

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

Website

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

37

Approve
Transaction

Manage Biller

Create Transaction

Add

Edit

Delete

Manage Biller

Create Transaction

Add

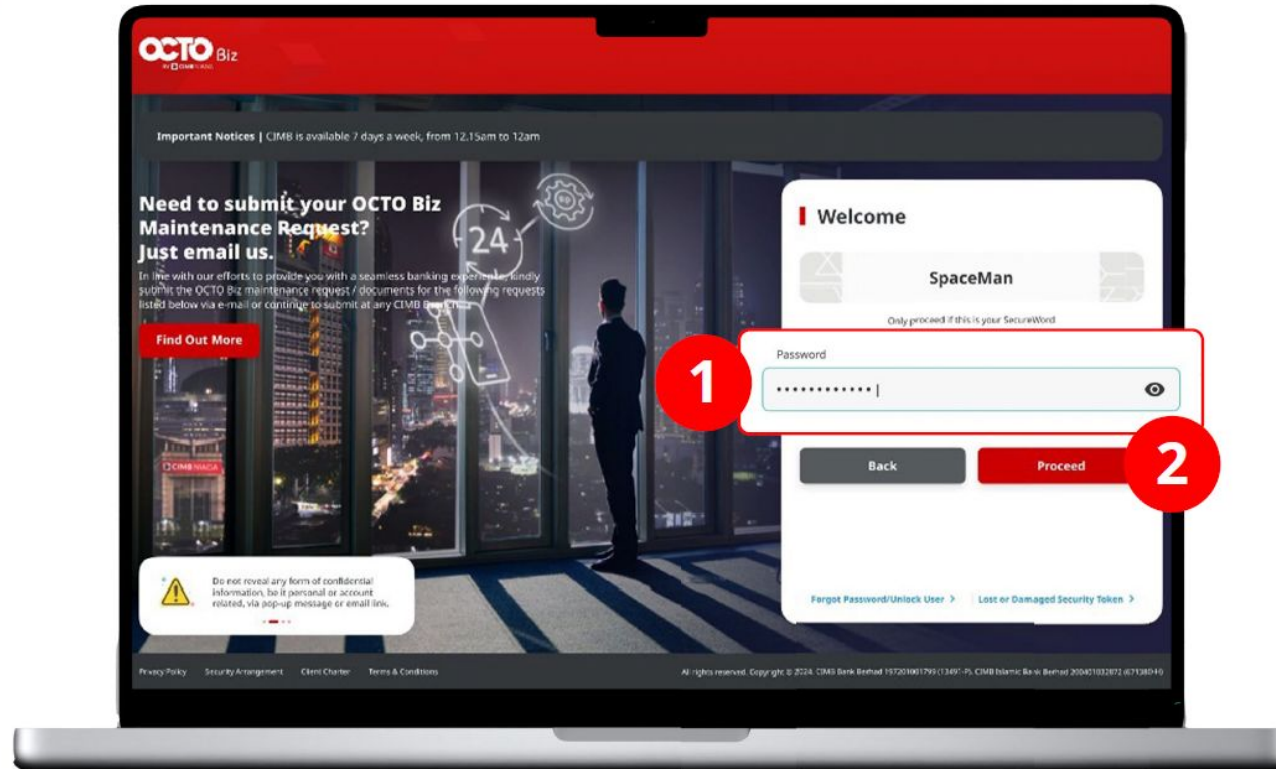


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

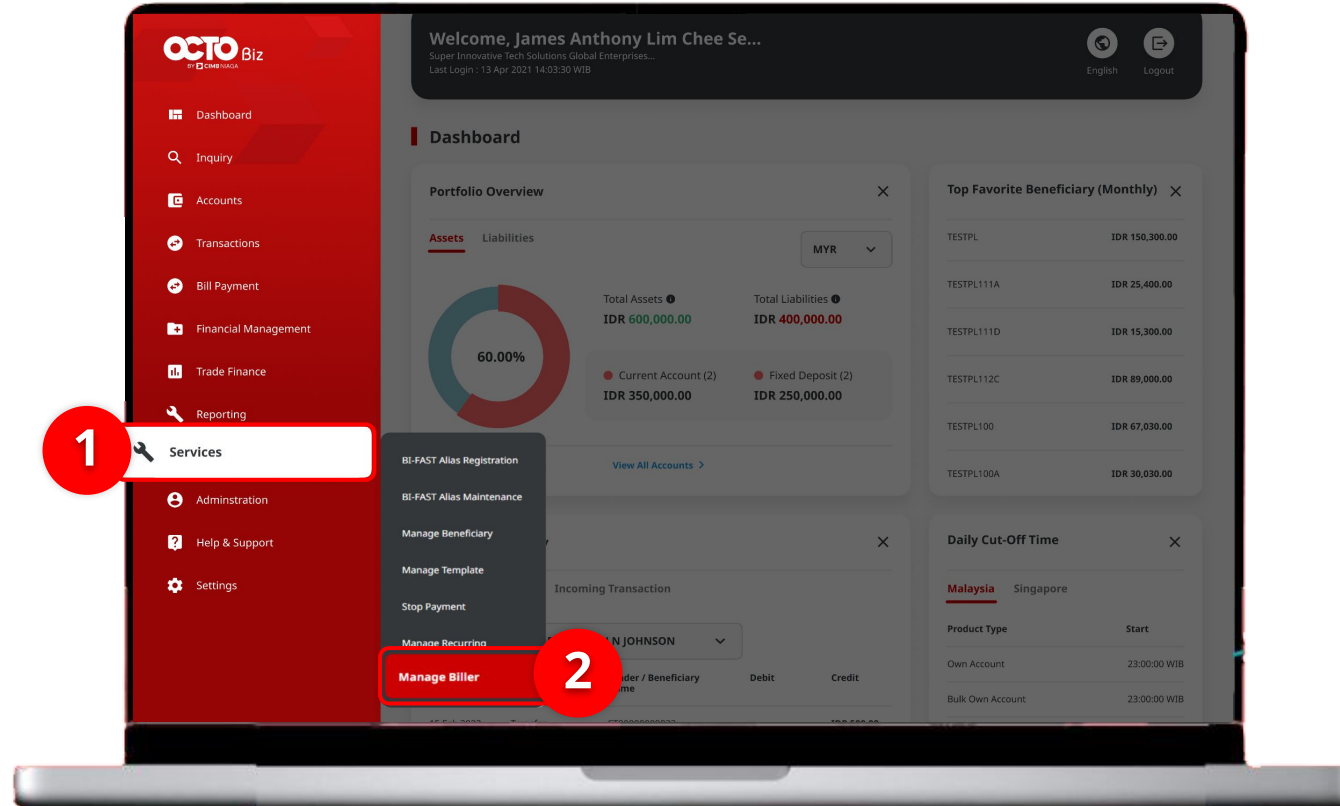


1 Isi **Password**

Input Password

2 Klik **Proceed**

Click Proceed



Sistem akan menampilkan Halaman ***Dashboard***

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

1 Arahkan kursor ke ***Services***
*Navigate to **Service***

2 Klik ***Manage Biller***
*Click **Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

	Biller Nickname	Biller Category	Biller Name	Billing ID	Action

No record

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

System will show the Manage Biller > Inquiry & Listing page

1 Klik **Add**

Click Add

Manage Biller > Add

Biller Details

1 Biller Nickname *
tts

Biller Name *
Select

2 Biller Category *
Select

- Airplane Ticket
- BPJS
- Credit Card
- Energy / Electricity
- Insurance
- Internet / Cable TV

Back

1 Masukan **Biller Nickname**

*Input **Biller Nickname***

2 Pilih **Biller Category**

*Choose **Biller Category***

The screenshot shows a web form titled "Manage Biller > Add". The form is divided into two main sections: "Biller Details" and "Biller Name".

- Biller Details:** Contains a "Biller Nickname *" field with the value "tts" and a "Biller Category *" dropdown menu with the value "Phone / Mobile".
- Biller Name:** Contains a "Biller Name *" dropdown menu with the value "XL POSTPAID" and a "Handphone Number *" field with the value "12345678900".

At the bottom of the form, there are three buttons: "Back", "Save as draft", and "Next".

Numbered callouts are present:

- 1:** Points to the "Biller Name *" dropdown menu.
- 2:** Points to the "Handphone Number *" field.
- 3:** Points to the "Next" button.

1 Masukan **Biller Name**

*Input **Biller Name***

2 Masukan **Phone Number**

*Input **Phone Number***

3 Klik **Next**

*Click **Next***

Manage Biller > Review Details

Biller Details

Biller Nickname

tts

Biller Category

Phone / Mobile

Biller Name

XL POSTPAID

Handphone Number

12345678900

Back

1
Submit

Tinjau ulang transaksi

Review Transaction

1 Klik **Submit**

Click Submit

Manage Biller > Acknowledgement

Submitted for approval

Reference No. : I02240715000002287

Biller Details

Biller Nickname tts	Biller Category Phone / Mobile
Biller Name XL POSTPAID	Handphone Number 12345678900

Print
Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

36

Approve
Transaction

Manage Biller

Create Transaction

Edit

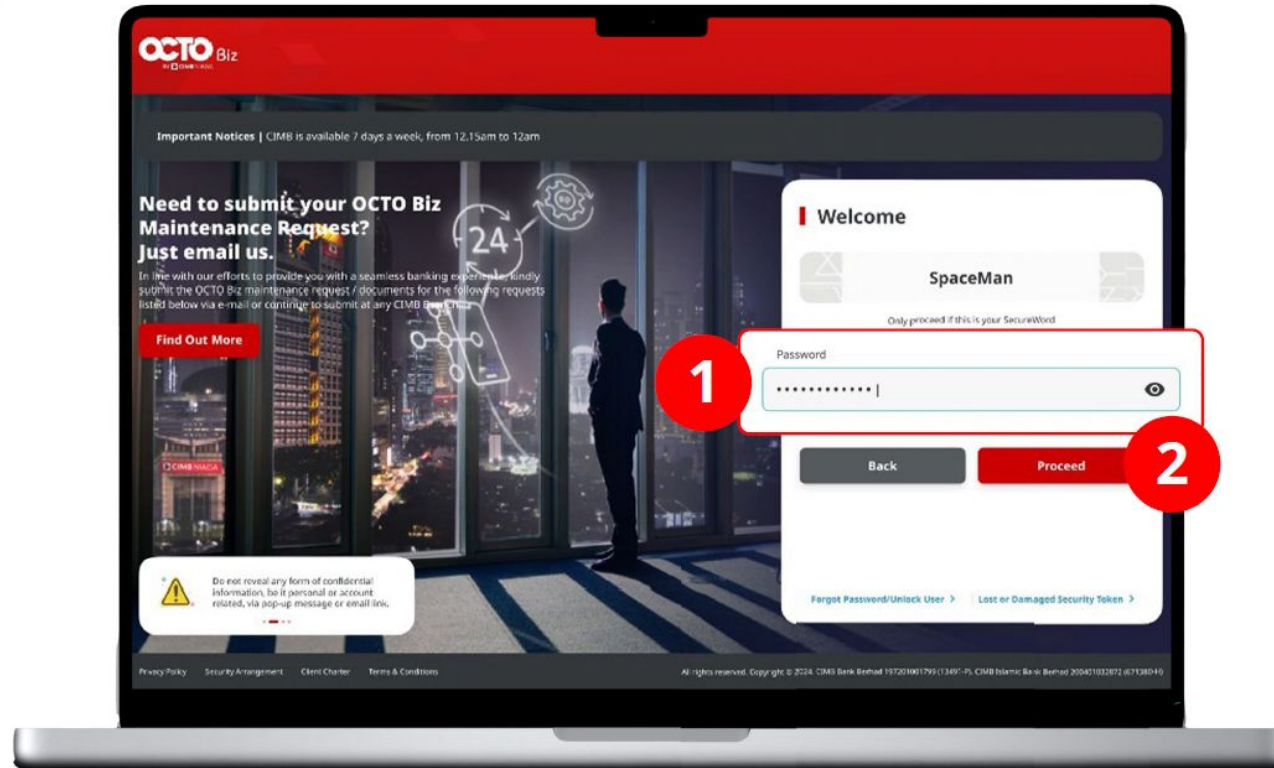


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

Maker login using User & Company ID

- 2 Klik ***Next***

Click Next

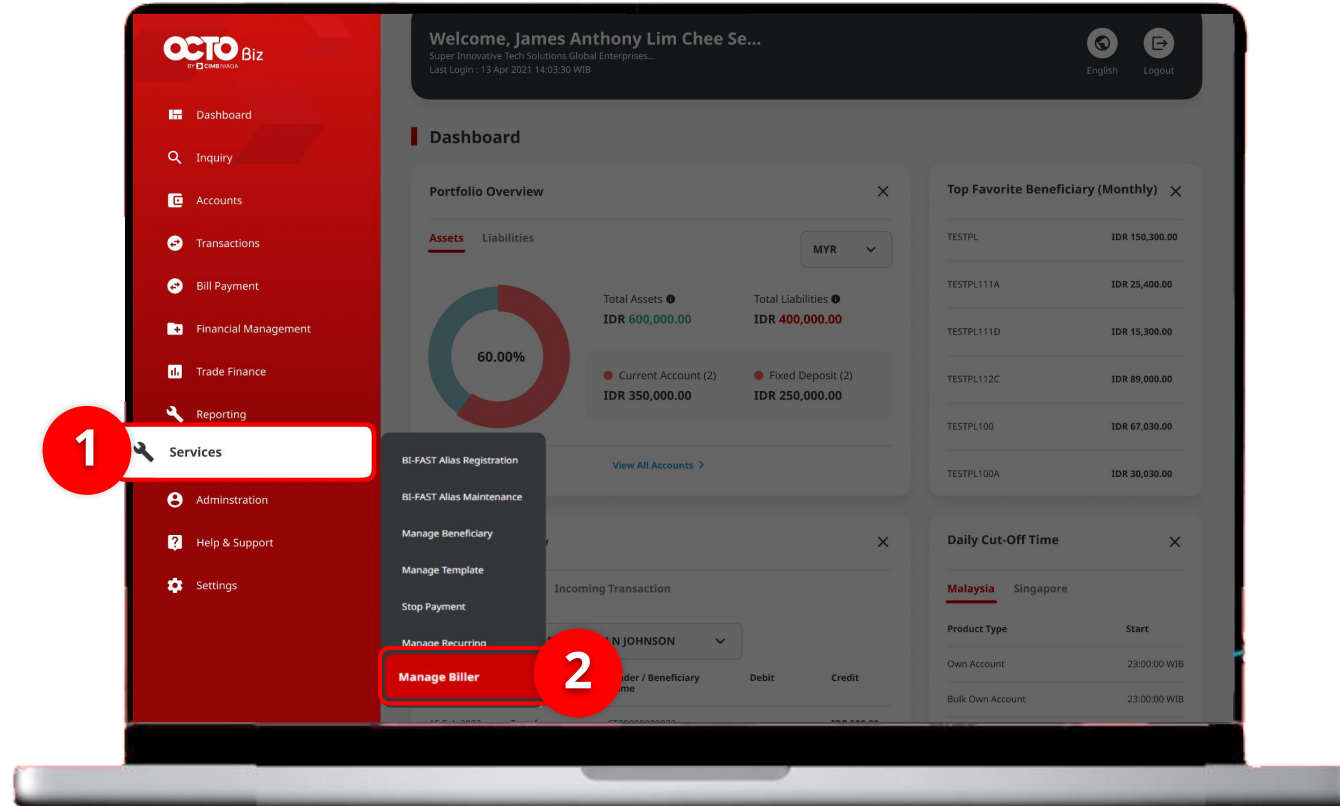


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

1 Arahkan kursor ke ***Services***
*Navigate to **Service***

2 Klik ***Manage Biller***
*Click **Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	its	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	INDOSAT PRE VALID	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

< 1 of 3 >

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

System will show the **Manage Biller > Inquiry & Listing** page

1 Klik **Hyperlink Transaksi**

Click the **Transaction Hyperlink**

Manage Biller > Details

Biller Details

Biller Nickname

tts

Biller Category

Phone / Mobile

Biller Name

XL POSTPAID

Handphone Number

12345678900

Back

Print

Delete

Edit

Sistem akan mengarahkan ke **Halaman Details**

*System will show the **Details Page***

1 Klik **Edit**

*Click **Edit***

Manage Biller > Add

1

Biller Details

Biller Nickname *

tts

Biller Category *

Phone / Mobile

Biller Name *

XL POSTPAID

Handphone Number * ⓘ

12345678900

999999-9999999999999999

Back

Save as draft

2

Next

1 Edit **bagian yang dibutuhkan***

Edit part

2 Klik **Next**

Click Next

***Biller Nickname tidak dapat di edit**

***Biller Nickname can't be edited**

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

19

Manage Biller > Review Details

Biller Details

Biller Nickname

tts

Biller Name

XL POSTPAID

Biller Category

Phone / Mobile

Handphone Number

12345678900

Back

1
Submit

Tinjau ulang transaksi

Review Transaction

1 Klik **Submit**

Click Submit

Manage Biller > Acknowledgement

Submitted for approval

Reference No. : 102240715000002287



Biller Details

Biller Nickname tts	Biller Category Phone / Mobile
Biller Name XL POSTPAID	Handphone Number 12345678900

Print
Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

36

Approve
Transaction

Manage Biller

Create Transaction

Delete dari Halaman Listing

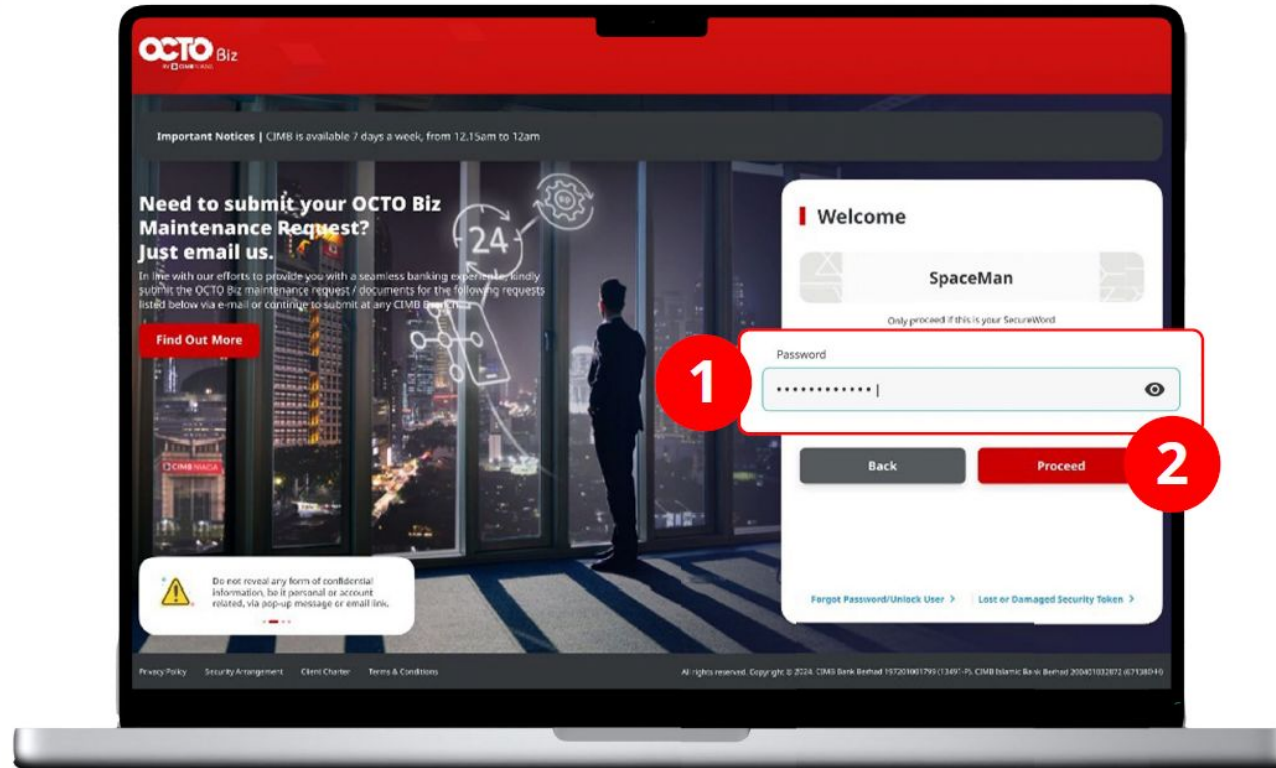


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

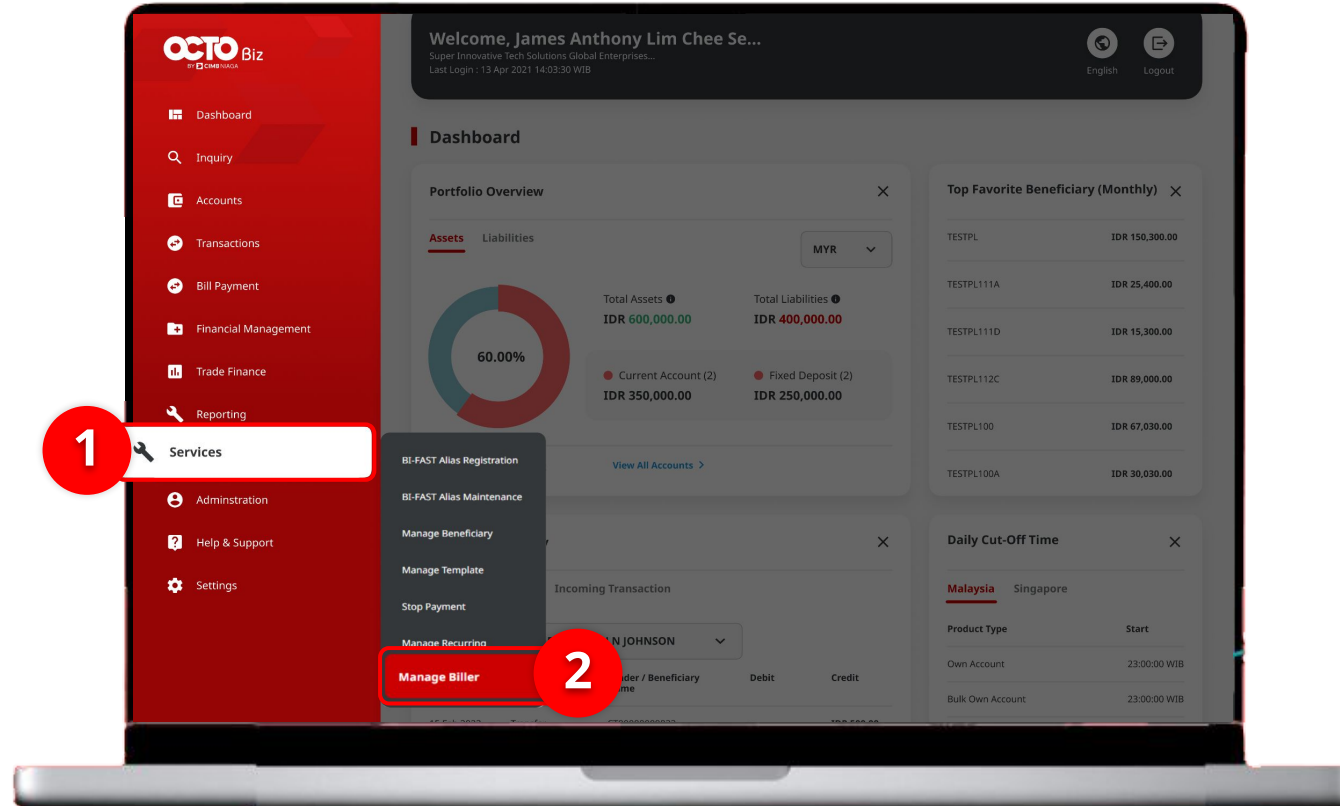


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

1 Arahkan kursor ke ***Services***
*Navigate to **Service***

2 Klik ***Manage Biller***
*Click **Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname:

Biller Category:

Biller Name:

Billing ID:

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	its	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	INDOSAT PRE VALID	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

1 of 3

Download **Delete** **Add**

Delete

Are you sure you want to delete this item?

No **Yes**

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

System will show the **Manage Biller > inquiry & Listing** page

- 1 Klik **Delete** pada Transaksi yang ingin di **Hapus**

Click **Delete** on transaction

- 2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

System will show the **Confirmation box**, click **Yes**

LANGKAH

04b

Manage Biller > Inquiry & Listing

Search

Biller Nickname: Enter
Biller Category: Select
Biller Name: Select
Billing ID: Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	ITS	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	INDOSAT PRE VALID	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

1 of 3

Download Delete Add

Delete

Are you sure you want to delete this item?

No Yes

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

System will show the **Manage Biller > inquiry & Listing page**

- 1 Pilih transaksi yang ingin di **hapus**

Choose **Transaction to delete**

- 2 Klik **Delete**

Click **Delete**

- 3 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

System will show the **Confirmation box**, click **Yes**

Manage Biller > Acknowledgement

Item(s) deleted

Reference No. : 102240716000002306

Biller Details

Biller Nickname

tts

Biller Name

XL POSTPAID

Biller Category

Phone / Mobile

Handphone Number

1234567890021

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the Acknowledgement page

1 Klik **Done**

Click Done

Manage Biller

Create Transaction

Delete dari Halaman Detail

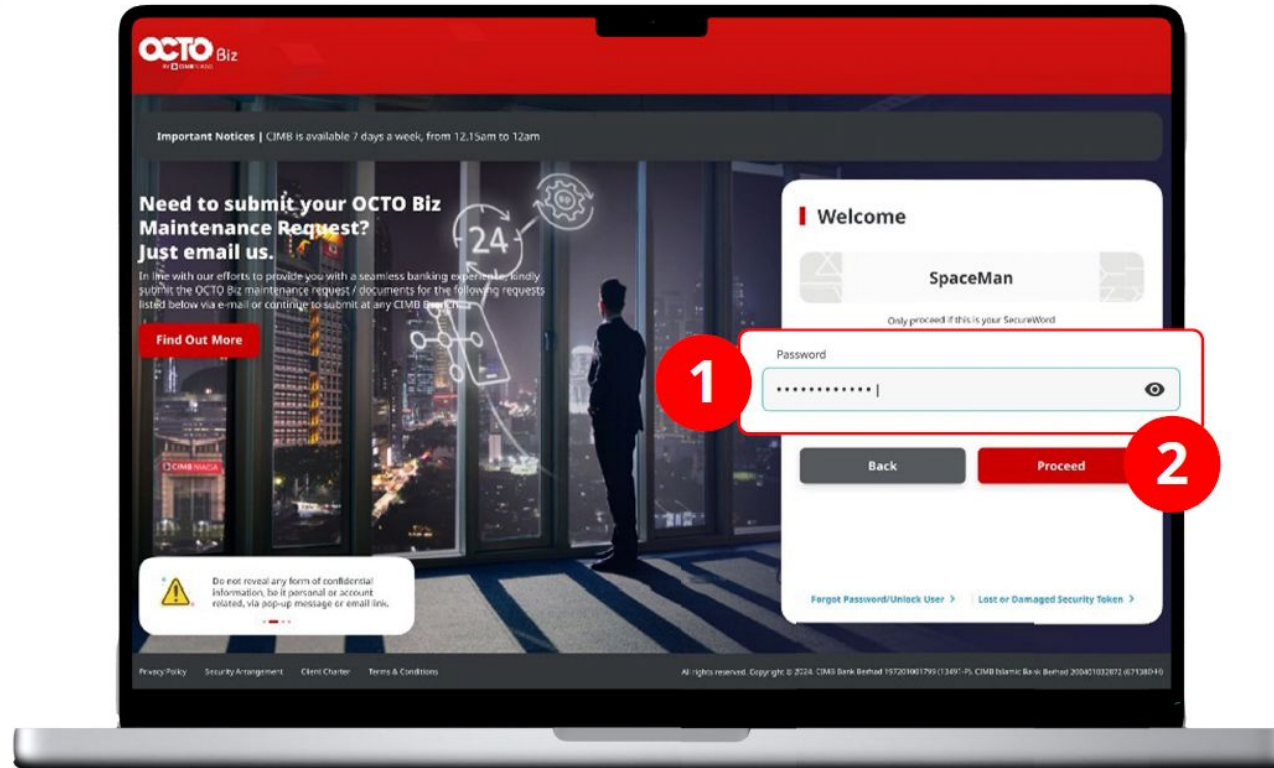


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

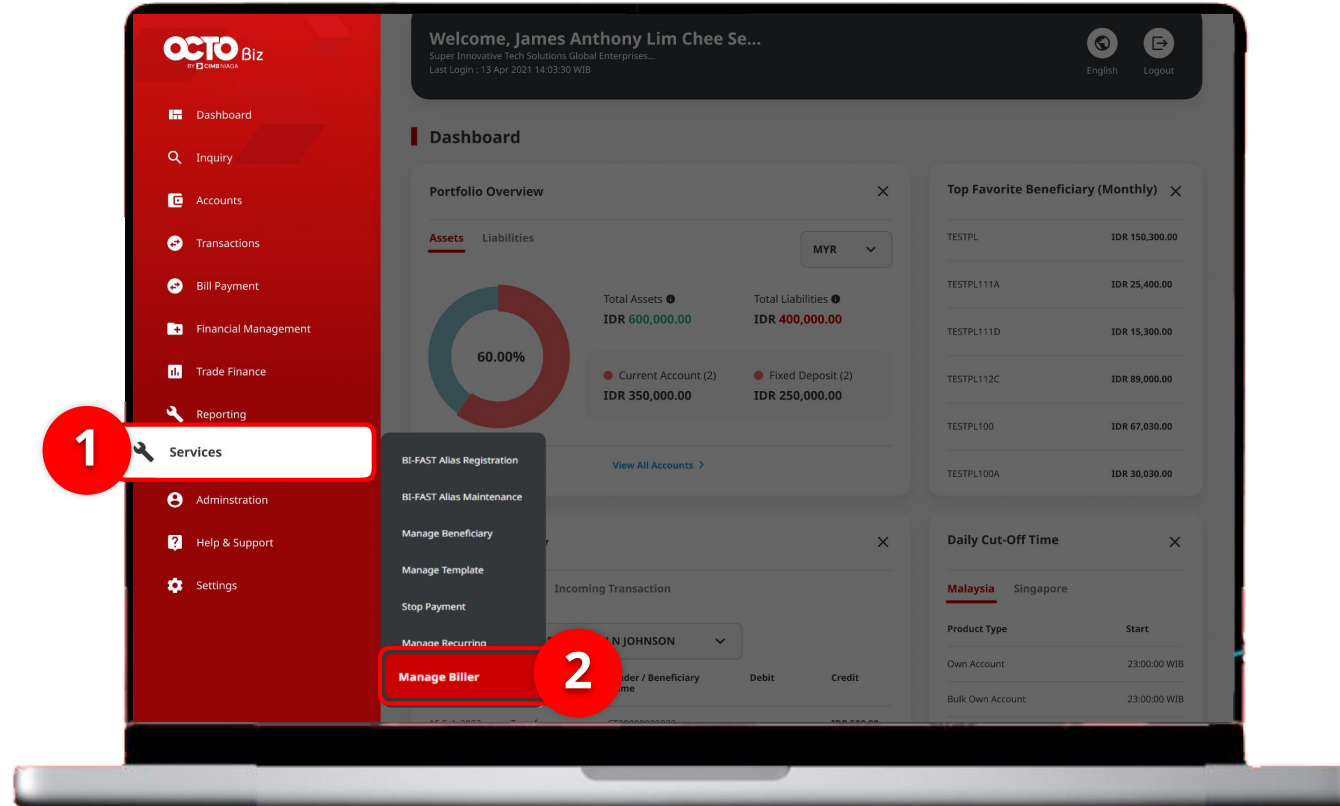


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

1 Arahkan kursor ke ***Services***
*Navigate to **Service***

2 Klik ***Manage Biller***
*Click **Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

☐	Biller Nickname	Biller Category	Biller Name	Billing ID	Action
☐	tts	Phone / Mobile	XL POSTPAID	12345678900	Delete
☐	Manage Biller 102240704000002144	Phone / Mobile	PREPAID INDOSAT	0857001999900	Delete
☐	INDO PRE INVALID	Phone / Mobile	PREPAID INDOSAT	0856012345614	Delete
☐	Bill Wifi	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete
☐	Biller Internet 1	Internet / Cable TV	FIRST MEDIA	0909089738423	Delete

< 1 of 3 >

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

System will show the **Manage Biller > Inquiry & listing** page

- Klik **Hyperlink Transaksi** pada Transaksi yang ingin di **Hapus**

Click **Transaction hyperlink** to delete

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

33

Manage Biller > Details

Biller Details

Biller Nickname	Biller Category
tts	Phone / Mobile
Biller Name	Handphone Number
XL POSTPAID	1234567890021

Back

Print

Delete

Edit



Delete

Are you sure you want to delete this item?

No

Yes

Sistem akan menampilkan halaman **Manage Biller > Details**

*System will show the **Manage Biller > Details***

1 Klik **Delete**

*Click **Delete***

2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

*System will show the **Confirmation box**, click **Yes***

Manage Biller > Acknowledgement

Item(s) deleted

Reference No. : I02240716000002306

Biller Nickname
tts

Biller Name
XL POSTPAID

Biller Category
Phone / Mobile

Handphone Number
1234567890021

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the Acknowledgement page

1 Klik **Done**

Click Done

Manage Biller

Approval Process

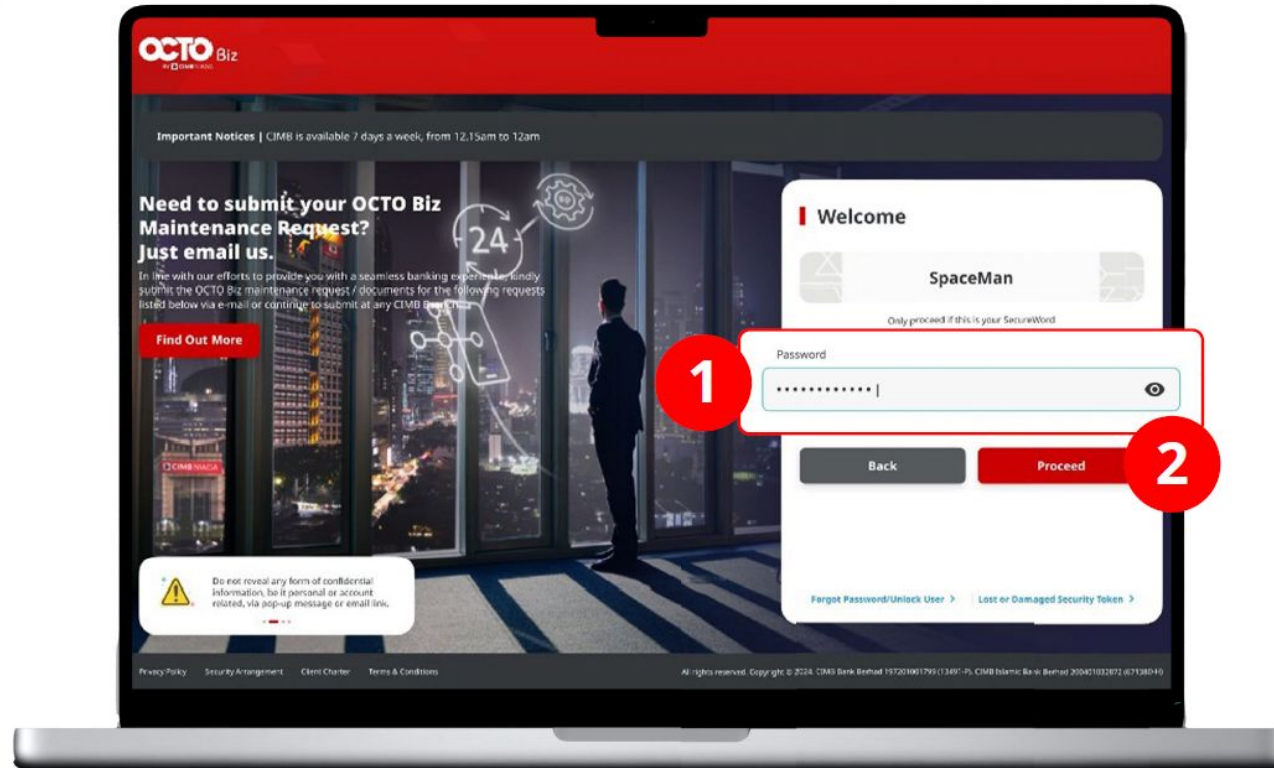


- 1 **Approver** Masuk dengan menggunakan **User & Company ID**

Approver login using User & Company ID

- 2 Klik **Next**

Click Next

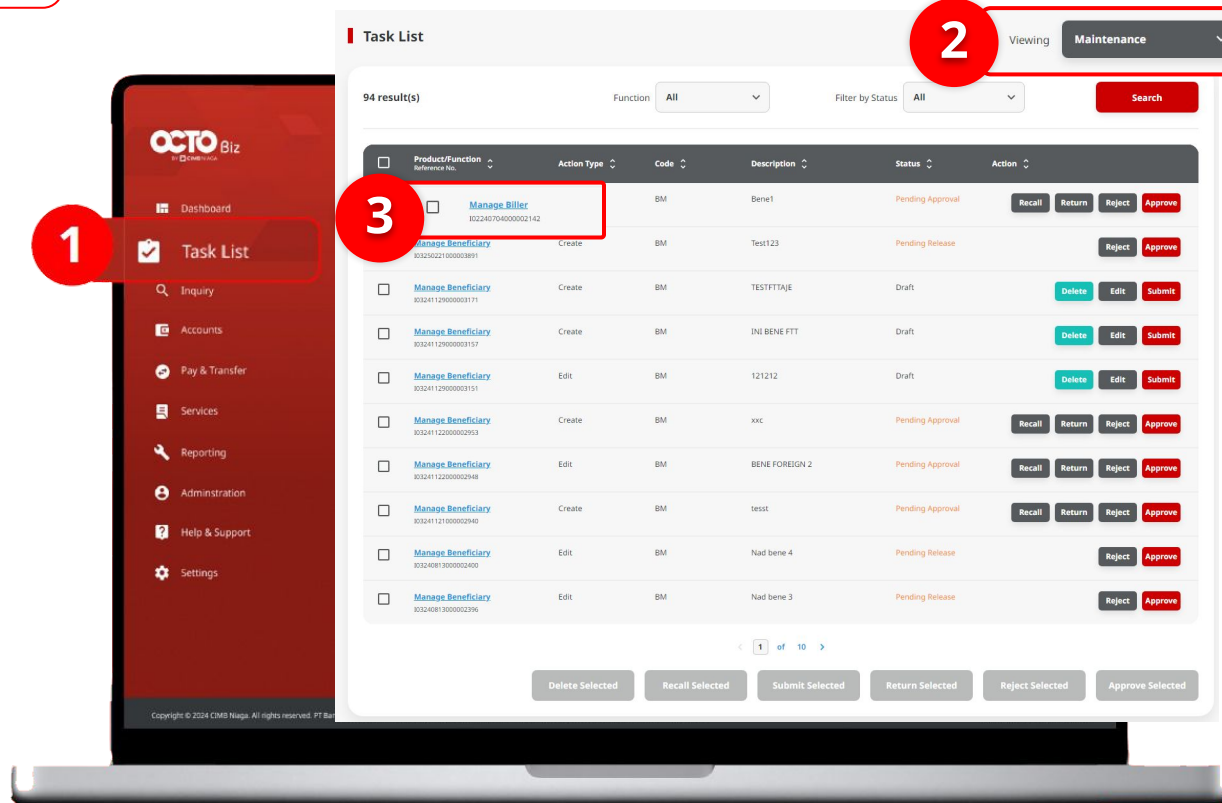


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

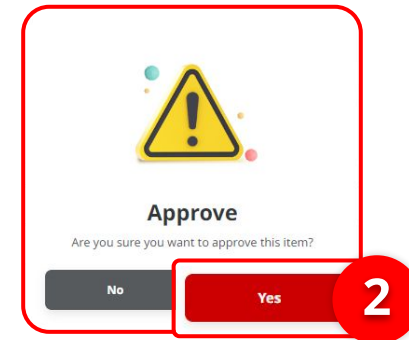
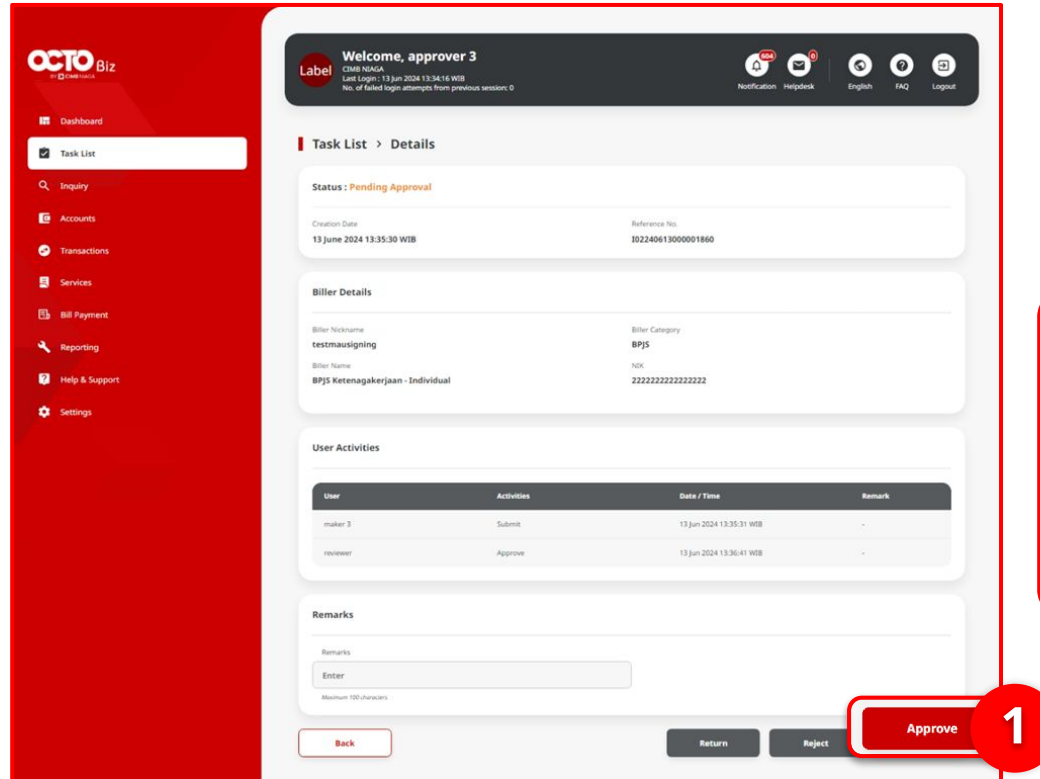
Navigate to side menu, click Task List

2 Pilih **Maintenance** sebagai Viewing

Choose Maintenance as viewing

3 Klik **Hyperlink** transaksi yang diinginkan

Click hyperlink transaction



Tinjau ulang transaksi yang telah di kirim **Maker**,

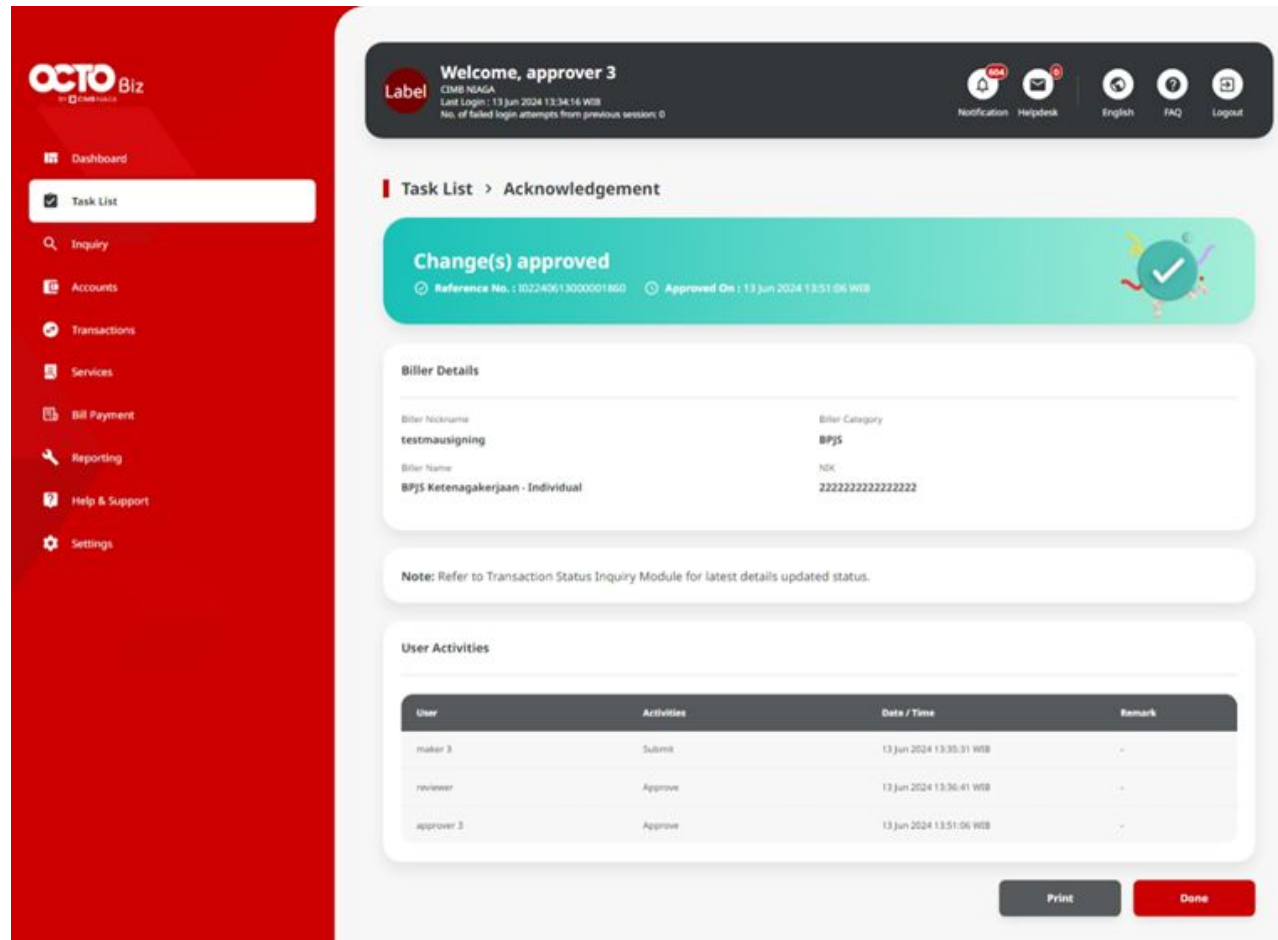
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes



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

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



OCTO Biz
BY  **CIMB NIAGA**

