

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

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*).

Transaction – Save as Draft is a module for saving transaction details before executing (*submitting*).

03

Save as Draft

34

Draft Action

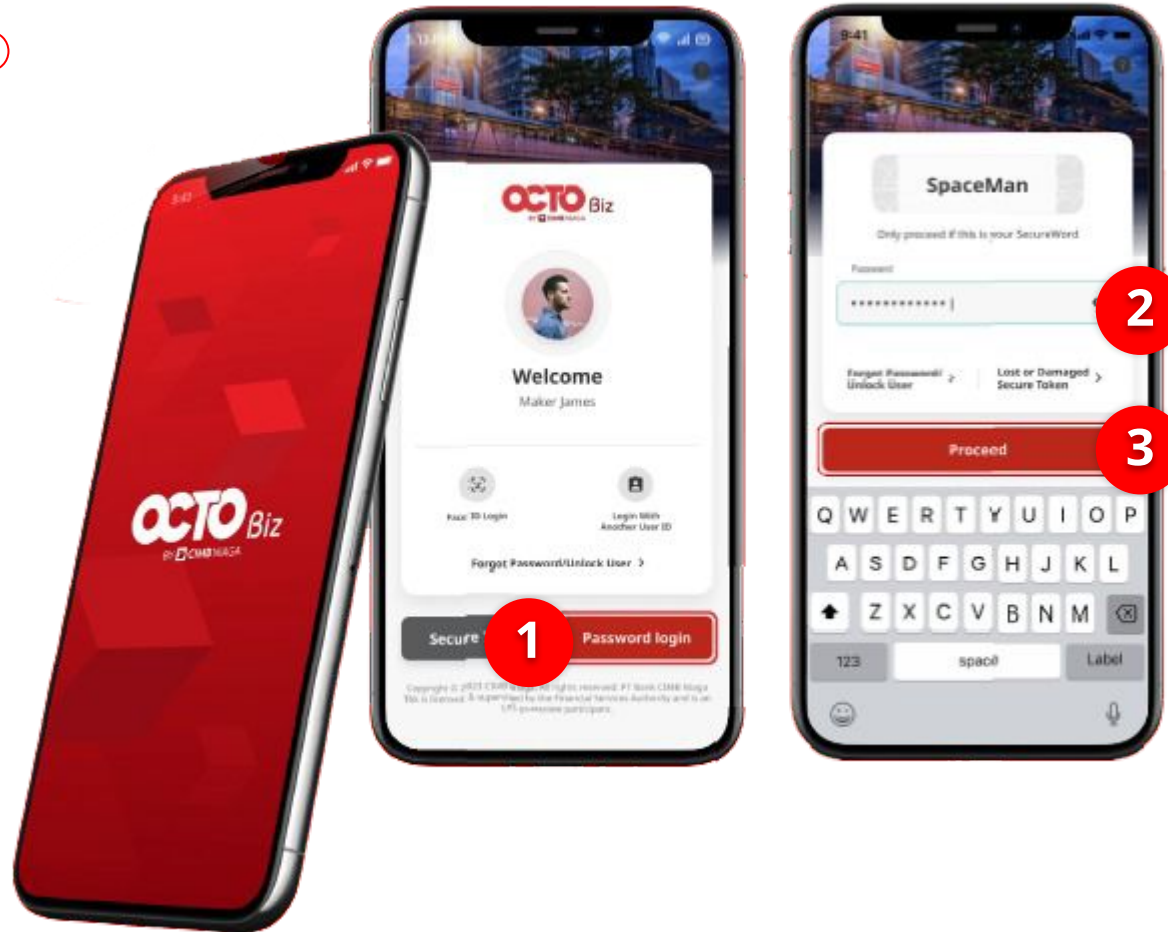
Save as Draft

Create Transaction

LANGKAH

01

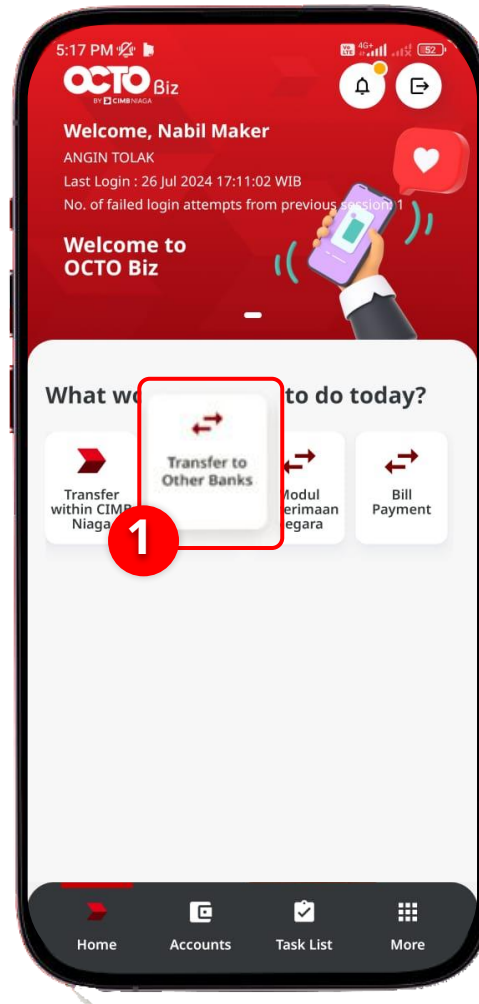
MAKER



Create Transaction | Save as Draft

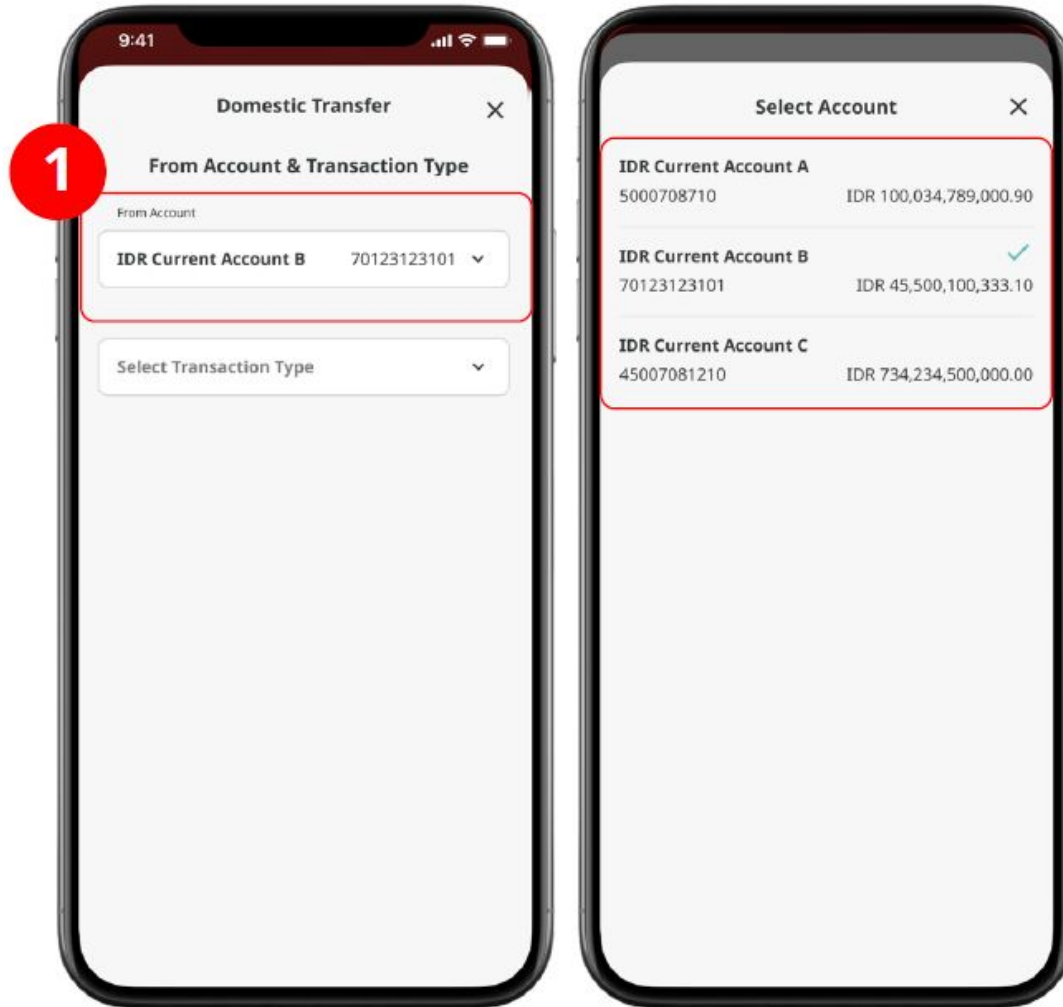
Menu: Transfer to Other Banks

- 1 Klik **Password Login**
Click Password Login
- 2 Masukan **Password**
Input Password
- 3 Klik **Proceed**
Click Proceed



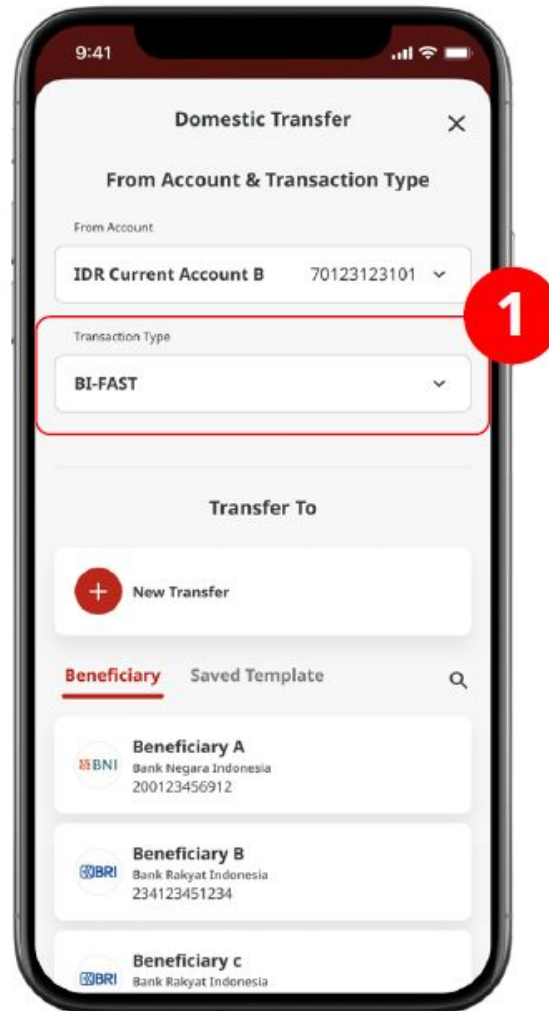
1 Klik ***Transfer to Other Banks***

*Click **Transfer to Other Banks***



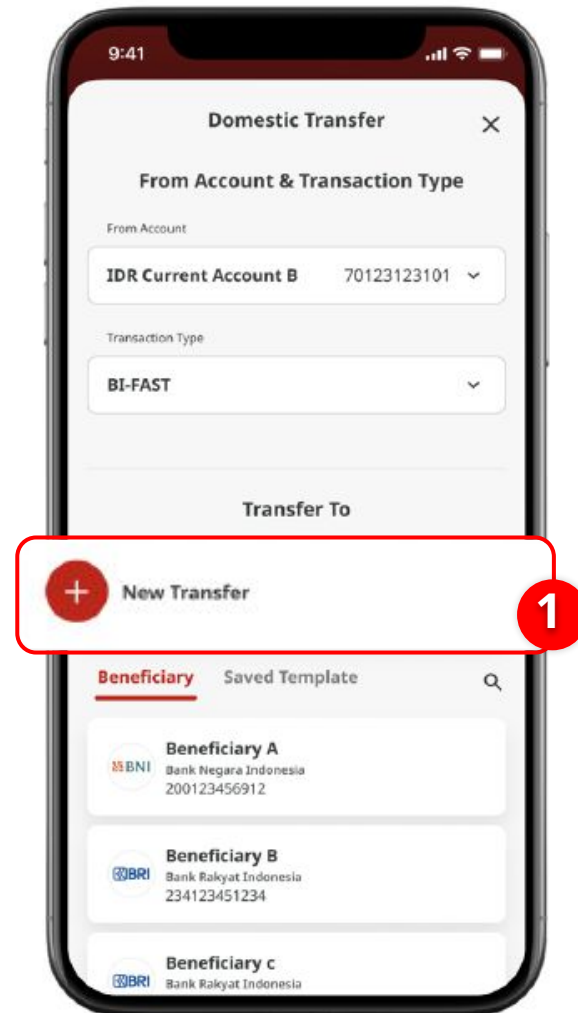
1 Pilih **From Account** dan
Pilih **Sumber Dana**

Click **From Account** and
Choose **source of funds**



1 Pilih **BI-Fast** sebagai **Transaction Type**

*Choose **BI-Fast** as Transaction type*



- 1 Pilih **Transfer to**
Choose **Transfer to**

LANGKAH

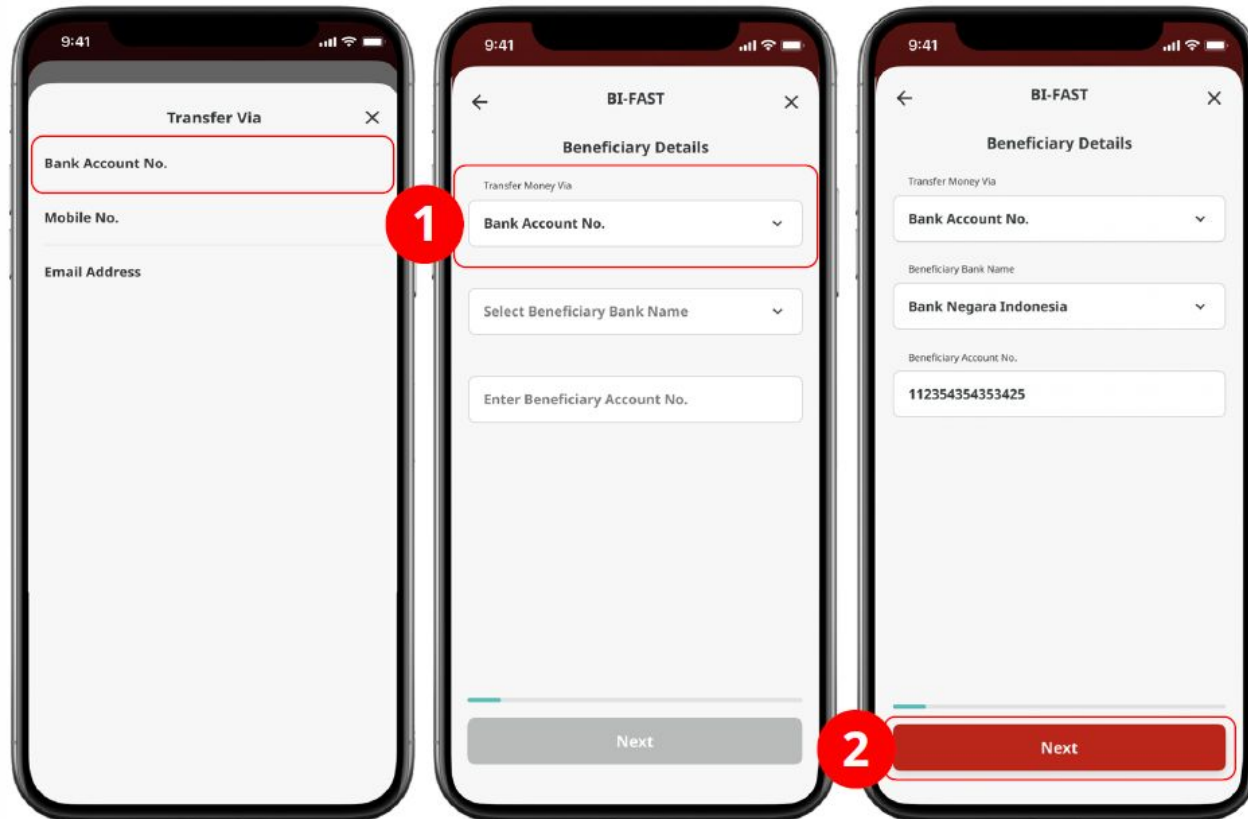
06a

MAKER

OPSIONAL

Create Transaction | Save as Draft

Menu: Transfer to Other Banks



Jika ***Via Bank Account***

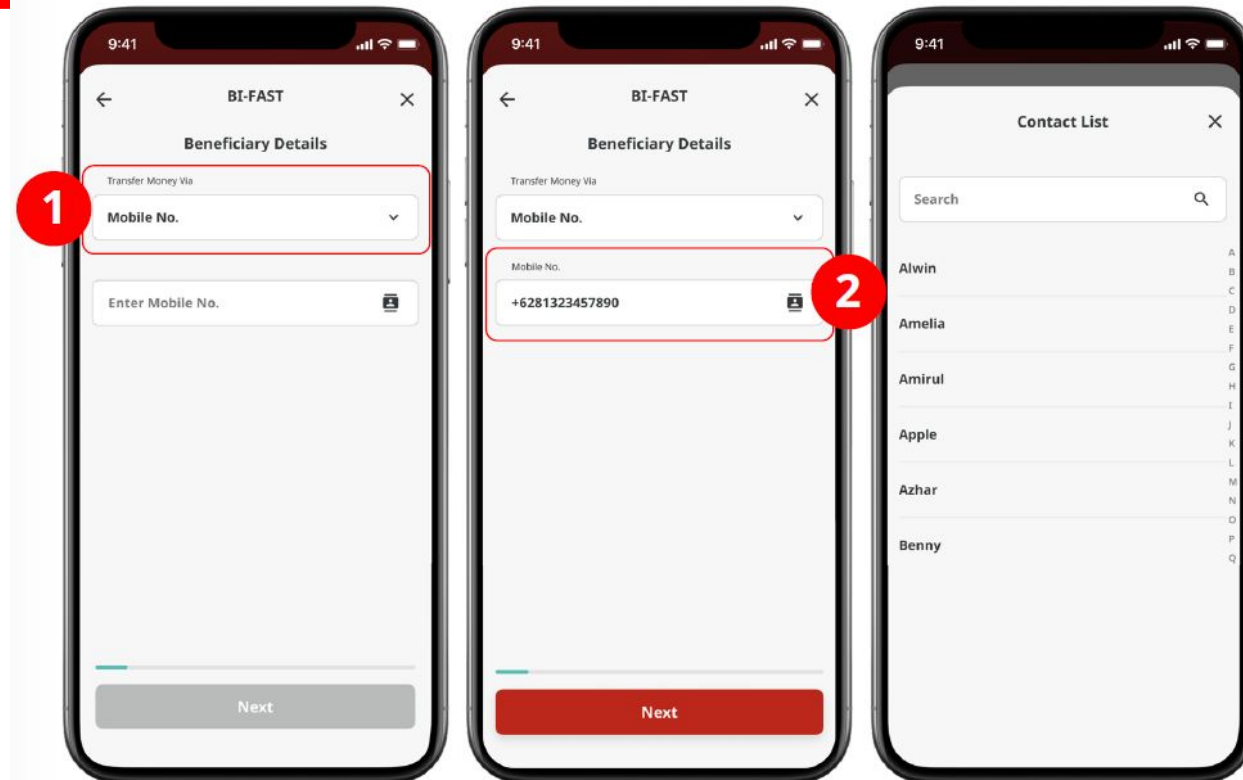
If via Bank Account

1 Pilih ***Bank Account***

Choose Bank Account

2 Klik ***Next***

Click Next



Jika **Via Mobile Number**

If via **Mobile Number**

- 1 Pilih **Transfer via Mobile No.**

Choose Transfer **via Mobile No.**

- 2 Pilih **Nomor Tujuan** dengan memilih **Mobile No.**

Choose **beneficiary mobile number**

LANGKAH

06c

MAKER

OPSIONAL

Create Transaction | Save as Draft

Menu: Transfer to Other Banks

BI-FAST

Beneficiary Details

Transfer Money Via

Email Address

Enter Email Address

Next

Jika **Via Email Address**

If via **Email Address**

1 Pilih **Transfer via Email Address**

Choose **Transfer via Email Address**

2 Masukkan **Email Address**

Input **Email Address**

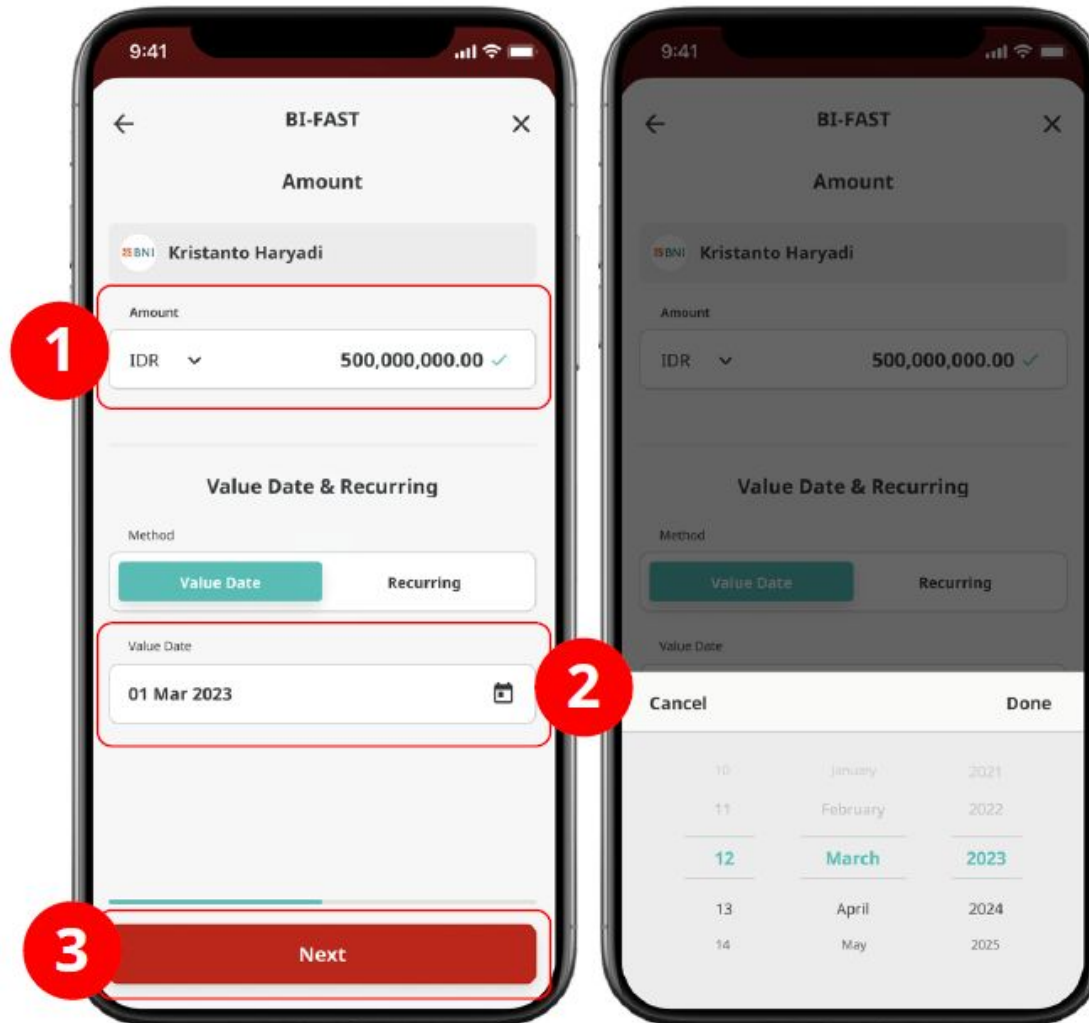
LANGKAH

07

MAKER

Create Transaction | Save as Draft

Menu: Transfer to Other Banks



1 Masukan **Nominal Transfer**

Input Transfer amount

2 Pilih **Tanggal Pengiriman**

Choose Transaction Date

3 Klik **Next**

Click Next

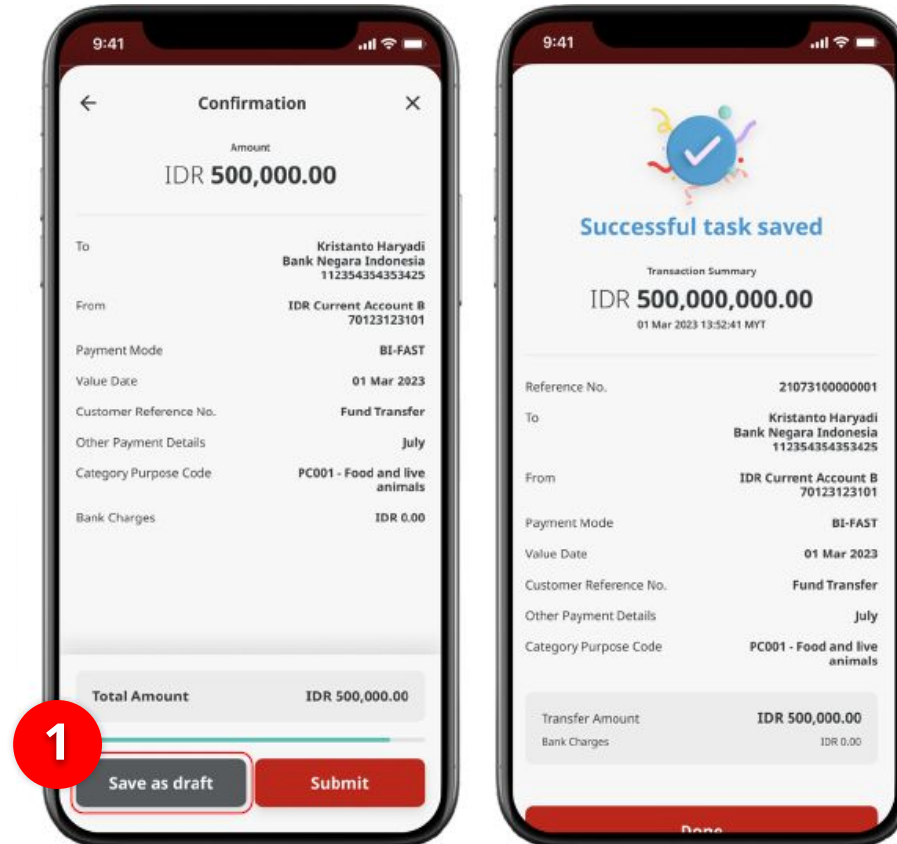
The image shows two smartphone screens side-by-side, illustrating the steps for creating a transaction in the BI-FAST app.

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). At the bottom, there are two buttons: "No Advice" (highlighted in green) and "Simple Advice". A red circle with the number "1" is placed over the top left corner of the screen. A red circle with the number "2" is placed over the "Next" button at the bottom.

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 top left corner of the screen.

1 Lengkapi **Other Details**
Complete **Other Details**

2 Klik **Next**
Click **Next**



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

To save transaction as draft, Click save as draft

Save as Draft

Draft Action



1 Klik **Password Login**

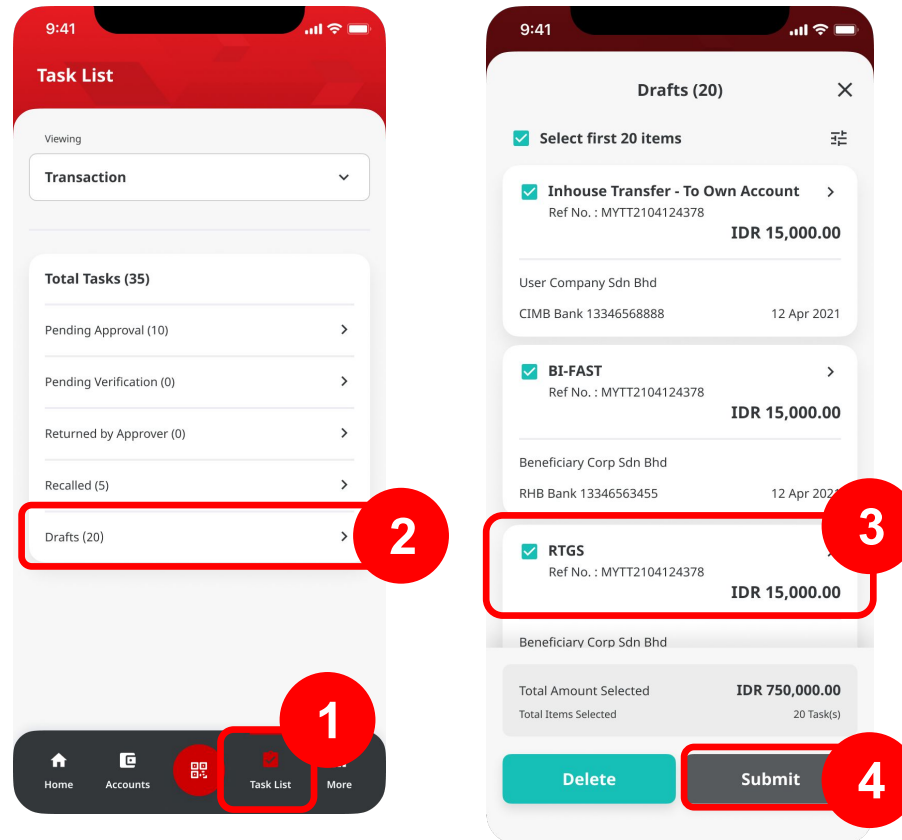
Click Password Login

2 Masukan **Password**

Input Password

3 Klik **Proceed**

Click Proceed



1 Klik **Task List**

Click Task List

2 Pilih **Drafts**

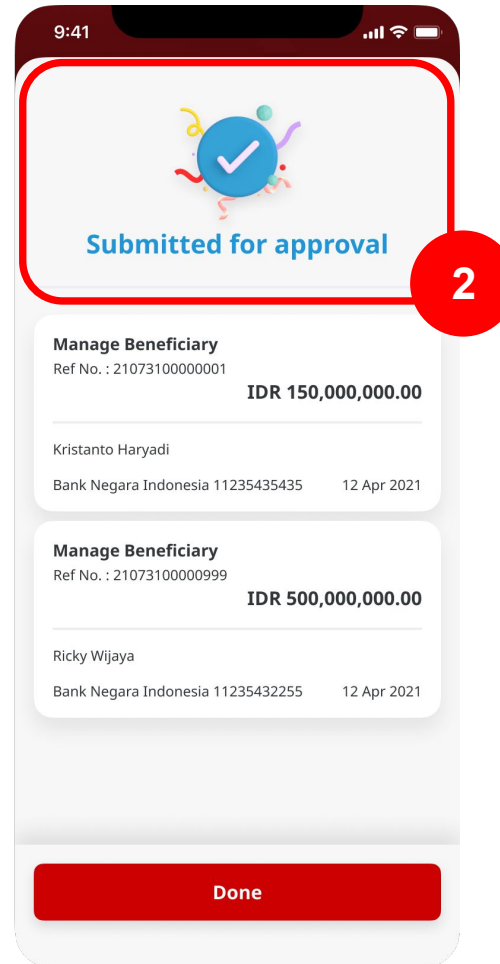
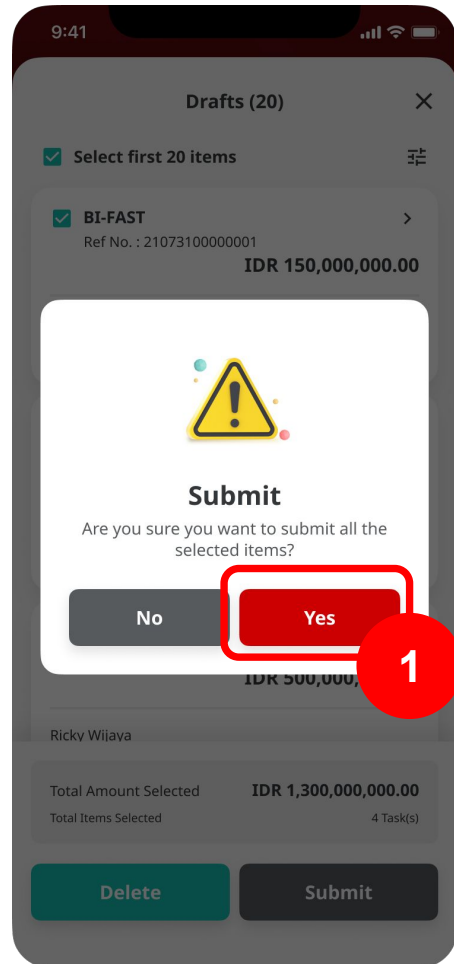
Choose Drafts

3 Pilih **transaksi** yang akan di *submit*

Choose Transaction

4 Klik **Submit**

Click Submit



1 Klik **Yes**

Click Yes

2 Sistem akan menampilkan halaman **acknowledgement**

System will show the Acknowledgement page

Save as Draft

Approve Transaction

Mobile Token

Hard Token

Save as Draft

Approve Transaction

Mobile Token

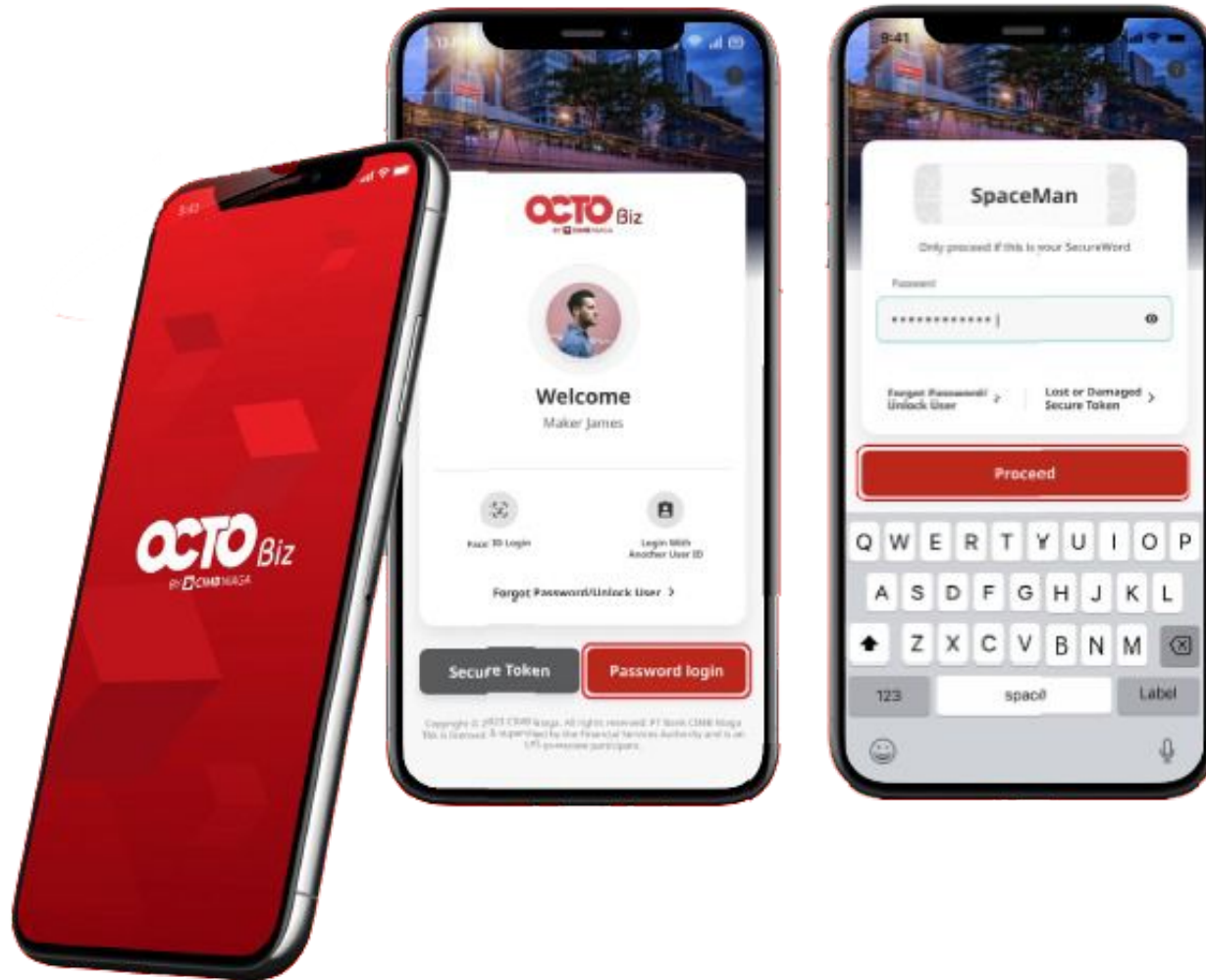
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**

Approval Transaction process using mobile token

LANGKAH

01

APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

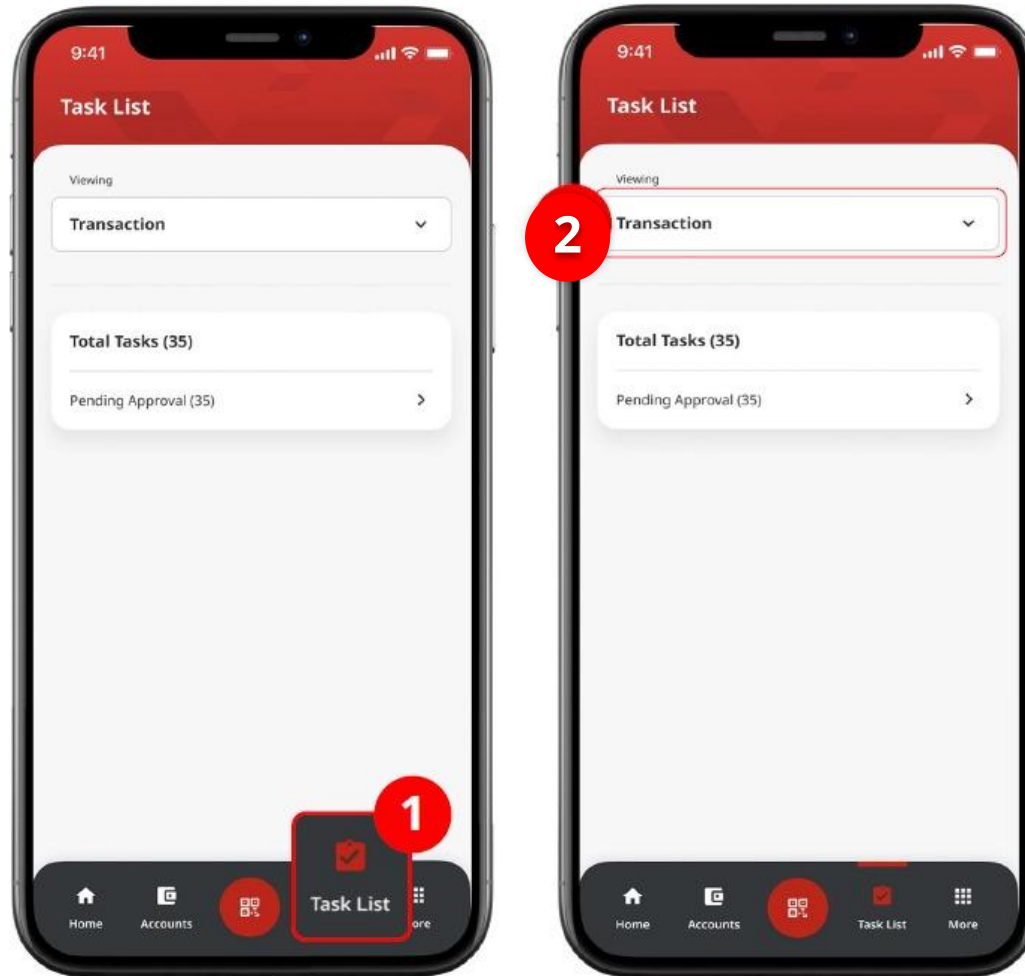
LANGKAH

02

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve

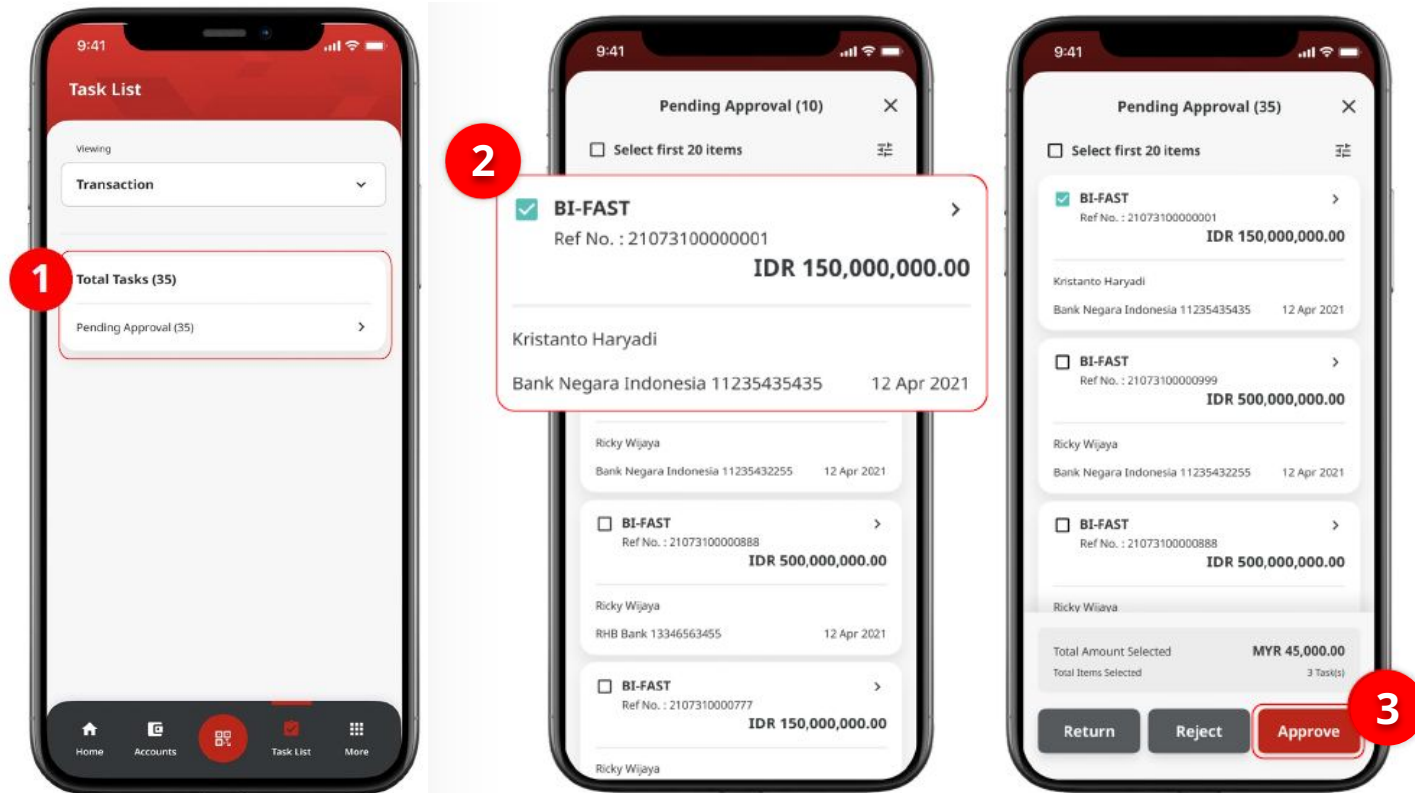


- 1 Arahkan pada menu dibawah, klik **Task List**

Navigate to bottom menu, click Task List

- 2 Pilih **Transaction** sebagai Viewing

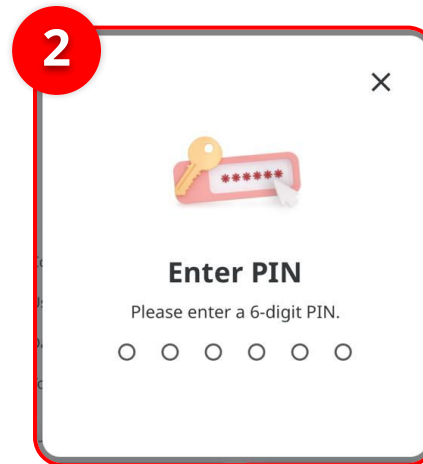
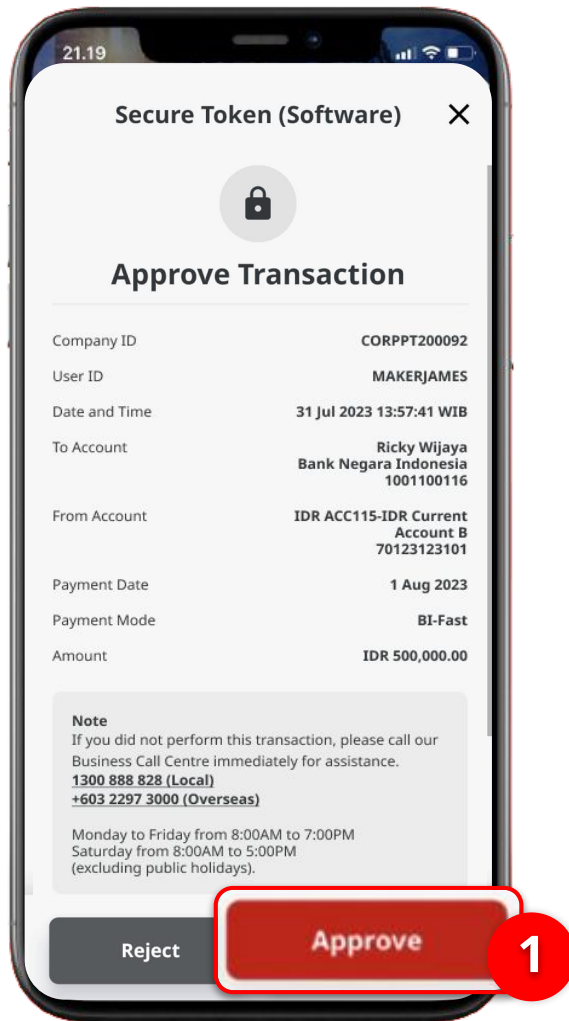
Choose Transaction as Viewing



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**

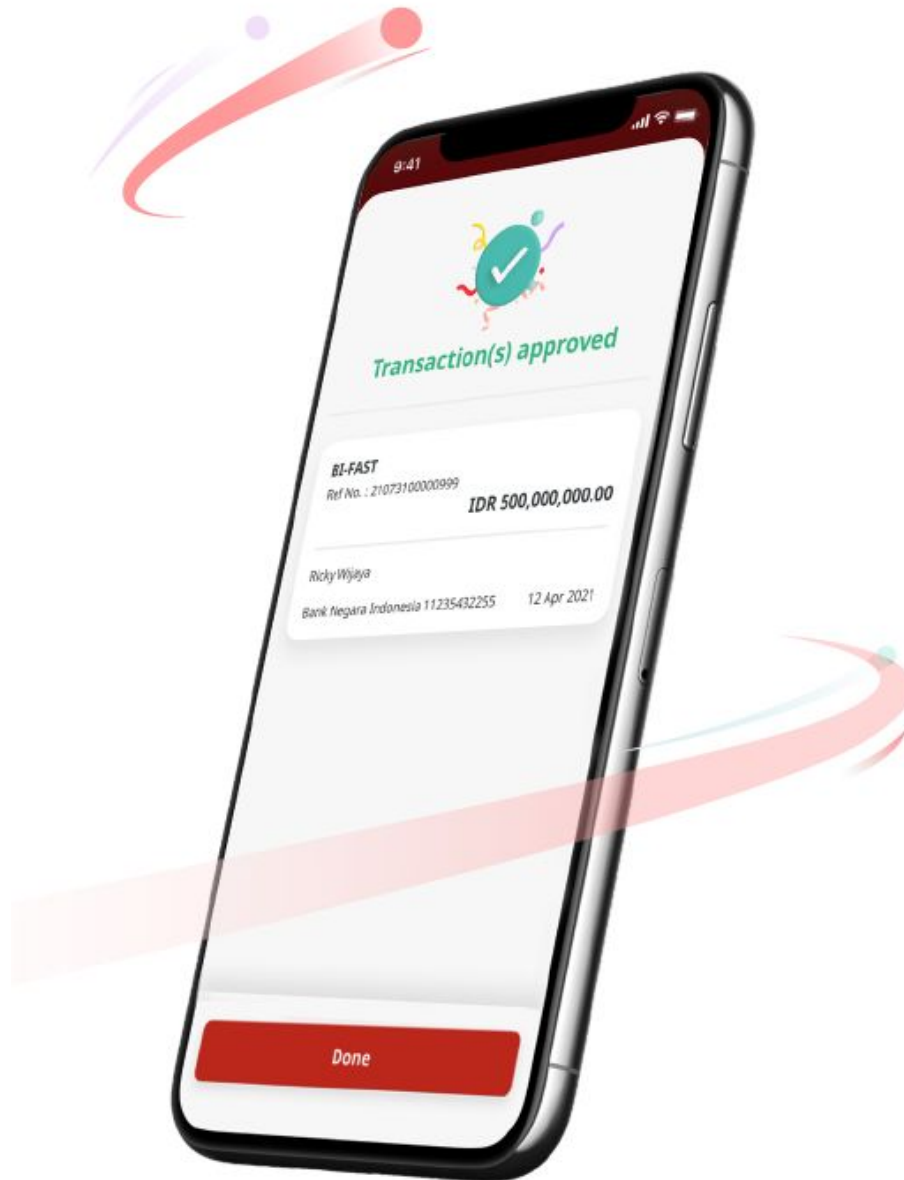


1 Klik **Tombol Approve**

*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

Save as Draft

Approve Transaction

Hard Token

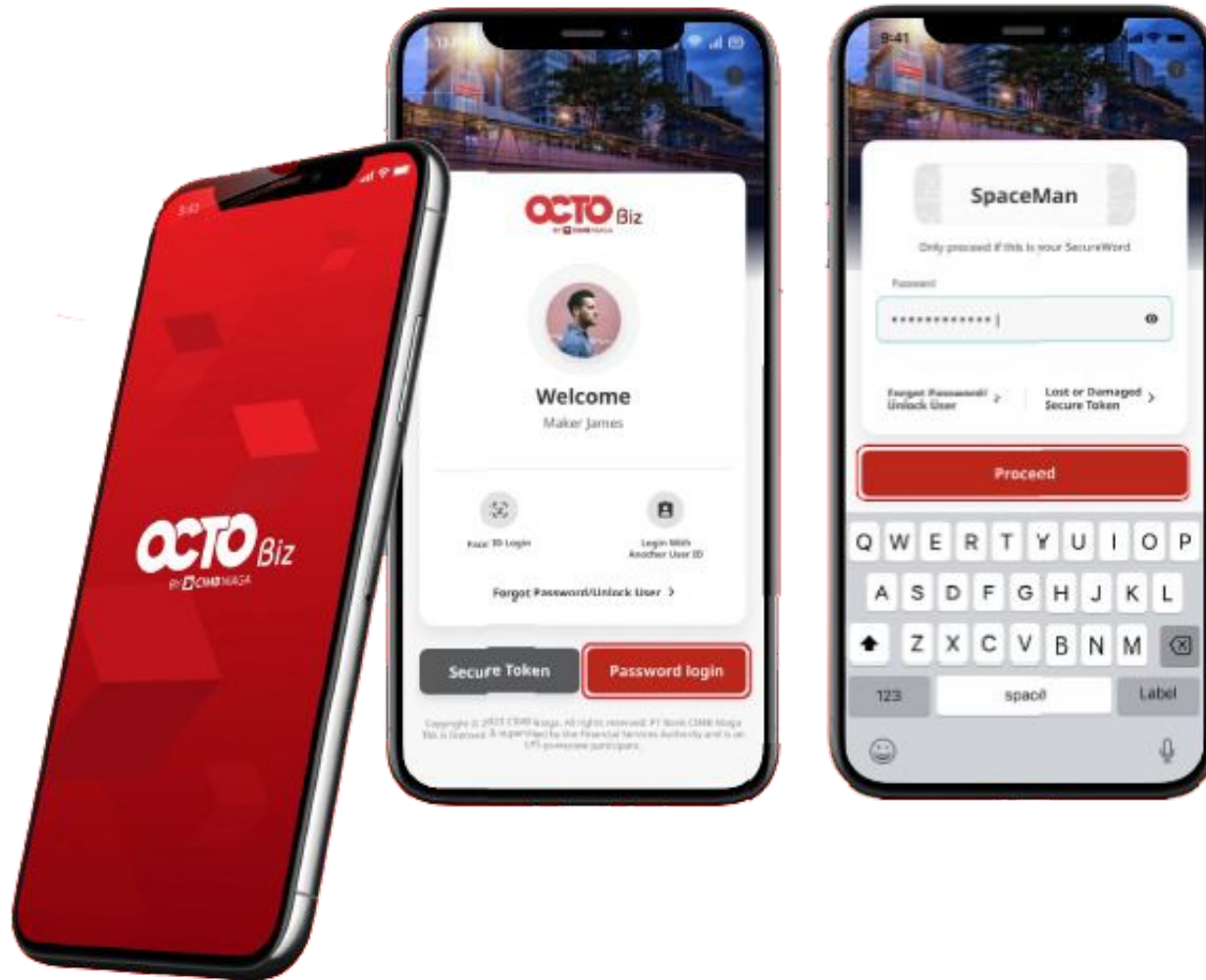
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**

Approval Transaction process using hard token

LANGKAH

01

APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

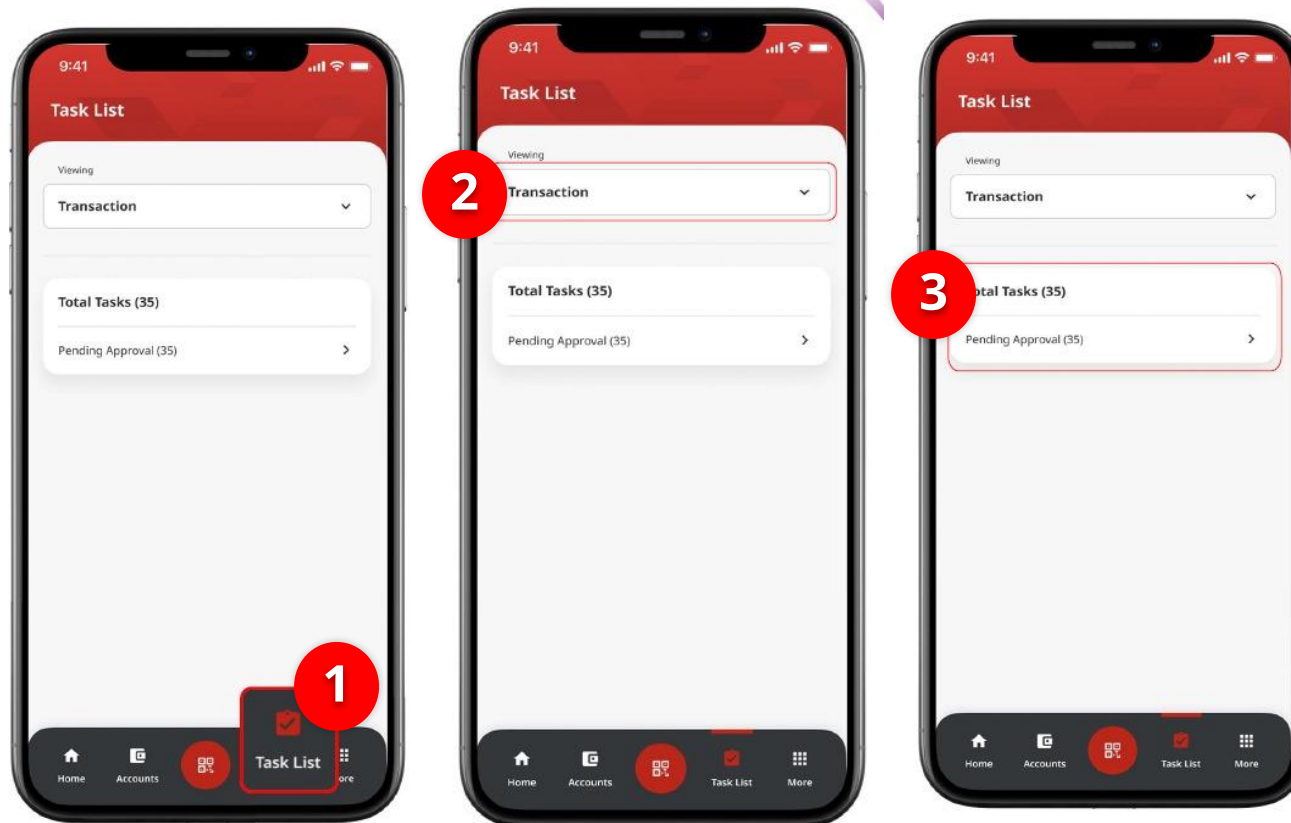
LANGKAH

02

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



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

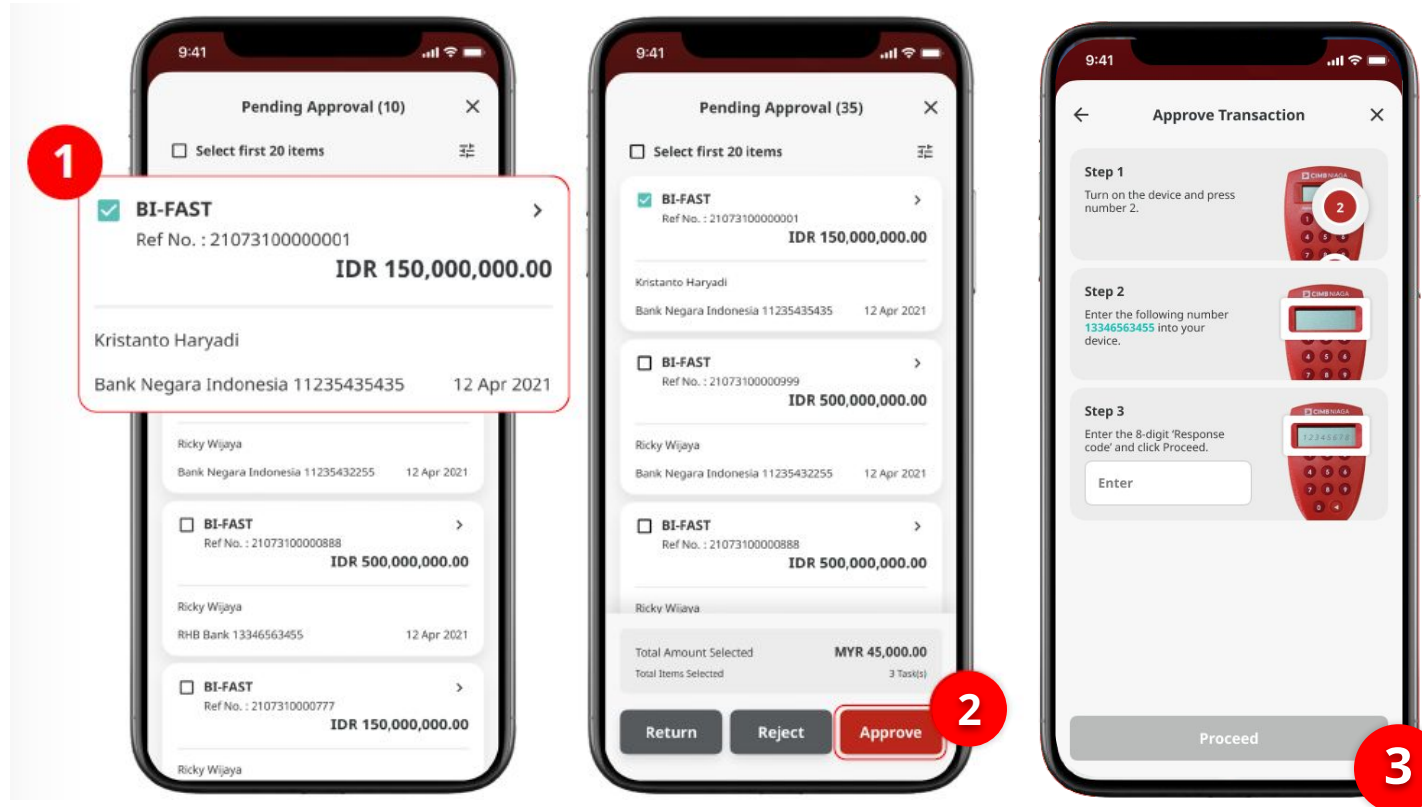
*Navigate to bottom menu, click **Task List***

- 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***

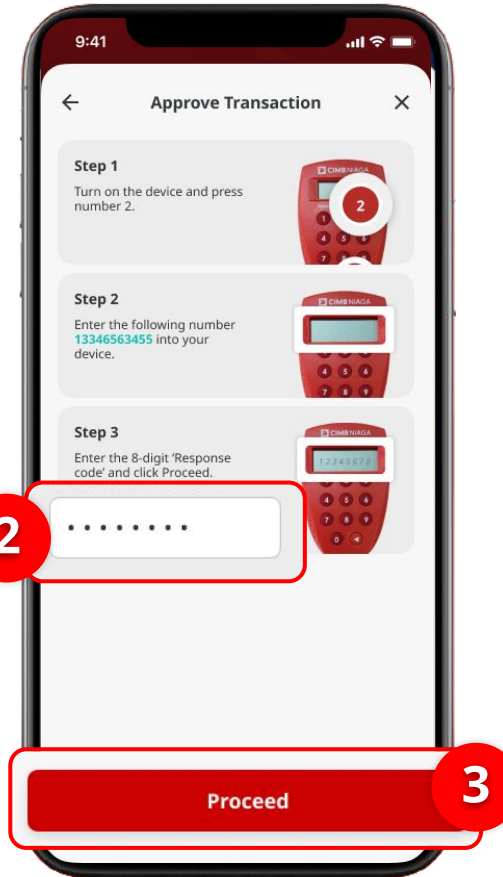
- 2 Klik Tombol **Play**

*Click **Play***

LANGKAH

06

APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

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

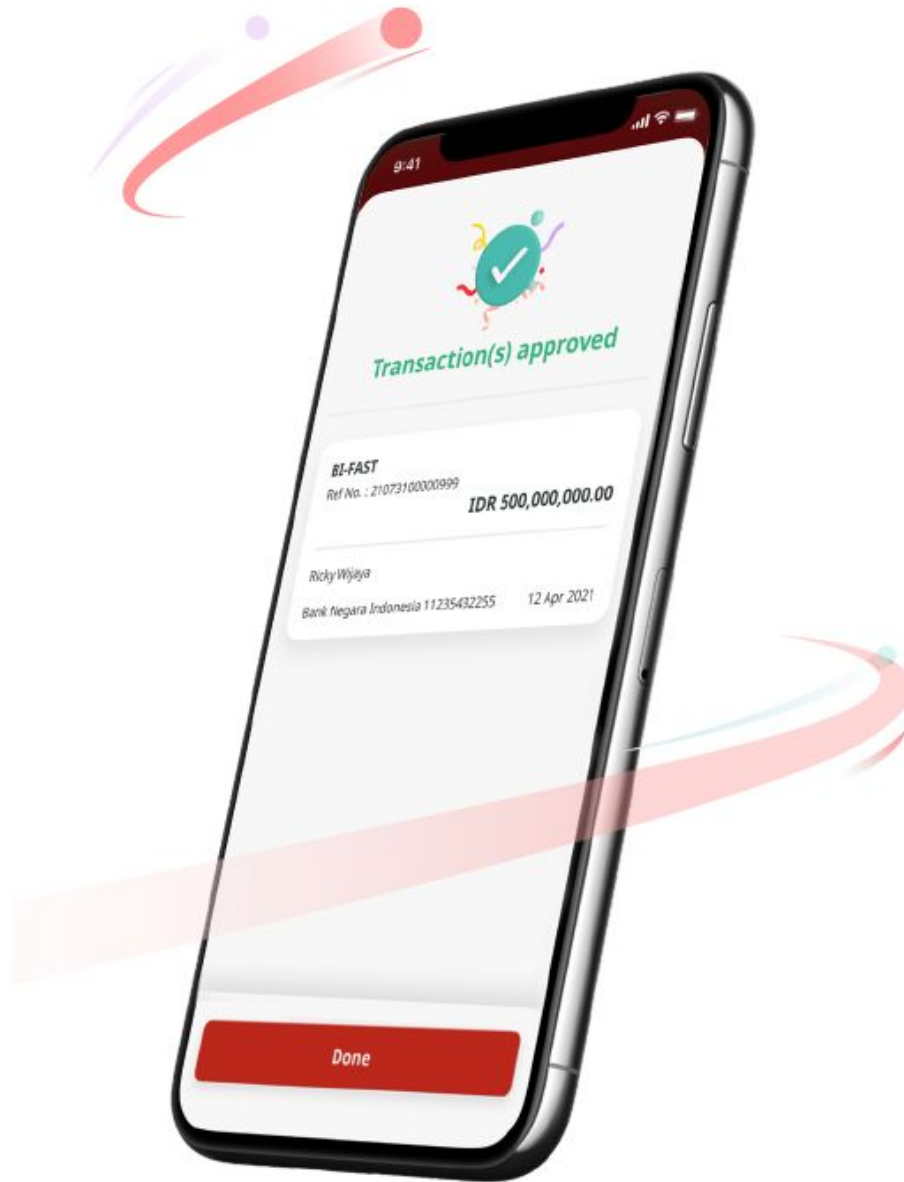
Hard Token device will show the 8-Digit code

- 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**

