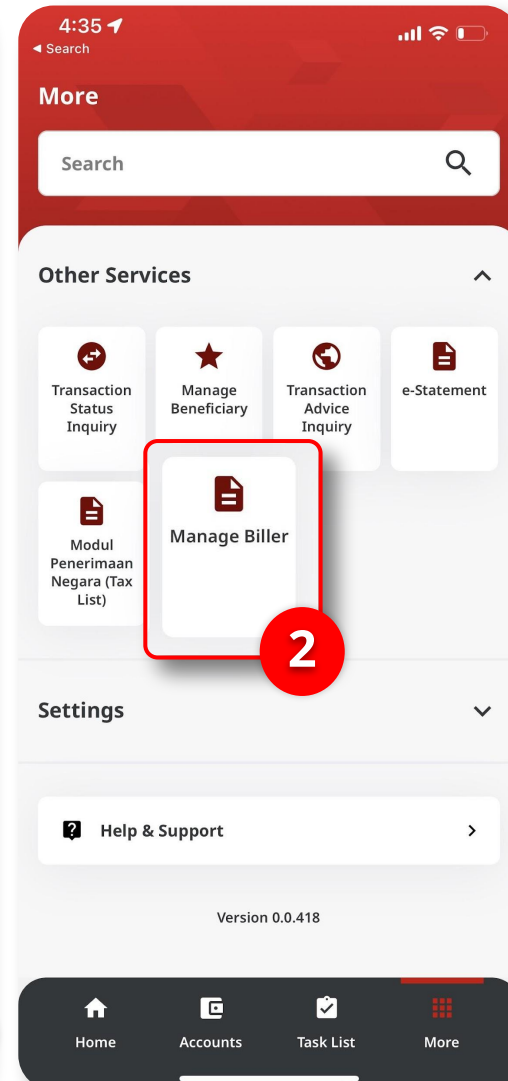
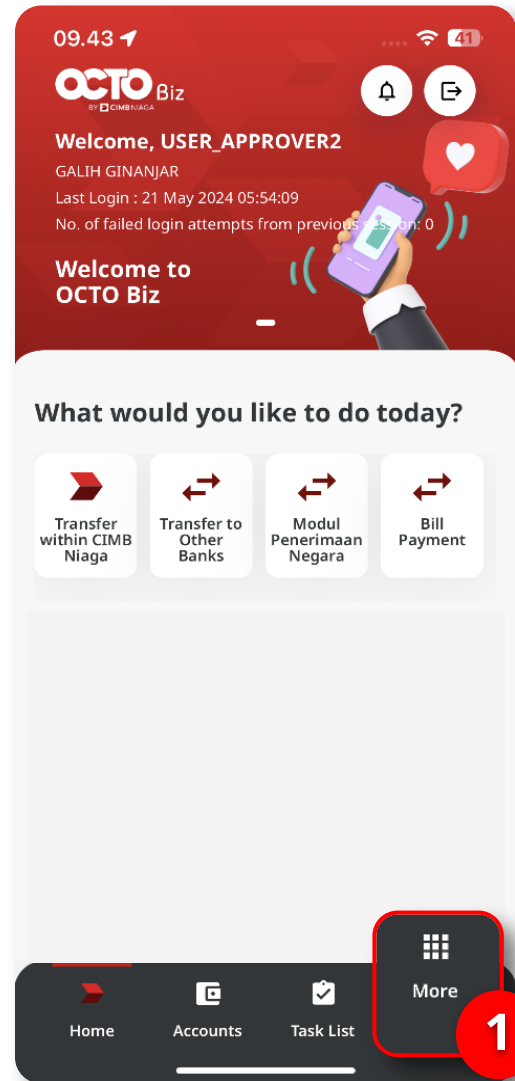
2 Klik **Proceed**

Click **Proceed**

LANGKAH

02

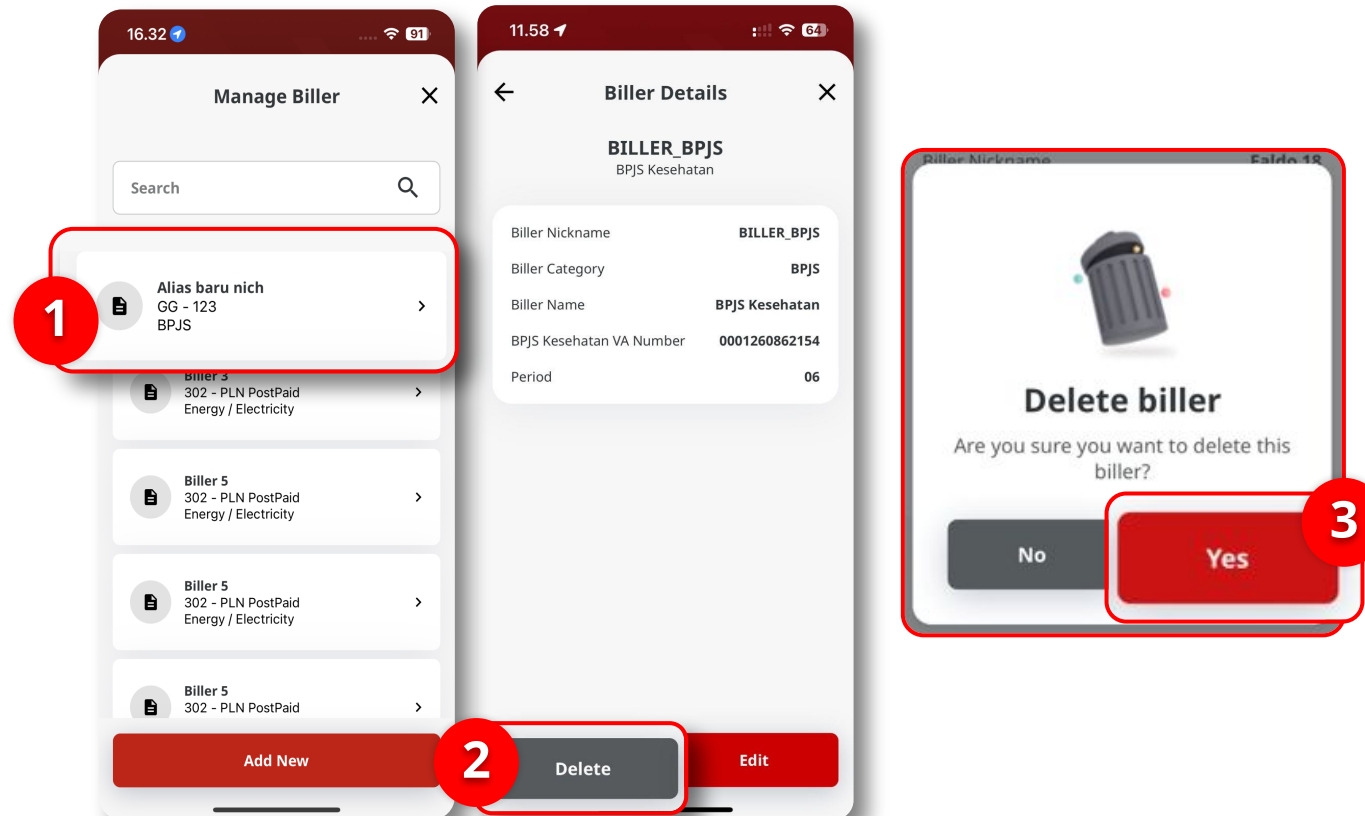
MAKER



Create Transaction | Manage Biller

Menu: Service > Manage Biller

- 1 Klik Menu **More**
*Click **More** Menu*
- 2 Klik **Manage Biller**
*Click **Manage Biller***



Sistem akan menampilkan halaman **Manage Biller**

System will show the **Manage Biller** page

1 Klik **Transaksi** yang ingin di **Delete**

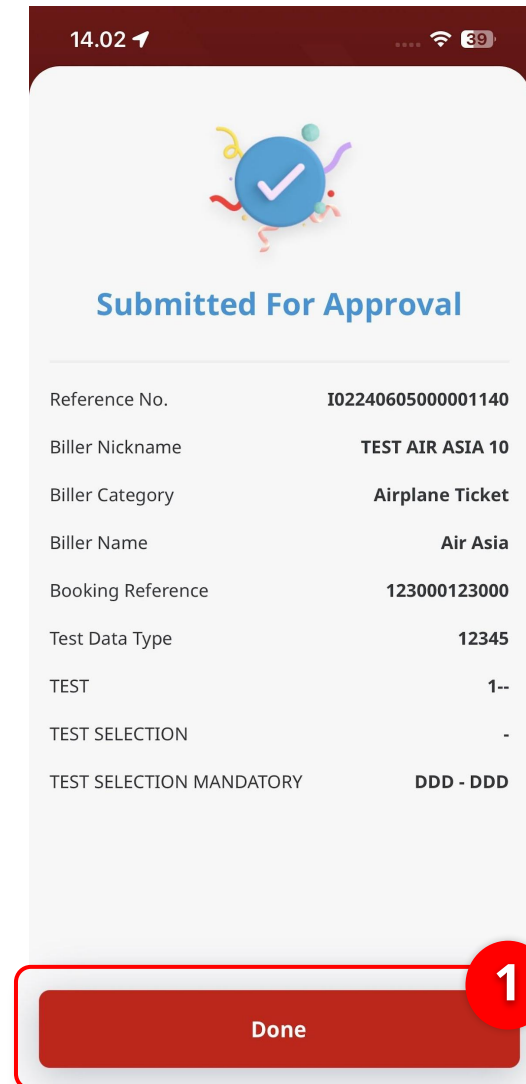
Click **Transaction** that needed to **Delete**

2 Klik **Delete**

Click **Delete**

3 Sistem akan menampilkan **Popup Delete Biller**, Klik **Yes**

System will show the **Delete Biller** pop up, click **Yes**

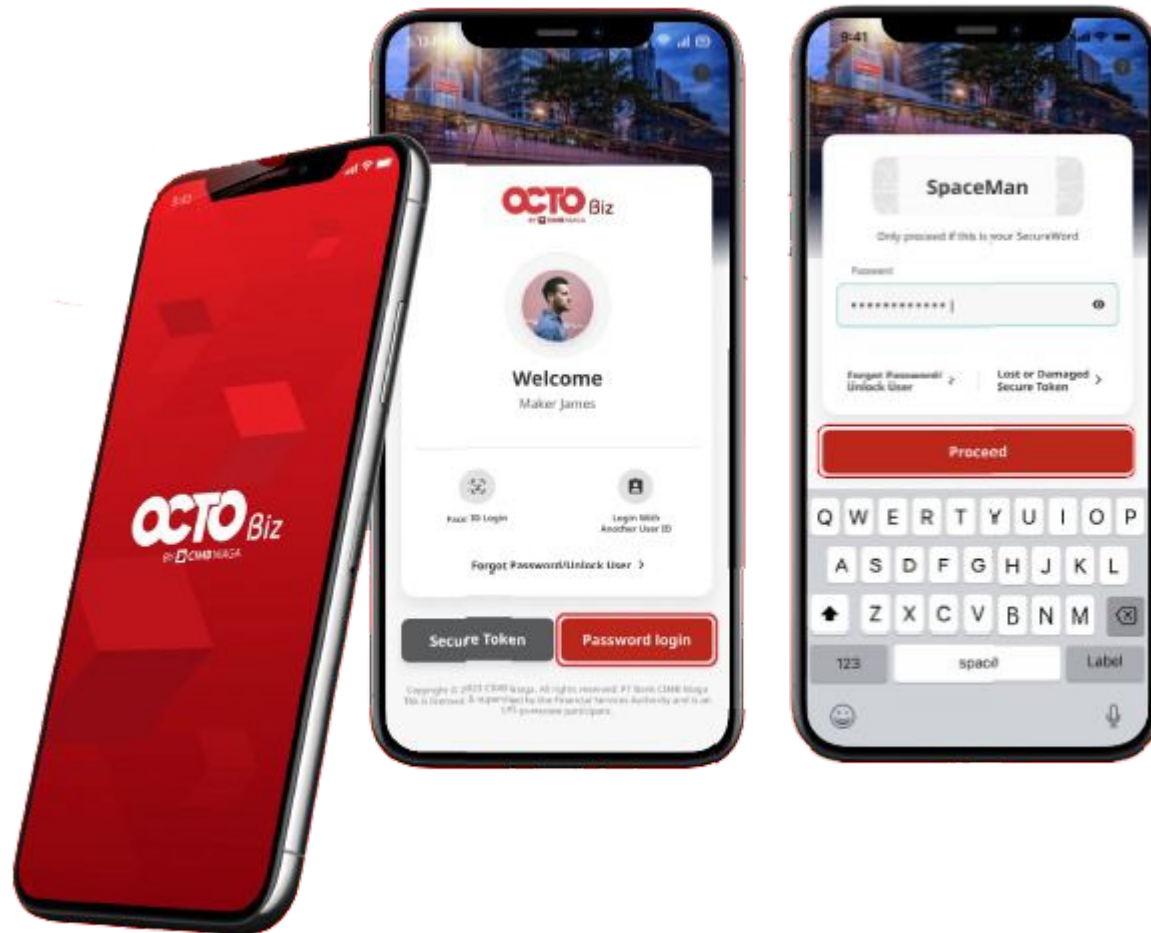


- 1 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

Once **succeed**, system will navigate to **Submitted for Approval** page. Click **Done**

Manage Biller

Approval Process



Login sebagai **Approver**

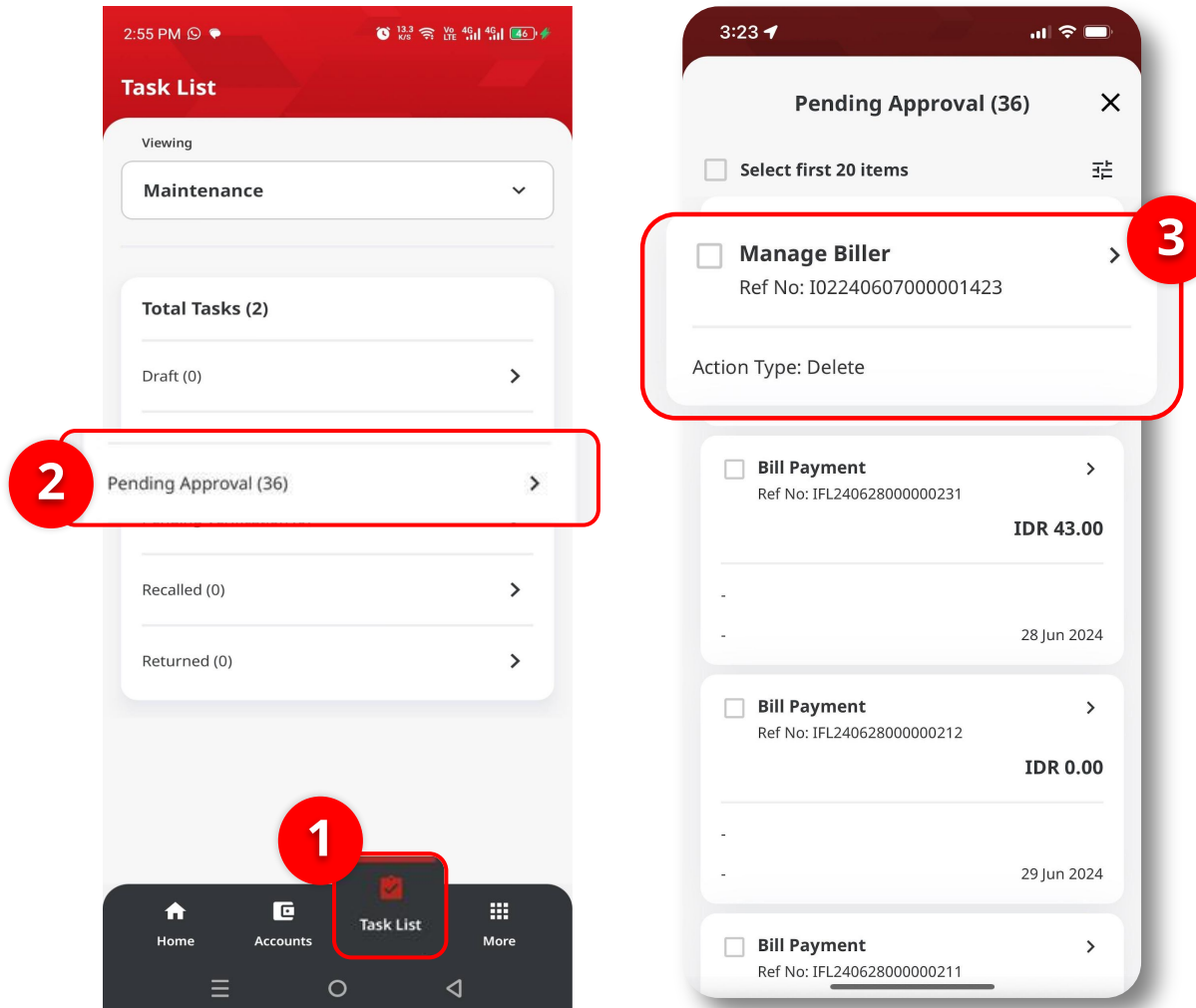
Login as Approver

1 Isi **Password**

Input Password

2 Klik **Proceed**

Click Proceed



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

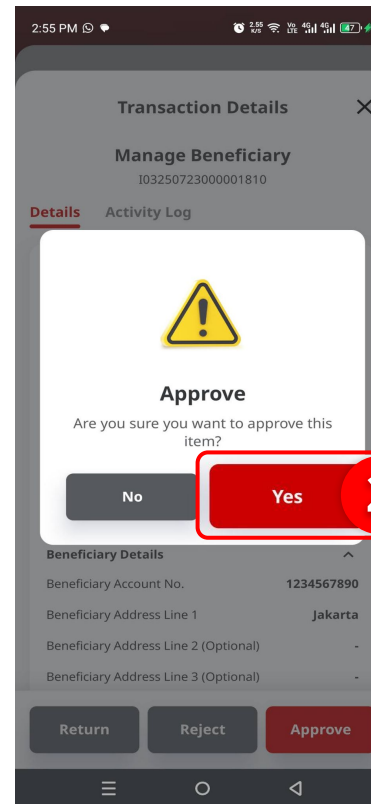
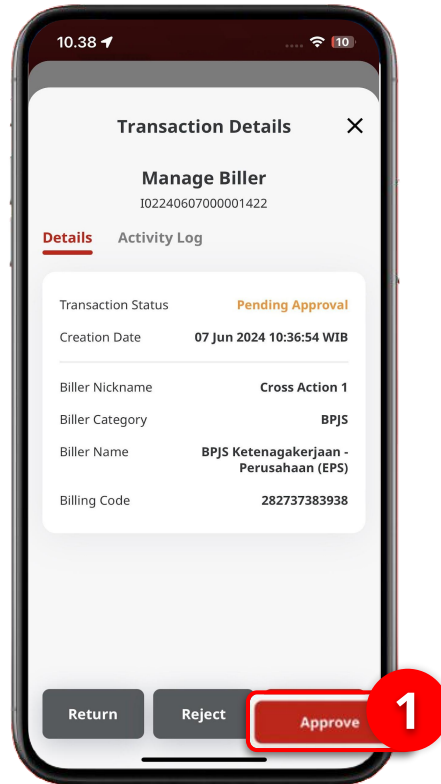
*Navigate to **Task List** menu*

- 2 Pilih **Pending Approval**

*Choose **Pending Approval***

- 3 Pilih item yang akan di **Approve**

Choose item

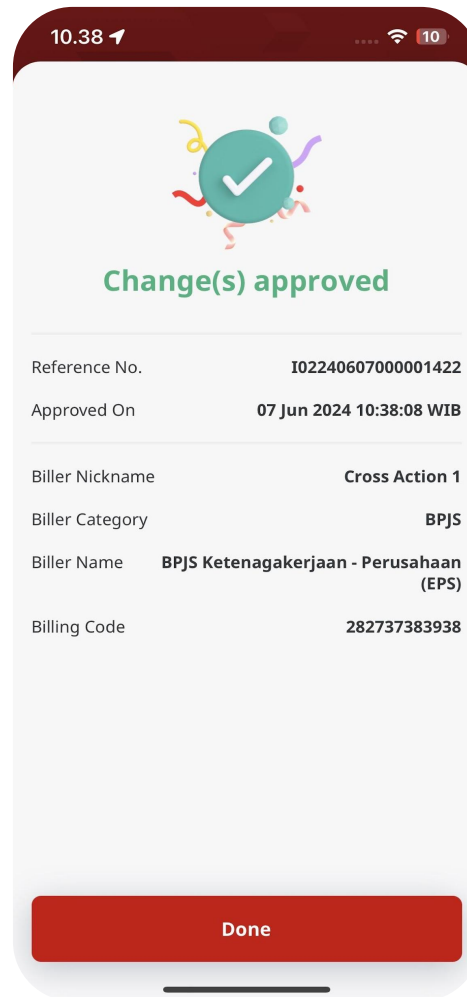


- 1 Tinjau Ulang transaksi, lalu Klik **Approve**

*Review transaction, click **Approve***

- 2 Sistem akan menampilkan **Pop-Up Approve**, Klik **Yes**

*System will show the **Approve pop-up**, click **Yes***



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

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



OCTO Biz
BY  **CIMB NIAGA**

