



# OCTOBIZ

SysAdmin

## Manage Company

Basic Package

TUTORIALOCTOBIZ2026

KEJAR MIMPI

## SysAdmin

# Manage Company

**SysAdmin - Manage Company : CFO Administrator** dapat **mengatur Company Details, Account, dan user** melalui modul ini.

contoh: *Tagging New Account, pembuatan User Group dan User baru*

**SysAdmin - Manage Company: Administrator can manage the Company Details, Account, and user**

*E.g: Tagging New Account, create User Group, and New User*

<b>Role</b>	<b>Description</b>
<b>Maker</b>	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi <i>Users who are tasked with creating transactions or inputting transaction data</i>
<b>Reviewer</b>	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh <b>Maker (Opsional)</b> <i>Users who function as Reviewers to validate transaction data that has been submitted by Maker (Optional)</i>
<b>Approver</b>	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh <b>Maker</b> (Dapat diatur secara Berjenjang) <i>The user is responsible for making decisions (rejecting or approving transactions) regarding transactions that have been sent by the Maker (can be arranged in stages)</i>
<b>Releaser</b>	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver ( <b>Opsional</b> ) <i>User whose function is to provide decisions that have been approved by the Approver (Optional)</i>
<b>Viewer</b>	User yang berfungsi untuk melihat Laporan Keuangan saja (Tidak dapat melakukan Transaksi) <i>Users whose function is to view Financial Reports only (Cannot make Transactions)</i>

Accounts	Account type	Segment	Remarks
Credit Card	Credit Card	Available for all customer segments	1. Applicable for services below: a. Retrieve Account by CIF No.  2. Not Applicable for Foreign Currency Account
Foreign Currency Account	<ul style="list-style-type: none"> <li>• Current Accounts</li> <li>• Saving accounts</li> <li>• Loan Accounts</li> </ul>	Available for OCTO Biz Inquiry and OCTO Biz Lite segments	1. Applicable for services below: a. Retrieve Account by CIF No. b. Add accounts
Time Deposit			2. Applicable for Foreign Currency Account

**SysAdmin**

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

*Department*

*Signature Type*

*User group*

*User*

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

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*User*

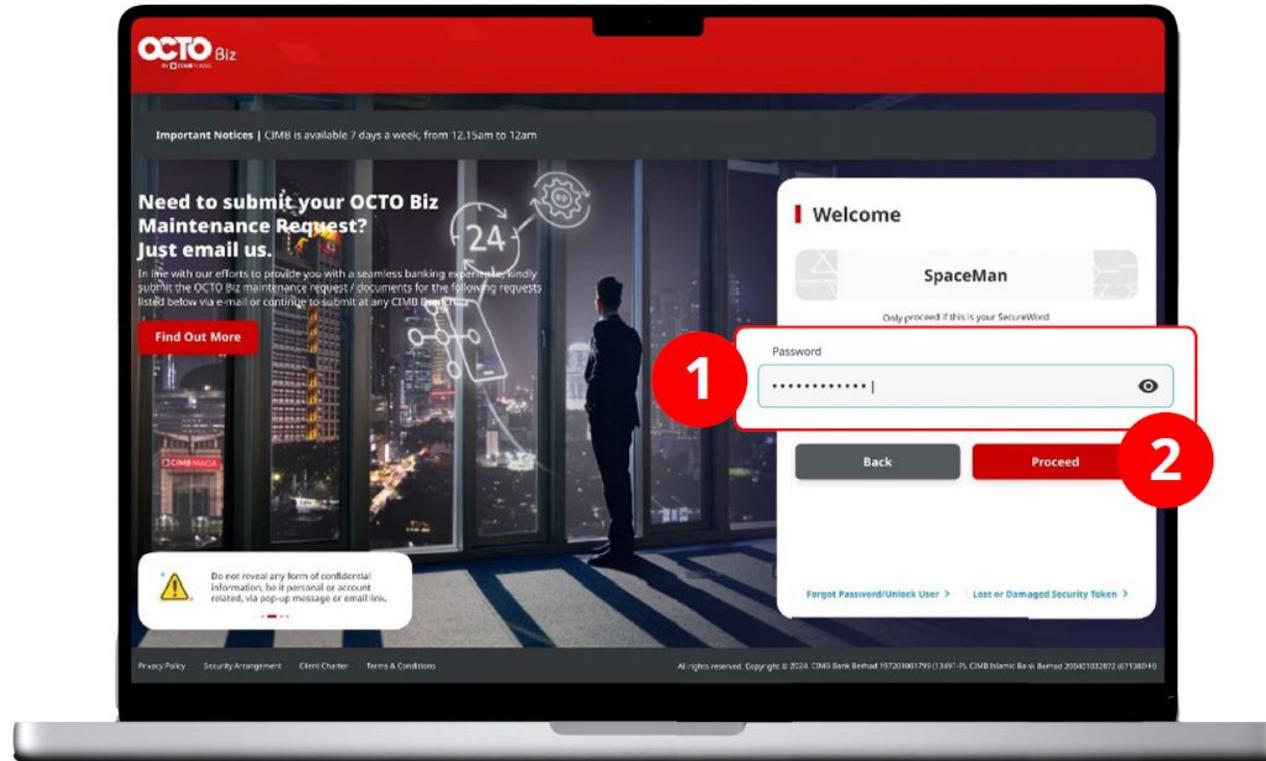


- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

*Login as SysAdmin using User ID & Password*

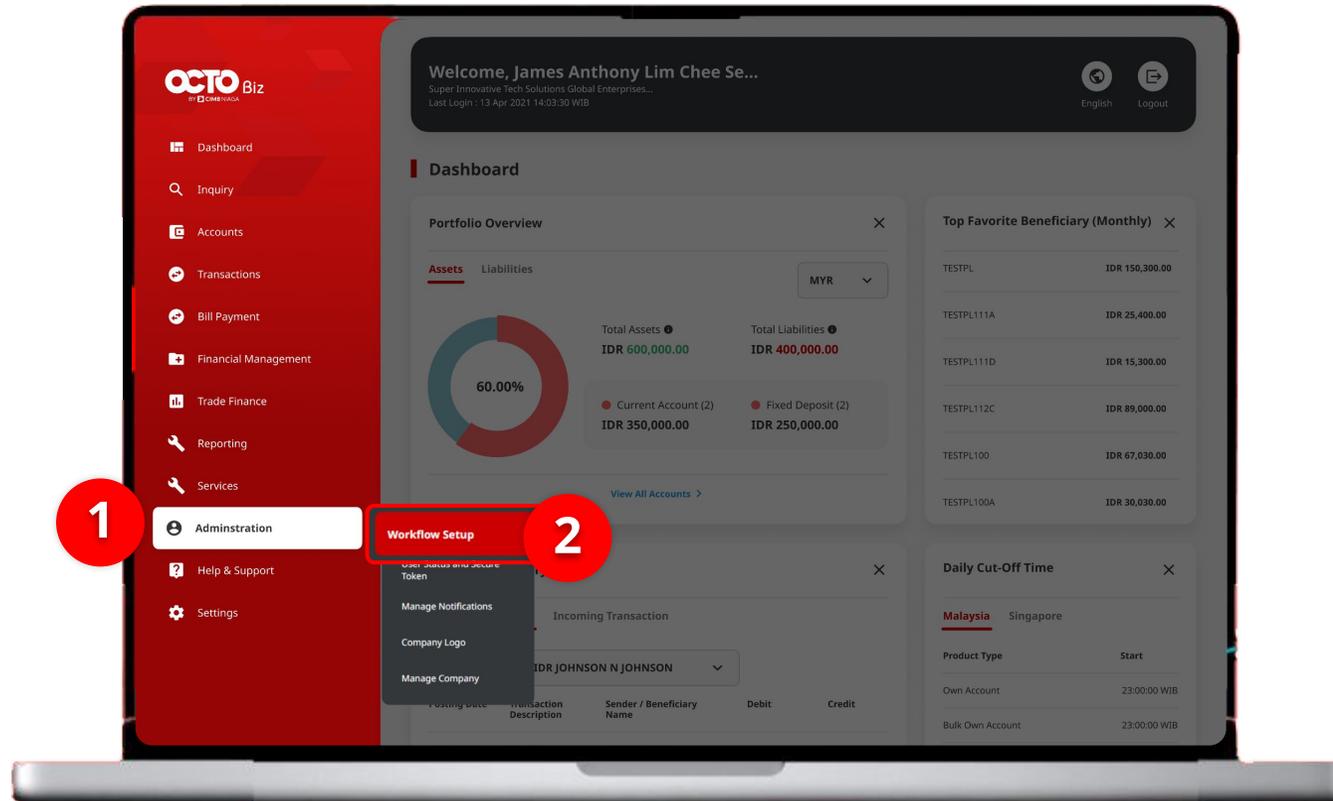
- 2 Klik **Next**

*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 **Administration**

Navigate to **Administration**

**2** Klik **Manage Company**

Click **Manage Company**

**Manage Company > Details**

**Company Details**

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Accessibility Contact Info Signature Type User Group User

22 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction
<a href="#">101075289100</a>	ATIKAH EDIT 1	IDR	Financing Account	No	No
<a href="#">101089170400</a>	ATIKAH EDIT	IDR	Financing Account	No	No
<a href="#">101089179200</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes
<a href="#">101089182300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes
<a href="#">160115427300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
<a href="#">160121226600</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
<a href="#">16012122780000001</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
<a href="#">160122040300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No
<a href="#">703057606100</a>	ATIKAH EDIT 2	IDR	Savings Account	No	Yes
<a href="#">703060923600</a>	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes

< 1 of 3 >

**Primary Billing Account**

Primary Billing Account	Corporate Daily Limit
101075289100-IDR MUHAMMAD RAFIF ALRABANI MAHENDRA	Unlimited

**Edit**

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

System will show the **Manage Company > Details** page

**1** Pilih tab **Account Maintenance**

Choose **Account Maintenance**

**2** Klik **Edit** untuk melakukan **Edit**

Click **Edit**

**Manage Company > Edit**

**Company Details**

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

**Account Maintenance** | Account Accessibility | Contact Info | Signature Type | User Group | User

22 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
<a href="#">100108142000</a>	ATIKAH EDIT 1	IDR	Financing Account	No	No	-	-	
<a href="#">101089172000</a>	ATIKAH EDIT	IDR	Financing Account	No	No	-	-	
<a href="#">101089172000</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes	-	-	Delete
<a href="#">101089182300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes	-	-	Delete
<a href="#">160115427300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
<a href="#">160121226600</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
<a href="#">16012122780000001</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
<a href="#">160122040300</a>	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
<a href="#">703057606100</a>	ATIKAH EDIT 2	IDR	Savings Account	No	Yes	-	-	Delete
<a href="#">703060923600</a>	MUHAMMAD RAFIF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes	-	-	Delete

< 1 of 3 >

**Primary Billing Account**

Primary Billing Account \* | Corporate Daily Limit \*

101075289100-IDR MUHAMMAD RAFIF ALRABANI MAHENDRA | IDR - Indonesia Rupiah | Enter

Unlimited

**Sub-Action List**

No.	Sub-Action	Transaction Status
1	-	-

Save Submit

1 Klik **Account Hyperlink**

Click **Account Hyperlink**

2 Jika **Account** digunakan sebagai **Primary Billing Account**, maka tombol **Delete** tidak akan ditampilkan

*If the Account is used as a Primary Billing Account, the Delete button will not be displayed*

**Account Details**

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ 	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited 	Allow Transaction Yes 	

**Edit Account Nickname**

Account Nickname

YUUP J UOZWWOQ

Maximum 100 characters

Cancel Save

Sistem akan menampilkan halaman **Pop-up Account Details**

System will show the **Account Details** pop up

- 1 Klik **Pencil Icon** untuk mengubah **Account Nickname**

Click the **Pencil Icon** to change the **Account nickname**

- 2 Sistem akan menampilkan **Pop Up Edit Account Nickname, Ubah Nickname**

System will show the **Edit Account Nickname** pop up, **change the Nickname**

- 3 Klik **Save**

Click **Save**

Sistem akan kembali menampilkan halaman **Pop-up Account Details**

System will show the **Pop-up Account Details** page

- 1 Klik **Pencil Icon** untuk mengubah **Account Limit per Transaction**

Click **Pencil icon** to **change the Account Limit** for each transaction

- 2 Sistem akan menampilkan **Pop Up Edit Account Nickname, Ubah Limit rekening per Transaksi**

System will show the **Edit Account Nickname pop up, Change the account limit** for each Transaction

- 3 Klik **Save**

Click **Save**

Catatan: Jika **Box Unlimited** di pilih, maka Limit Transaksi **tidak dapat di ubah**

**NOTES:** If the **Unlimited box** is ticked, the **Transaction limit Can't be edited**

The image shows two screenshots from a web application. The top screenshot is titled 'Account Details' and displays a table of account information. A red circle with the number '1' highlights a pencil icon next to the 'Account Limit Per Transaction' field, which is currently set to 'Unlimited'. The bottom screenshot is a 'Pop-up Edit Account Limit Per Transaction' dialog. It features a dropdown menu for the currency (set to 'IDR - Indonesia R...'), a text input field containing '23,456.00', and an unchecked checkbox labeled 'Unlimited'. A red circle with the number '2' highlights the input field, and another red circle with the number '3' highlights the 'Save' button at the bottom right of the dialog. A 'Cancel' button is also visible.

### Account Details

Account Details

Account No. 100108142000	Account Type Financing Account	Currency IDR
Account Name YUUP J UOZWWOQ	Account Nickname YUUP J UOZWWOQ ✎	Receiving Bank -
Account with Bank -	Islamic No	Opening Branch 24045 - Cirebon - Siliwangi
Account Limit Per Transaction Unlimited ✎	Allow Transaction Yes ✎	

1 **Close**

Sistem akan kembali menampilkan halaman **Pop-up Account Details**

*System will show the **Account Details** pop up*

**1** Jika sudah sesuai, **Klik Done**

*Once OK, Click **Done***

Manage Company > Edit

**Company Details**

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessibility | Contact Info | Signature Type | User Group | User

22 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
101075289100	ATIKAH EDIT 1	IDR	Financing Account	No	No	Edit	-	
101089170400	ATIKAH EDIT	IDR	Financing Account	No	No	-	-	Delete
101089175200	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes	-	-	Delete
101089182300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	Yes	-	-	Delete
160115427300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
160121228600	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
160121227800000001	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
160122040300	MUHAMMAD RAFIF ALRAB	IDR	Financing Account	No	No	-	-	Delete
703057068100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes	-	-	Delete
703060923600	MUHAMMAD RAFIF ALRABANI MAHENDRA	IDR	Savings Account	No	Yes	-	-	Delete

1 of 3 >

**Primary Billing Account**

Primary Billing Account \* | Corporate Daily Limit \*

101075289100-IDR MUHAMMAD RAFIF ALRABANI MAHENDRA | IDR - Indonesia Rupiah | Enter

Unlimited

**Sub-Action List**

No.	Sub-Action	Transaction Status
1	-	-

1 Save Submit

Sistem akan kembali menampilkan Halaman **Edit** setelah **List** ditambahkan

System will *show the Edit page* after list added

1 Jika sudah sesuai, klik **Save**

Once ok, click **Save**

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

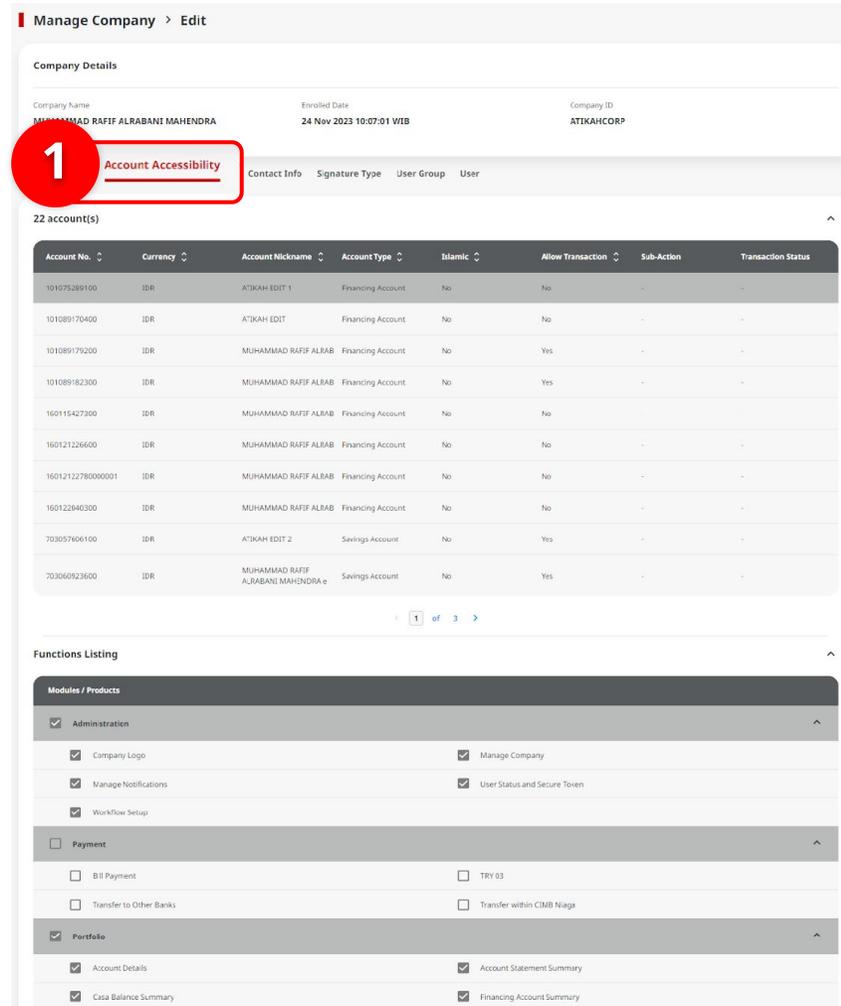
*Contact info*

*Department*

*Signature Type*

*User group*

*User*



**1** Klik pada **Tab Account Accessibility**

*Click Account Accessibility Tab*

**CATATAN:**

**NOTES:**

- User hanya dapat melakukan **Review** pada **Detail**, dan **TIDAK DAPAT** melakukan **Edit**  
*User only can Review on Detail and CAN'T Edit the Detail*

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

*Department*

*Signature Type*

*User group*

*User*

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance   Account **1 Contact Info**   Signature Type   User Group   User

Primary Contact Info **3**

Name	Phone No.	Mobile No.
AD	-	+6281326271078
Email		
AD@GMAIL.COM		

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
<b>2</b> 1	AD	Admin	+6281326271078	AD@GMAIL.COM	Yes	Yes	-	-

Add

Save Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit**

**1** Pilih tab **Contact Info**

Choose **Contact Info** tab

**2** Klik **Hyperlink Contact Info** untuk melakukan **Edit Contact info** yang tercatat di dalam **Admin and Cash**

Click **Contact Info Hyperlink** to **edit** the **Contact Info** that recorded on **Admin and Cash**

**3** Bagian **Primary Contact Info**, tidak dapat diubah

On **Primary Contact info**, can't be change

<b>Contact Purpose (Applicable in Contact Info Listing)</b>	<b>Remarks</b>
<b>Admin</b>	<ul style="list-style-type: none"> <li>• untuk <i>Contact Purpose</i> sebagai <b>“Admin”</b>, akan mendapat <b>Welcome letter</b> setelah proses <i>Company Onboarding</i> Selesai <i>To contact purpose as “Admin”, will get the Welcome Letter after Company Onboarding Process succeed</i></li> <li>• <i>Contact Purpose</i> digunakan di dalam <b>Layout Payment Advice</b> <i>Contact Purpose is used on Payment Advice Layout</i></li> <li>• Pada <i>Layout Payment Advice</i>, akan <b>diprioritaskan</b> menggunakan <i>Contact Purpose</i> dengan tag <b>“Cash”</b> <i>In the Payment Advice layout, the system will prioritize using the Contact Purpose tagged as “Cash.”</i></li> </ul>
<b>Cash</b>	<ul style="list-style-type: none"> <li>• Jika <b>tidak memiliki</b> <i>Contact Purpose</i> dengan tag <b>“Cash”</b>, maka dapat menggunakan <i>Contact Purpose</i> dengan Tag <b>“Admin”</b> <i>If there is no Contact Purpose tagged “Cash,” then the Contact Purpose tagged “Admin” can be used</i></li> <li>• Setiap <b>Corporate ID</b>, hanya dapat memiliki <b>1 contact info</b> dengan Tag <b>“Cash”</b> <i>Each Corporate ID can have only one contact information entry tagged as “Cash.”</i></li> </ul>

The image shows two screenshots of the 'Contact Info Details' form. The top screenshot shows the form with 'Use Primary Contact' unchecked and 'Display Contact Details' checked. The bottom screenshot shows 'Use Primary Contact' checked, which has disabled the 'Name', 'Country Code', and 'Mobile No.' fields. Red circles and arrows highlight these changes.

**1** Edit Bagian yang dibutuhkan  
*Edit part*

**2** Jika Kolom **Primary contact** di pilih, maka bagian lain akan di **disable** oleh sistem dan **tidak dapat di Edit**  
*If the **Primary Contact** ticked, other parts will be **disabled** by system and **can't be edited***

**3** Jika sudah sesuai, **Klik Save**  
*Once OK, click **Save***

Sistem akan menampilkan *Pop-up Contact Info Details*

System will show the *Contact Info Details pop up*

**1** **Edit** Bagian yang dibutuhkan  
*Edit part*

**2** Jika Kolom **Primary contact** di pilih, maka bagian lain akan di **disable** oleh sistem dan **tidak dapat di Edit**

*If the **Primary Contact** ticked, other parts will be **disabled** by system and **can't be edited***

**3** Jika sudah sesuai, **Klik Save**

*Once OK, click **Save***

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility **Contact Info** Signature Type User Group User

Primary Contact Info

Name	Phone No.	Mobile No.
AD	-	+6281326271078
Email		
AD@GMAIL.COM		

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	<a href="#">AD</a>	Admin	+6281326271078	AD@GMAIL.COM	Yes	Yes	-	-

1 Add

Save Submit

Sistem akan mengarahkan kembali ke **Halaman Edit**

*System will show the **Edit** page*

**1** Klik **Add**

*Click Add*

LANGKAH

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The image shows a 'Contact Info Details' form with three numbered callouts. Callout 1 points to the 'Contact Purpose' dropdown menu, which is open to show options: Admin and Cash. Callout 2 points to the 'Mandatory' fields: Name, Phone No., Country Code, Mobile No., and Email. Callout 3 points to the 'Save' button.

Sistem akan menampilkan **Pop-up Contact Info Details**

System will show **Contact Info Details** pop up

- 1 Pilih **Contact Purpose** yang sesuai  
*Choose Contact Purpose*
- 2 Lengkapi seluruh bagian **Mandatory**  
*Complete the Mandatory part*
- 3 Klik **Save**  
*Click Save*

Catatan: Jika **Box Primary Contact** dipilih, maka bagian yang lain **tidak dapat di edit**

*Note: If Primary Contact Box ticked, other parts can't be edited*

**Task List** > Edit

### Company Details

Company Name	Enrolled Date	Company ID
MAHES	20 Nov 2023 10:49:15 WIB	ATIKAHCORP

Account Maintenance   Account Accessibility   **Contact Info**   Signature Type   User Group   User

### Primary Contact Info

Name	Phone No.	Mobile No.
AD	-	+6231231231
Email		
AAD@GMAIL.COM		

### Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	<a href="#">AD</a>	Admin	+628976543651	AAD@gmail.com	No	Yes	Edit	-

[Add](#)

[Save](#) [Submit](#)

Sistem akan kembali menampilkan **Halaman Edit**

*System will show the **Edit** page*

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SysAdmin

# Manage Company

*Account Maintenance*

*Signature Type*

*Account Accessibility*

*User group*

*Contact info*

*User*

*Department*

**1** Department

**2** Edit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

- 1** Pilih tab **Department**  
Choose **Department Tab**
- 2** Klik **Edit**  
Click **Edit**

## LANGKAH

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The screenshot shows a 'Department Details' form with the following fields and callouts:

- 1**: Department \* (text input)
- 2**: Description (text input)
- 3**: Department Limit \* (dropdown menu showing 'IDR - Indonesia Rup...' and an 'Enter' field)
- 4**: Predefined Beneficiary (radio buttons for 'Company Scope' and 'Department Scope', with 'Department Scope' selected)
- 5**: Bulk Account Verification (checkbox labeled 'Unlimited')
- 6**: Save button

Below the form, there is a table header with columns: No., Department, Description, Department Limit, Predefined Beneficiary, Users Assigned?, and Sub.

Sistem akan menampilkan Pop up **Department Details**  
System will show the **Department Details**

- 1** Masukkan **Nama Department**  
Input **Department Name**
- 2** Masukan **Deskripsi**  
Input **Description**
- 3** Masukan **nominal Limit**, jika ingin menerapkan **limit unlimited**, pilih **kotak Unlimited** pada bagian **limit**  
Enter the **limit amount**, if you want to **apply an unlimited limit**, select the **Unlimited box** in the **limit section**.
- 4** Pilih **predefined beneficiary**  
Choose **Predefined Beneficiary**
- 5** Pilih **Bulk Account Verification**  
Choose **Bulk Account Verification**
- 6** Jika sudah, Klik **Save**  
Click **Save**

Manage Company > Edit

Successful task saved  
Submitted On : 08 Oct 2024 09:42:01 WIB

Company Details

Company Name	Enrolled Date	Company ID
TERLALU MANIS	21 Mar 2024 14:26:25 WIB	TMDMVP2

Account Maintenance Account Accessibility Contact Info **Department** Signature Type User Group User

Department Listing

No.	Department	Description	Department Limit	Predefined Beneficiary	Users Assigned?	Sub-Action	Transaction Status	Action
1	Department@1	Deskripsi	Unlimited	Department Scope	No	Create	-	Delete
3	Department@3	Testing	Unlimited	Department Scope	No	Create	-	Delete

Add

Save Submit

Sistem akan menampilkan Halaman **Company Details**

System will show the **Company Details** page

- 1 Jika **penambahan berhasil**, sistem akan **menampilkan list** di bagian **department**

*If the **addition is successful**, the system will display a list in the **department** section.*

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

*Department*

*Signature Type*

*User group*

*User*

**Manage Company > Edit**

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessi... **1** Signature Type | User Group | User

5 signature type(s)

No.	Signature Type	Description	Users Assigned?	Sub Action	Transaction Status	Action
1	<b>2</b> <a href="#">APPROVER1</a>	-	Yes	-	-	Delete
2	<a href="#">APPROVER2</a>	-	Yes	-	-	Delete
3	<a href="#">APPROVER4</a>	-	No	-	-	Delete
4	<a href="#">STA</a>	-	Yes	-	-	Delete
5	<a href="#">STAB</a>	-	Yes	-	-	Delete

Add

Save Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit**

**1** Pilih tab **Signature Type**

Choose **Signature Type** tab

**2** Klik **Hyperlink**

Click **Hyperlink**

Signature Type Details

Signature Type \* Description

APPROVER1 Enter

Cancel Save

Sistem akan menampilkan  
**Pop-up Signature Type Details**

System will show the **Signature Type Details** page

**1** **Edit** bagian yang dibutuhkan

*Edit Part*

**2** Klik **Save**

*Click Save*

**Manage Company > Edit**

**Company Details**

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info **Signature Type** User Group User

5 signature type(s)

No.	Signature Type	Description	Users Assigned?	Sub Action	Transaction Status	Action
1	<a href="#">APPROVER1</a>	-	<a href="#">Yes</a>	-	-	Delete
2	<a href="#">APPROVER2</a>	-	<a href="#">Yes</a>	-	-	Delete
3	<a href="#">APPROVER4</a>	-	No	-	-	Delete
4	<a href="#">STA</a>	-	<a href="#">Yes</a>	-	-	Delete
5	<a href="#">STAB</a>	-	<a href="#">Yes</a>	-	-	Delete

Add

Save Submit

Welcome SYS ADMIN MAKER 7

**User(s) Assigned to Signature Type**

No.	Company ID	Company Name	User ID	User Full Name
1	ATIKAHCORP	MUHAMMAD RAFIF ALRABANI MAHENDRA	KKsITAUTH01	kkstitauth01

Close

Sistem kembali mengarahkan ke **Halaman Edit**

*System will show the Edit page*

**1** Klik **Hyperlink User Assigned**

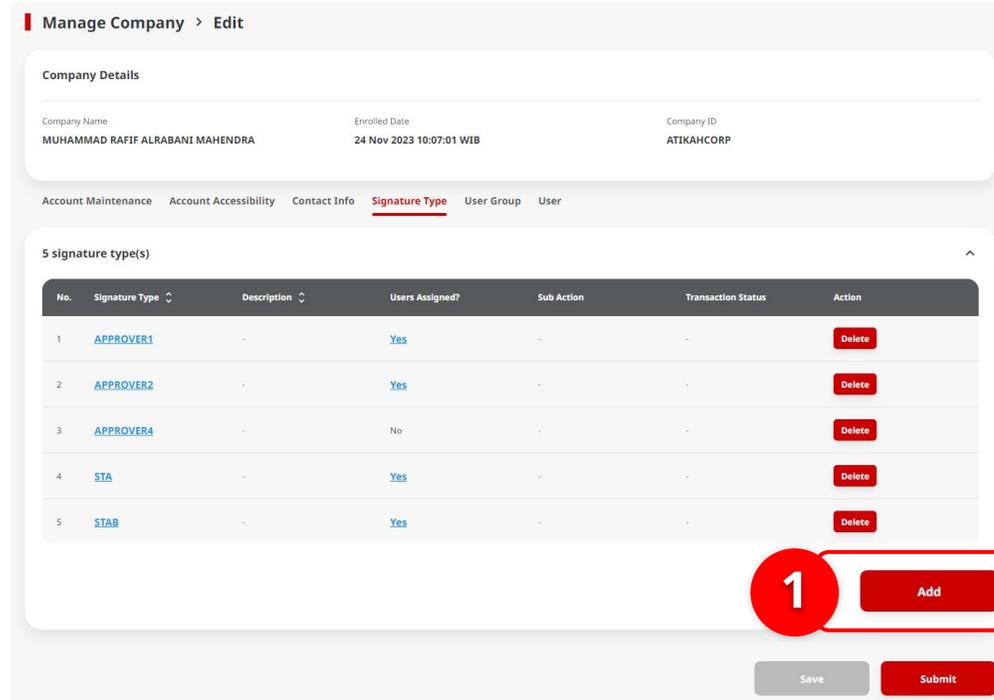
*Click User Assigned hyperlink*

**2** Sistem akan menampilkan **pop-up User(s) Assigned to Signature Type**

*System will show the User(s) Assigned to Signature Type*

**3** Klik **Close**

*Click Close*



Sistem kembali mengarahkan ke **Halaman Edit**

System will show the *Edit* page

1 Klik **Add**

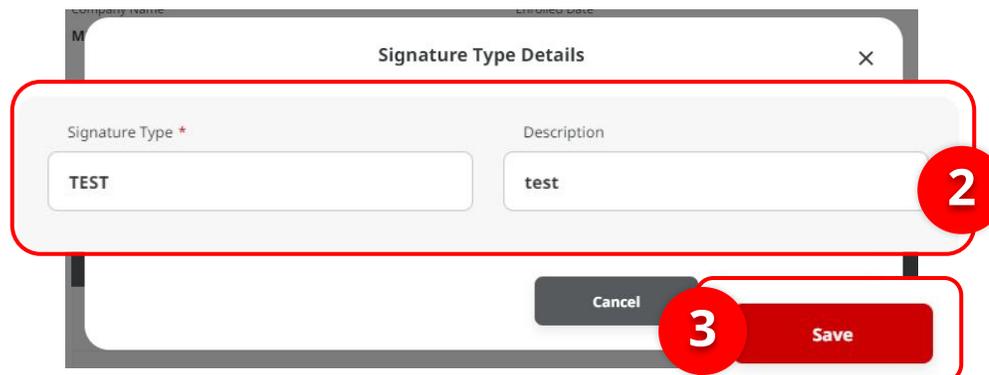
Click *Add*

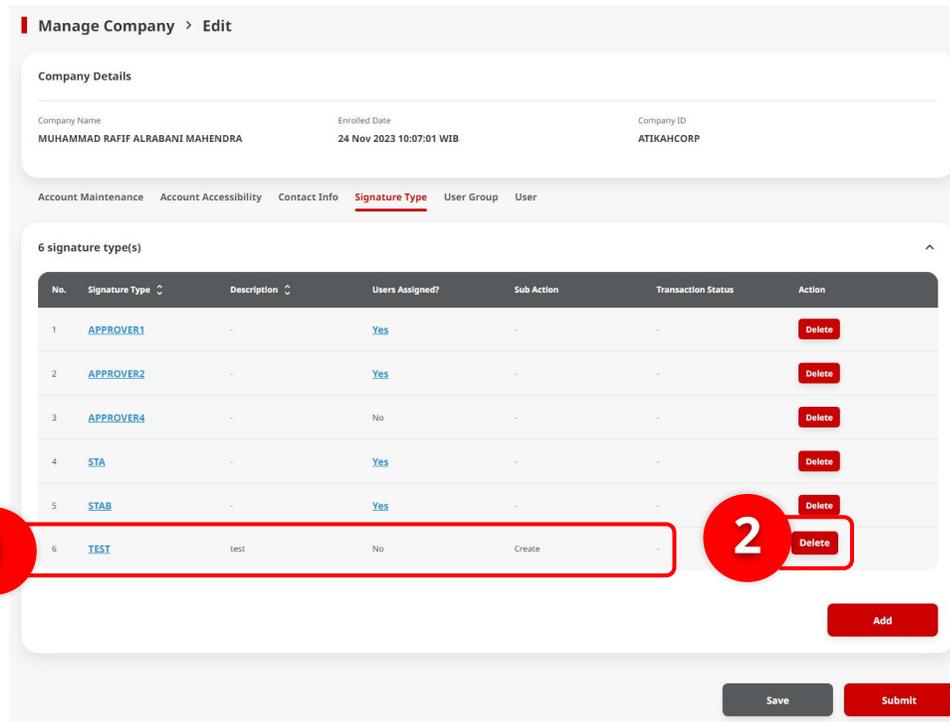
2 Sistem akan menampilkan **pop-up Signature Type, Edit** bagian yang dibutuhkan

System will show the *Signature Type pop up, Edit parts*

3 Klik **Save**

Click *Save*





Sistem kembali mengarahkan ke **Halaman Edit**

System will show the *Edit* page

**1** Akan ada **penambahan item** pada **List**

There will be *additional items added to the list.*

**2** Klik **Delete**

Click *Delete*

**3** Klik **Yes**

Click *Yes*

**Manage Company > Edit**

**Company Details**

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info **Signature Type** User Group User

5 signature type(s)

No.	Signature Type	Description	Users Assigned?	Sub Action	Transaction Status	Action
1	<a href="#">APPROVER1</a>	-	<a href="#">Yes</a>	-	-	Delete
2	<a href="#">APPROVER2</a>	-	<a href="#">Yes</a>	-	-	Delete
3	<a href="#">APPROVER4</a>	-	No	-	-	Delete
4	<a href="#">STA</a>	-	<a href="#">Yes</a>	-	-	Delete
5	<a href="#">STAB</a>	-	<a href="#">Yes</a>	-	-	Delete

Add

Save Submit

Sistem akan kembali menampilkan halaman **Edit** dengan **List Item** yang telah **di hapus**

*System will show the **Edit page** with the **updated Item on the List***

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

*Department*

*Signature Type*

*User group*

*User*

Manage Company

# User Group

*Non-SysAdmin*

*SysAdmin*

## User Group

# Non-SysAdmin

Dapat Melakukan **Add**, **Edit**, dan **Menghapus User**

*Can Add, Edit, and Delete User*

***Functions***

***Accounts***

***Action List***

***Assigned User***

**User Group**

# Non-SysAdmin

***Functions***

Untuk **memberikan Fungsi** Hak kepada **User**

*To Give Function to User*

***Accounts***

***Action List***

***Assigned User***

**Manage Company > Edit**

**Company Details**

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessibility | Contact Info | **1 User Group**

7 user groups(s)

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status	Action
1	<a href="#">ADMINPUREMAKER</a>	Yes	Yes	No	No	No	No	No	No	-	-	
2	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-	
3	<a href="#">ALL_2ND</a>	No	No	Yes	Yes	Yes	Yes	No	No	-	-	Delete
4	<a href="#">ALL_SYS_ADMIN</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
5	<a href="#">FOR_ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	<a href="#">PUREAUTHO1</a>	Yes	No	No	Yes	No	No	No	Yes	-	-	
7	<a href="#">PURE MAKER</a>	No	Yes	No	No	No	No	No	No	-	-	Delete

Replicate From Template | Add

Save | Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

**1** Pilih tab **User Group**

Choose **User Group** Tab

**2** Klik **Hyperlink** yang memiliki Tag **Non-SysAdmin**

Click **Hyperlink** that has **Non-SysAdmin** tag

Sistem akan menampilkan **Pop-Up User Group Details**

System will show the **User Group Details** pop up

**1** **Edit** bagian yang dibutuhkan

*Edit part*

**2** Klik **Save**

*Click Save*

**User Group**

# **Non-SysAdmin**

*Functions*

*Accounts*

Untuk **Menambahkan Akun**

*To Add Accounts*

*Action List*

*Assigned User*

1 Accounts Action List File Format Assigned Users

bfo.sbm.text.copyAccountList >

Account No.	Currency	Account Nickname	Account Type	Provider	Allow Transaction
100233908000	IDR	SMPLLR KLTWW RVXLVL	Financing Account	CIMB NIAGA	Yes
1010685638000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	CIMB NIAGA	Yes
16012224450000002	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	No
16012224450000013	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
16012224450000014	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
16012224450000015	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
703057606100	IDR	ANJAR ASMORO HERVANTO	Savings Account	CIMB NIAGA	Yes
703185655500	IDR	TB LIABILITY 2	Savings Account	CIMB NIAGA	Yes
703200686300	IDR	MAHES	Savings Account	CIMB NIAGA	Yes
800035034600	IDR	ANJAR	Current Account	CIMB NIAGA	Yes

< 1 of 2 >

3 Save

1 Pilih tab **Accounts**

*Choose **Account** Tab*

2 Pilih bagan yang **dibutuhkan**

*Choose part that needed*

3 Klik **Save**

*Click **Save***

User Group

# Non-SysAdmin

*Functions*

*Accounts*

*Action List*

Untuk memberikan **Role Action** kepada **User**

*To give Action Role to User*

*Assigned User*

The screenshot displays the 'Action List' tab in the 'Manage Company' interface. The table lists various actions and their permissions for different roles. A red box highlights the 'Action List' tab (1), the 'Action' column checkboxes (2), and the 'Save' button (3).

Action	Maker	Reviewer	Approver	Releaser	Viewer
Manage templates only	Yes	No	No	No	No
Use Cash templates only	Yes	No	No	No	No
User Linking	Yes	No	No	No	No
View Sensitive	No	Yes	Yes	Yes	No
Add	No	No	No	No	No
Add/Clone	Yes	No	No	No	No
Approve (Approver/Releaser)	No	No	Yes	Yes	No
Approve (Reviewer)	No	Yes	No	No	No
Auth Return	No	No	Yes	No	No
Cancel	Yes	No	No	No	No

1 Pilih tab **Action List**

*Choose Action List tab*

2 Pilih bagan yang dibutuhkan

*Choose part*

3 Klik **Save**

*Click Save*

**User Group**

# Non-SysAdmin

*Functions*

*Accounts*

*Action List*

*Assigned User*

Untuk Melihat **User Group** mana yang di **Assigned** ke **User**

To see *which user group is assigned to a user*



**Manage Company > Edit**

**Company Details**

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessibility | Contact Info | Signature Type | **User Group** | User

7 user groups(s)

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status	Action
1	<a href="#">ADMINPUREMAKER</a>	Yes	Yes	No	No	No	No	No	No	-	-	
2	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-	
3	<a href="#">ALL_2ND</a>	No	No	Yes	Yes	Yes	Yes	No	No	-	-	Delete
4	<a href="#">ALL_SYS_ADMIN</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
5	<a href="#">FOR_ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	<a href="#">PUREAUTH01</a>	Yes	No	No	Yes	No	No	No	Yes	-	-	
7	<a href="#">PURE MAKER</a>	No	Yes	No	No	No	No	No	No	-	-	Delete

Replicate From Template | Add

Save | Submit

**Delete**

All entitlement for User(s) who are tagged to this User Group will be removed. Proceed to delete?

No | Yes

Sistem akan kembali mengarahkan ke **Halaman Edit**

*System will see the Edit Page*

Jika ingin menghapus **List**,

*If want to Delete List*

**1** Klik **Delete**

*Click Delete*

**2** Klik **Yes**

*Click Yes*

**Manage Company > Edit**

**Company Details**

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature Type **User Group** User

7 user groups(s)

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status	Action
1	<a href="#">ADMINPUREMAKER</a>	Yes	Yes	No	No	No	No	No	No	-	-	
2	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-	
3	<a href="#">ALL 2ND</a>	No	No	Yes	Yes	Yes	Yes	No	No	-	-	<a href="#">Delete</a>
4	<a href="#">ALL SYS ADMIN</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
5	<a href="#">FOR ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	<a href="#">PUREAUTHO1</a>	Yes	No	No	Yes	No	No	No	Yes	-	-	
7	<a href="#">PURE MAKER</a>	No	Yes	No	No	No	No	No	No	-	-	<a href="#">Delete</a>

Replicate From Template Add Save Submit

Sistem akan kembali menampilkan halaman **Edit** dengan **List Item** yang telah **di Update**

*System will show the **Edit page** with the **updated Item on the List***

## User Group

# SysAdmin

Hanya Dapat **melihat *User Group*** dan **tidak dapat merubah Data**

*Can only view **User Groups** and cannot change Data*

***Functions***

***Accounts***

***Action List***

***Assigned User***

**User Group**

# SysAdmin

***Functions***

Untuk **melihat Fungsi** Hak kepada **User**

*To view Function to User*

***Accounts***

***Action List***

***Assigned User***

Manage Company > Edit

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA  
Enrolled Date: 24 Nov 2023 10:07:01 WIB  
Company ID: ATIKAHCORP

Account Maintenance Account Accessibility Contact Info **1 User Group**

7 user groups(s)

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status	Action
1	<a href="#">ADMINPUREMAKER</a>	Yes	Yes	No	No	No	No	No	No	-	-	
2	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-	
3	<a href="#">ALL_2ND</a>	No	No	Yes	Yes	Yes	Yes	No	No	-	-	Delete
4	<a href="#">ALL_SYS_ADMIN</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
5	<a href="#">FOR_ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	<a href="#">PUREAUTHO1</a>	Yes	No	No	Yes	No	No	No	Yes	-	-	
7	<a href="#">PURE MAKER</a>	No	Yes	No	No	No	No	No	No	-	-	Delete

Replicate From Template Add

Save Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

**1** Pilih tab **User Group**

Choose **User Group** Tab

**2** Klik **Hyperlink** yang memiliki Tag **SysAdmin**

Click **Hyperlink** that has **SysAdmin** tag

**User Group Details**

Details

Company ID <b>ATIKAHCORP</b>	Company Name <b>MUHAMMAD RAFIF ALRABANI MAHENDRA</b>	System User Group -
User Group <b>ADMINPUREMAKER</b>	Description -	Maker <b>Yes</b>
Reviewer <b>No</b>	Approver <b>No</b>	Viewer <b>No</b>
Releaser <b>No</b>	Sysadmin <b>Yes</b>	

Functions Accounts Action list File Format Assigned Users

Modules / Products	Access	Modules / Products	Access
<b>Service Package</b>			
<b>Administration</b>			
Company Logo	Access - Yes	Manage Company	Access - Yes
Manage Notifications	Access - Yes	User Status and Secure Token	Access - Yes
Workflow Setup	Access - Yes		
<b>Payment</b>			
Bill Payment	Access - Yes	TRY 03	Access - Yes
Transfer to Other banks	Access - Yes	Transfer within CIMB Niaga	Access - Yes
<b>Portfolio</b>			
Account Details	Access - Yes	Account Statement Summary	Access - Yes
Casa Balance Summary	Access - Yes	Financing Account Summary	Access - Yes

Dashboard settings	Access - Yes		
<b>Task List</b>			
Task List - Administration	Access - Yes	Task List - Maintenance	Access - Yes
Task List - Transactions	Access - Yes		
<b>Tools</b>			
Create Reports	Access - Yes	Downloads Reports	Access - Yes
<b>Transaction Advice Inquiry</b>			
Transaction Advice Detail Report	Access - Yes	Transaction Advice Inquiry	Access - Yes
Transaction Advice Listing Report	Access - Yes		
<b>Transaction Status Inquiry</b>			
Transaction Status Inquiry - Administration	Access - Yes	Transaction Status Inquiry - Download	Access - Yes
Transaction Status Inquiry - Maintenance	Access - Yes	Transaction Status Inquiry - Transactions	Access - Yes
<b>Transactional Reports</b>			
Charges Report	Access - Yes	Corporate Login & Logout Activity Report	Access - Yes
Transaction Details Report	Access - Yes		
<b>User Activity Log</b>			
Administration Audit Trail Report	Access - Yes	Transaction Activity Log (BI-FAST)	Access - Yes
Transaction Activity Log (In House Transfer to Own Account)	Access - Yes	Transaction Activity Log (In House Transfer to Third Party)	Access - Yes
Transaction Activity Log (RTGS)	Access - Yes	User Activity Audit Trail Report	Access - Yes

Close

Sistem akan menampilkan **Pop-Up User Group Details**

System will show the **User Group Details** page

User Group

# SysAdmin

*Functions*

*Accounts*

Untuk **melihat list Akun**

*To view Accounts list*

*Action List*

*Assigned User*

1 Accounts Action List File Format Assigned Users

[bfo.sbm.text.copyAccountList >](#)

<input type="checkbox"/>	Account No. ↕	Currency ↕	Account Nickname ↕	Account Type ↕	Provider ↕	Allow Transaction ↕
<input checked="" type="checkbox"/>	100233908000	IDR	SMPLR KLTWW RVXLVL	Financing Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	10106856380000001	IDR	MUHAMMAD RAFIF ALRAB	Financing Account	CIMB NIAGA	Yes
<input type="checkbox"/>	16012224450000002	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	No
<input checked="" type="checkbox"/>	160122244500000013	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	160122244500000014	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	160122244500000015	IDR	JTJR JJQOW	Financing Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	703057606100	IDR	ANJAR ASMORO HERVANTO	Savings Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	703185655500	IDR	TB LIABILITY 2	Savings Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	703200686300	IDR	MAHES	Savings Account	CIMB NIAGA	Yes
<input checked="" type="checkbox"/>	800035034600	IDR	ANJAR	Current Account	CIMB NIAGA	Yes

< 1 of 2 >

Save

1 Pilih tab **Accounts**

Choose **Account Tab**

Sistem akan menampilkan  
**List Account Number**

*System will show the  
Account Number list*

User Group

# SysAdmin

*Functions*

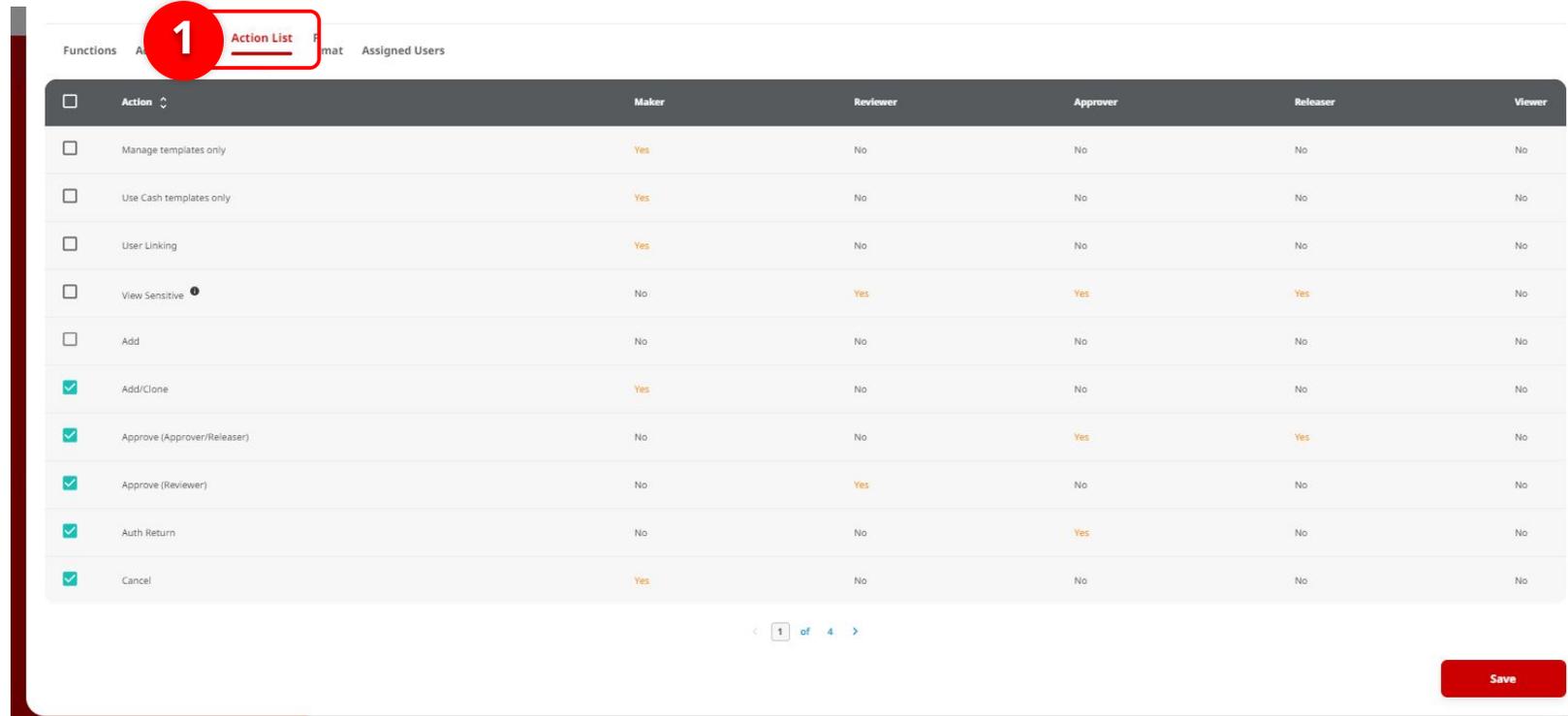
*Accounts*

*Action List*

Untuk melihat **Role Action** untuk tiap **User**

*To view Action Role for each User*

*Assigned User*



<input type="checkbox"/>	Action	Maker	Reviewer	Approver	Releaser	Viewer
<input type="checkbox"/>	Manage templates only	Yes	No	No	No	No
<input type="checkbox"/>	Use Cash templates only	Yes	No	No	No	No
<input type="checkbox"/>	User Linking	Yes	No	No	No	No
<input type="checkbox"/>	View Sensitive	No	Yes	Yes	Yes	No
<input type="checkbox"/>	Add	No	No	No	No	No
<input checked="" type="checkbox"/>	Add/Clone	Yes	No	No	No	No
<input checked="" type="checkbox"/>	Approve (Approver/Releaser)	No	No	Yes	Yes	No
<input checked="" type="checkbox"/>	Approve (Reviewer)	No	Yes	No	No	No
<input checked="" type="checkbox"/>	Auth Return	No	No	Yes	No	No
<input checked="" type="checkbox"/>	Cancel	Yes	No	No	No	No

1 of 4

Save

1 Pilih tab **Action List**

Choose **Action List** tab

Sistem akan menampilkan **Account List**

System will show the **Account List**

**User Group**

# SysAdmin

*Functions*

*Accounts*

*Action List*

*Assigned User*

Untuk Melihat **User Group** mana yang di **Assigned** ke **User**

To see *which user group is assigned to a user*

No.	Company ID	Company Name	User ID	User Full Name
1	ATIKAHCORP	MUHAMMAD RAFIF ALRABANI MAHENDRA	USER1	user1

User dapat **melihat** seluruh *User* yang di **Assigned** dalam **User Group**

*User can see all User that Assigned on User group*

**1** Klik **Save**

*Click Save*

Replicate From Template

System User Groups Listing

No.	System User Group	Description	Maker	Reviewer	Approver	Viewer	Releaser
1	ALDY_UG_SYS	ALDY UG SYS	Yes	No	Yes	Yes	Yes
2	TESTUSERGROUP3	TEST USER GROUP FELI3	Yes	No	No	Yes	No
3	UG_CASH_APPROVER	UG_CASH_APPROVER	No	No	Yes	Yes	No
4	UG_CASH_MAKER	UG_CASH_MAKER	Yes	No	No	Yes	No
5	UG_CASH_RELEASER	UG_CASH_RELEASER	No	No	No	Yes	Yes
6	UG_CASH_REVIEWER	UG_CASH_REVIEWER	No	Yes	No	Yes	No
7	UG_INQUIRY	UG_INQUIRY	No	No	No	Yes	No
8	EXAMPLE1	TEST1	Yes	Yes	No	No	Yes
9	EXAMPLE2	TEST2	Yes	No	Yes	No	Yes
10	EXAMPLE3	TEST3	No	Yes	Yes	No	Yes

1 of 2 >

Create Reports: No

Downloads Reports: No

**Transaction Advice Inquiry**

Transaction Advice Detail Report: No

Transaction Advice Inquiry: No

Transaction Advice Listing Report: No

**Transaction Status Inquiry**

Transaction Status Inquiry - Administration: No

Transaction Status Inquiry - Download: No

Transaction Status Inquiry - Maintenance: No

Transaction Status Inquiry - Transactions: No

**Transactional Reports**

**User Activity Log**

Administration Audit Trail Report: No

Transaction Activity Log (B2FAST): No

Transaction Activity Log (In House Transfer to Own Account): No

Transaction Activity Log (In House Transfer to Third Party): No

Transaction Activity Log (RTGS): No

User Activity Audit Trail Report: No

2 **Replicate**

Sistem akan menampilkan **Replicate From Template pop-up**

System will show the **Replicate From Template Pop up**

- 1 Pilih **User Group** mana yang akan di **Replicate**

Choose **User Group** to **Replicate**

- 2 Klik **Replicate**

Click **Replicate**

**Manage Company > Edit**

**Company Details**

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessibility | Contact Info | Signature Type | **User Group** | User

7 user groups(s)

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status	Action
1	<a href="#">ADMINPUREMAKER</a>	Yes	Yes	No	No	No	No	No	No	-	-	
2	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-	
3	<a href="#">ALL_2ND</a>	No	No	Yes	Yes	Yes	Yes	No	No	-	-	<a href="#">Delete</a>
4	<a href="#">ALL_SYS_ADMIN</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
5	<a href="#">FOR_ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-	
6	<a href="#">PUREAUTHO1</a>	Yes	No	No	Yes	No	No	No	Yes	-	-	
7	<a href="#">PURE MAKER</a>	No	Yes	No	No	No	No	No	No	-	-	<a href="#">Delete</a>

Replicate From Template | Add

Save | Submit

Sistem akan kembali menampilkan halaman **Edit** dengan **List Item** yang telah **di Update**

*System will show the **Edit page** with the **updated Item on the List***

SysAdmin

# Manage Company

*Account Maintenance*

*Account Accessibility*

*Contact info*

*Department*

*Signature Type*

*User group*

*User*

**Manage Company**

# **User Tab**

*User Tag to Non-SysAdmin*

*User Tag to SysAdmin*

*User Addition*

## Manage Company **User Tab**

***User Tag to Non-SysAdmin***

Dapat melakukan ***Edit dan Delete***

*Can Edit & Delete*

***User Tag to SysAdmin***

***User Addition***

The screenshot shows the 'Manage Company > Edit' interface. At the top, there are 'Company Details' for MUHAMMAD RAFIF ALRABANI MAHENDRA, enrolled on 24 Nov 2023 10:07:01 WIB, with Company ID ATIKAHCORP. Below this are tabs for Account Maintenance, Account Accessibility, Contact Info, Signature T, and **User**. A red circle with the number '1' highlights the 'User' tab. Underneath is a search section with 'Search By' options for 'User ID' and 'User Name', and a 'Search' button. Below the search is a table of 71 users. A red circle with the number '2' highlights the first user, 'ADMINLITE', which is a blue hyperlink. The table has columns for No., User ID, User Full Name, Mobile No., Email, Single Access User, Secure Token Type, Sub-Action, and Transaction Status. At the bottom right of the table is an 'Add' button, and at the very bottom are 'Save' and 'Submit' buttons.

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	<a href="#">ADMINLITE</a>		+621323244124	editcharyei@gmail.com	No	Secure Token (Software)	-	-
			+6281326271078	AD1@GMAIL.COM	No	-	-	-
3	<a href="#">ADAUTH02</a>	AUTHO SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)	-	-
4	<a href="#">ADAUTH03</a>	AUTHO SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)	-	-
5	<a href="#">ADAUTH04</a>	AUTHO SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)	-	-
6	<a href="#">ADMAKER1</a>	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-	-	-
7	<a href="#">ADMAKER2</a>	MAKER2	+6281326271078	AD@GMAIL.COM	No	-	-	-
8	<a href="#">ADMAKER3</a>	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-	-	-
9	<a href="#">ADMAKER4</a>	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-	-	-
10	<a href="#">ADSAU001</a>	SAU1	+6281326271078	AD@GMAIL.COM	Yes	-	-	-

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

**1** Pilih tab **User**

Choose **User** tab

**2** Klik **User hyperlink**

Click **User hyperlink**

## LANGKAH

## 41

User Details

**1**

Single Access User **3**

User Full Name \*  
eredit

KTP / Passport  
Select

Secure Token Type  
Secure Token (Software)

Email \*  
editchanyiq@gmail.com

Country Code \*  
+62

Mobile \*  
1323244124

Country Code  
+62

Office No.  
123456789

Dashboard \*  
Default\_PortalGroup

belongs to User Group

No.	User Group	Signaler	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details
<input type="checkbox"/>	1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No
<input type="checkbox"/>	2	ALL	Yes	Yes	Yes	Yes	Yes	No	No
<input type="checkbox"/>	3	ALL_2ND	No	Yes	Yes	Yes	Yes	No	No
<input type="checkbox"/>	4	ALL_SYS_ADMIN	Yes	Yes	Yes	Yes	Yes	No	Yes
<input type="checkbox"/>	5	FOR ALL	Yes	Yes	Yes	Yes	Yes	No	Yes
<input type="checkbox"/>	6	PURAUTH01	Yes	No	No	Yes	No	No	Yes
<input checked="" type="checkbox"/>	7	PUREMAKER	No	Yes	No	No	No	No	No

as this Signature Type

No.	Signature Type	Description
<input type="checkbox"/>	1	APPROVER1
<input type="checkbox"/>	2	APPROVER2
<input type="checkbox"/>	3	APPROVER4
<input type="checkbox"/>	4	STA
<input type="checkbox"/>	5	STAB

**2** Save

Sistem akan menampilkan **Pop-up User Details**

System will show the **User Details Pop up**

**1** **Edit** seluruh bagian yang dibutuhkan

*Edit part*

**2** Klik **Save**

*Click Save*

**3** Pilihan **SAU** akan di **disable**

*Choose SAU to Disable*

Manage Company

# User Tab

*User Tag to Non-SysAdmin*

*User Tag to SysAdmin*

Hanya Dapat melakukan ***View dan Tidak Editable***

*Can Only View & Not Editable*

*User Addition*

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature T

**1** User

Search

Search By

User ID User Name Enter

Search

71 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	<a href="#">ADMINLITE</a>		+621323244124	editcharyei@gmail.com	No	Secure Token (Software)	-	Delete
			+6281326271078	AD1@GMAIL.COM	No	-	-	-
3	<a href="#">ADAUTH02</a>	AUTHO SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)	-	-
4	<a href="#">ADAUTH03</a>	AUTHO SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)	-	-
5	<a href="#">ADAUTH04</a>	AUTHO SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)	-	-
6	<a href="#">ADMAKER1</a>	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-	-	-
7	<a href="#">ADMAKER2</a>	MAKER2	+6281326271078	AD@GMAIL.COM	No	-	-	-
8	<a href="#">ADMAKER3</a>	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-	-	-
9	<a href="#">ADMAKER4</a>	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-	-	-
10	<a href="#">ADSAU001</a>	SAU1	+6281326271078	AD@GMAIL.COM	Yes	-	-	-

1 of 8 >

Add

Save Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

**1** Pilih tab **User**

Choose **User** tab

**2** Klik **User hyperlink**

Click **User hyperlink**

**User Details**

**Details**

User ID	User Full Name	KTP / Passport
ADAUTH01	AUTH01	-
Mobile No.	Office No.	Email
+6281326271078	-	AD1@GMAIL.COM
Single Access User	Request New Secure Token	Secure Token Type
No	No	-
Dashboard	Last Updated Date	Updated By
Default_PortalGroup	15 Oct 2024	EKASYMAKER7

**Belongs to User Group**

No.	User Group	Sysadmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action
1	<a href="#">ALL</a>	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Edit

**Has this Signature Type**

No.	Company ID	Company Name	Signature Type	Description
No records found.				

**1** **Close**

Sistem akan menampilkan  
**User Details Box**

**1** Klik **Close**

Click **Close**

Manage Company > Edit

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA | Enrolled Date: 24 Nov 2023 10:07:01 WIB | Company ID: ATIKAHCORP

Account Maintenance | Account Accessibility | Contact Info | Signature Type | User Group | **User**

Search

Search By:

71 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	543534	eredit	+621323244124	edichanyeig@gmail.com	No	Secure Token (Software)	<input type="button" value="Delete"/>	
2	ADAUTH01	AUTH01	+6281326271078	AD1@GMAIL.COM	No	-		
3	ADAUTH02	AUTH0 SOFT	+6281326271078	AD1@GMAIL.COM	No	Secure Token (Software)		
4	ADAUTH03	AUTH0 SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)		
5	ADAUTH04	AUTH0 SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)		
6	ADMAKER1	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-		
7	ADMAKER2	MAKER2	+6281326271078	AD1@GMAIL.COM	No	-		
8	ADMAKER3	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-		
9	ADMAKER4	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-		
10	ADSALU001	SALU1	+6281326271078	AD1@GMAIL.COM	Yes	-		

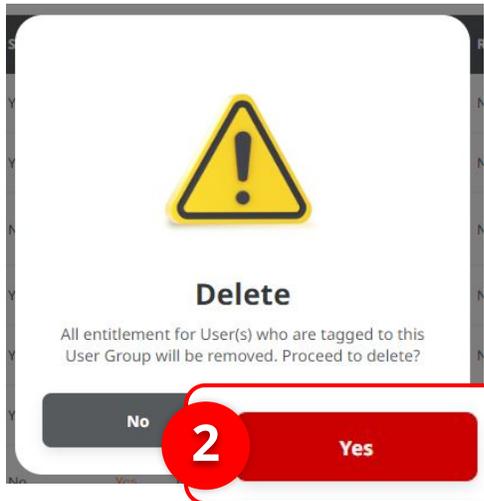
1 of 8

Sistem akan kembali mengarahkan ke **Halaman Edit**

System will see the **Edit Page**

Jika ingin **menghapus List**,

If want to **Delete List**



1 Klik **Delete**

Click **Delete**

2 Klik **Yes**

Click **Yes**



**Manage Company > Edit**

**Company Details**

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group **User**

**Search**

Search By

User ID User Name Enter

Search

71 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	<a href="#">543534</a>	eredit	+621323244124	editthanyeiq@gmail.com	No	Secure Token (Software)	-	Delete
2	<a href="#">ADAUTH01</a>	AUTH01	+6281326271078	AD1@GMAIL.COM	No	-	-	-
3	<a href="#">ADAUTH02</a>	AUTH0 SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)	-	-
4	<a href="#">ADAUTH03</a>	AUTH0 SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)	-	-
5	<a href="#">ADAUTH04</a>	AUTH0 SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)	-	-
6	<a href="#">ADMAKER1</a>	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-	-	-
7	<a href="#">ADMAKER2</a>	MAKER2	+6281326271078	AD@GMAIL.COM	No	-	-	-
8	<a href="#">ADMAKER3</a>	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-	-	-
9	<a href="#">ADMAKER4</a>	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-	-	-
10	<a href="#">ADSAU001</a>	SAU1	+6281326271078	AD@GMAIL.COM	Yes	-	-	-

1 of 8 >

Add

**1** Submit

Sistem akan menampilkan halaman **Manage Company > Edit** dengan *List Action* terbaru

System will show the **Manage Company > Edit** page with the updated *list action*

**1** Klik **Submit**

Click **Submit**

Manage Company

# User Tab

*User Tag to Non-SysAdmin*

*User Tag to SysAdmin*

*User Addition*

**Penambahan User**

*User Addition*

Manage Company > Edit

Company Details

Company Name	Enrolled Date	Company ID
MUHAMMAD RAFIF ALRABANI MAHENDRA	24 Nov 2023 10:07:01 WIB	ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature T

**1** User

Search

Search By

User ID User Name Enter

Search

71 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	<a href="#">543534</a>	eredit	+621323244124	editchanyeiq@gmail.com	No	Secure Token (Software)	-	Delete
2	<a href="#">ADAUTH01</a>	AUTH01	+6281326271078	AD1@GMAIL.COM	No	-	-	-
3	<a href="#">ADAUTH02</a>	AUTH0 SOFT	+6281326271078	AD@GMAIL.COM	No	Secure Token (Software)	-	-
4	<a href="#">ADAUTH03</a>	AUTH0 SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)	-	-
5	<a href="#">ADAUTH04</a>	AUTH0 SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)	-	-
6	<a href="#">ADMAKER1</a>	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-	-	-
7	<a href="#">ADMAKER2</a>	MAKER2	+6281326271078	AD@GMAIL.COM	No	-	-	-
8	<a href="#">ADMAKER3</a>	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-	-	-
9	<a href="#">ADMAKER4</a>	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-	-	-
10	<a href="#">ADSAU001</a>	SAU1	+6281326271078	AD@GMAIL.COM	Yes	-	-	-

< 1 of 8 >

**2** Add

Save Submit

Sistem akan menampilkan halaman **Manage Company > Edit**

System will show the **Manage Company > Edit** page

**1** Pilih tab **User**

Choose **User** tab

**2** Klik **Add**

Click **Add**

## LANGKAH

## 48

**User Details**

**Details**

User ID \*  
BUNGA

User Full Name \*  
bunga

KTP / Passport  
Select

Email \*  
ngbngb@gmail.com

Country Code \*  
+62

Mobile \*  
0890297326

Country Code  
+62

Office No.  
123456789

Dashboard \*  
Default\_PortalGroup

Single Access User

H2H Maker

Subscriber to API Call

User Linking Applicable

Secure Token Type  
-

Sistem akan menampilkan  
***User Details Box***

- 1** Lengkapi seluruh ***details***  
*Complete all **Details***
- 2** Pilih **fungsi *User*** yang dibutuhkan  
*Choose **User Function***

Manage Company > Edit

Company Details

Company Name: MAHES | Enrolled Date: 28 Oct 2024 15:41:32 WIB | Company ID: KAHROADVANCE

Account Maintenance | Account Accessibility | Contact Info | Department | Signature Type | User Group | **User**

Search

Search By:

57 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMIN1	approver2	+622738489156	kgf@gmail.com	No	Secure Token (Software)	-	-
2	ADMIN2	ADMIN2	+624567890123	test@t.com	No	Secure Token (Software)	-	-
3	APPROVER 2	approver 2	+621234567890	kgf@gmail.com	No	Secure Token (Software)	-	-
4	APPROVER1	approver1	+621111111111	ngf10@mylab.local	No	Secure Token (Software)	-	-
5	APPROVER2	approver2	+622738489156	ngf10@mylab.local	No	-	-	-
6	APPROVER3	approver3	+624567890123	ngf10@mylab.local	No	Secure Token (Software)	-	-
7	APPROVER4-1	approver4-1	+621234567890	test@t.com	No	-	-	-
8	APPROVER5	approver5	+621234567890	test@t.com	No	-	-	-
9	APPROVER6	approver6	+624567890123	test@t.com	No	-	-	-
10	ATKAKASAU1	ATKAKASAU1	+624234567890	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
11	BUNGA	bunga	+620890297326	ngbung@gmail.com	No	-	Create	Delete
12	CHANSELE1	CHANSELE1	+6211324412412	ngf10@mylab.local	Yes	Secure Token (Software)	-	Delete
13	IZZUAUTH0	APPROVER NO DEPT	+620908765433	NGF10@mylab.local	No	-	-	-
14	IZZUAUTH01	APPROVER DEPT A	+6209083654119	NGF10@mylab.local	No	-	-	-
15	IZZUAUTH02	APPROVER DEPT B	+6209087652119	NGF10@mylab.local	No	-	-	-
16	IZZUDINSAU	SAU NO DEPT	+6209087654114	NGF10@mylab.local	Yes	-	-	-
17	IZZUMAKER	MAKER NO DEPT	+6209037654119	NGF10@mylab.local	No	-	-	-
18	IZZUMAKER2	MAKER DEPT A	+6212087654119	NGF10@mylab.local	No	-	-	-
19	KAHROADV01	kahroadv01	+621234567890	test@t.com	No	Secure Token (Software)	-	-

1 of 3

Add Save

Sistem akan kembali mengarahkan ke **Halaman Edit**

*System will see the Edit Page*

1 List akan secara otomatis ter **update**

*List will automatically updated*

2 Klik **Save**

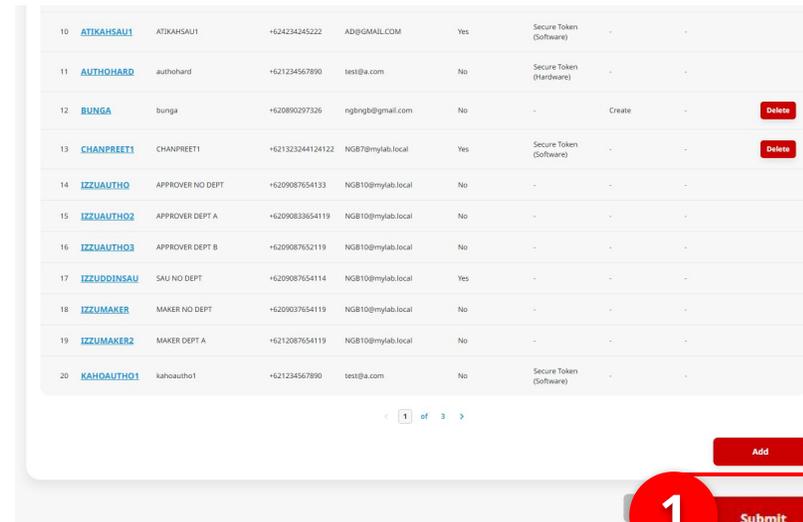
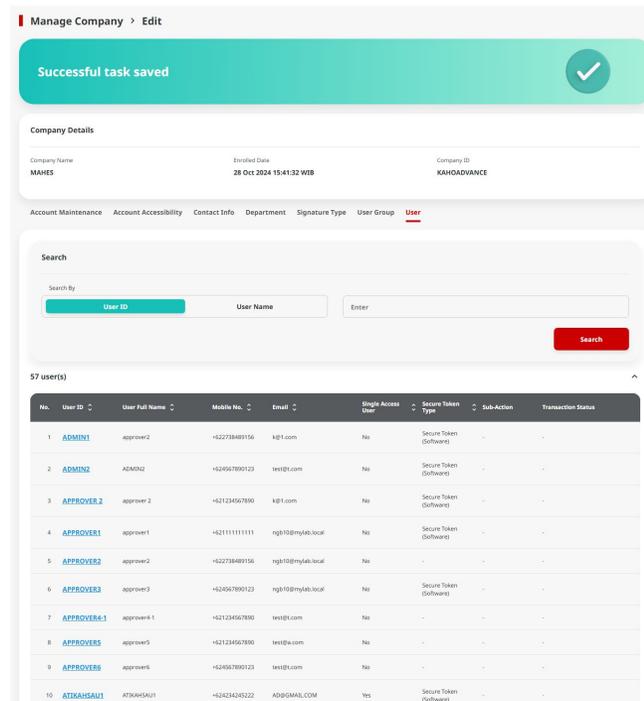
*Click Save*

Sistem akan menampilkan halaman **Manage Company > Edit** dengan *List Action* terbaru

System will show the **Manage Company > Edit** page with the updated list action

1 Klik **Submit**

Click **Submit**



Manage Company > Acknowledgement

**Submitted for approval**  
 Reference No. : 116241015000001227 Submitted On : 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFF ALRABANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:01 WIB  
 Company ID: ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

22 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
101075289100	ATIKAH EDIT 1	IDR	Financing Account	No	No	-	-
101089170400	ATIKAH EDIT	IDR	Financing Account	No	No	-	-
101089179200	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	Yes	-	-
101089182300	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	Yes	-	-
10115427300	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	No	-	-
101121226600	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	No	-	-
1011212270000001	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	No	-	-
1011212265300	MUHAMMAD RAFF ALRAB	IDR	Financing Account	No	No	-	-
703057606100	ATIKAH EDIT 2	IDR	Savings Account	No	Yes	-	-
70306923600	MUHAMMAD RAFF ALRABANI MAHENDRA e	IDR	Savings Account	No	Yes	-	-

Primary Billing Account

Primary Billing Account: 101075289100-IDR MUHAMMAD RAFF ALRABANI MAHENDRA  
 Corporate Daily Limit: Unlimited

Done

Manage Company > Acknowledgement

**Submitted for approval**  
 Reference No. : 116241015000001227 Submitted On : 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFF ALRABANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:01 WIB  
 Company ID: ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

22 account(s)

Account No.	Currency	Account Nickname	Account Type	Allow Transaction	Sub-Action	Transaction Status
101075289100	IDR	ATIKAH EDIT 1	Financing Account	No	-	-
101089170400	IDR	ATIKAH EDIT	Financing Account	No	-	-
101089179200	IDR	MUHAMMAD RAFF ALRAB	Financing Account	Yes	-	-
101089182300	IDR	MUHAMMAD RAFF ALRAB	Financing Account	Yes	-	-
10115427300	IDR	MUHAMMAD RAFF ALRAB	Financing Account	No	-	-
101121226600	IDR	MUHAMMAD RAFF ALRAB	Financing Account	No	-	-
1011212278000001	IDR	MUHAMMAD RAFF ALRAB	Financing Account	No	-	-
1011212265300	IDR	MUHAMMAD RAFF ALRAB	Financing Account	No	-	-
1011212264300	IDR	MUHAMMAD RAFF ALRAB	Financing Account	No	-	-
703057606100	IDR	ATIKAH EDIT 2	Savings Account	Yes	-	-
70306923600	IDR	MUHAMMAD RAFF ALRABANI MAHENDRA e	Savings Account	Yes	-	-

Done

Manage Company > Acknowledgement

**Submitted for approval**  
 Reference No. : 116241015000001227 Submitted On : 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFF ALRABANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:01 WIB  
 Company ID: ATIKAHCORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

Primary Contact Info

Name: AD  
 Email: AD@GMAIL.COM  
 Mobile No.: +6281326271078  
 Phone No.: -

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	AD	Admin	+6281326271078	AD@GMAIL.COM	Yes	Yes	-	-

Done

Sistem akan menampilkan Halaman **Submitted for Approval**. user dapat melihat **detail submission** pada setiap tab nya

System will show the **Submitted for Approval** page. User can see the **submission details on every Tab**

Manage Company > Acknowledgement

Submitted for approval  
Reference No.: 116241015000001227 Submitted On: 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA  
Enrolled Date: 24 Nov 2023 10:07:01 WIB  
Company ID: ATIKACORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

5 signature type(s)

No.	Signature Type	Description	Users Assigned?	Sub-Action	Transaction Status
1	APPROVER1	-	Yes	-	-
2	APPROVER2	-	Yes	-	-
3	APPROVER4	-	No	-	-
4	STA	-	Yes	-	-
5	STAB	-	Yes	-	-

Done

Manage Company > Acknowledgement

Submitted for approval  
Reference No.: 116241015000001227 Submitted On: 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA  
Enrolled Date: 24 Nov 2023 10:07:01 WIB  
Company ID: ATIKACORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

7 user group(s)

No.	User Group	SynAdmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action	Transaction Status
1	ADMINPUREMAKER	Yes	Yes	No	No	No	No	No	No	-	-
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	No	-	-
3	ALL 2ND	No	No	Yes	Yes	Yes	Yes	No	No	-	-
4	ALL SYS ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-
5	FOR ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	-	-
6	PUREAUTH01	Yes	No	No	Yes	No	No	No	Yes	-	-
7	PURE-MAKER	No	Yes	No	No	No	No	No	No	-	-

Done

Manage Company > Acknowledgement

Submitted for approval  
Reference No.: 116241015000001227 Submitted On: 15 Oct 2024 10:56:33 WIB

Company Details

Company Name: MUHAMMAD RAFIF ALRABANI MAHENDRA  
Enrolled Date: 24 Nov 2023 10:07:01 WIB  
Company ID: ATIKACORP

Account Maintenance Account Accessibility Contact Info Signature Type User Group User

User Listing - Total 71 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	SAUSA	ewdR	+621323244124	ewd@changen@gmail.com	No	Secure Token (Software)	-	-
2	ADMAUTH01	AUTH01	+6281326271078	AD1@GMAIL.COM	No	-	-	-
3	ADMAUTH01	AUTH0 SOFT	+6281326271078	AD1@GMAIL.COM	No	Secure Token (Software)	-	-
4	ADMAUTH01	AUTH0 SOFT TOKEN	+6281326271078	NG85@mylab.local	No	Secure Token (Software)	-	-
5	ADMAUTH01	AUTH0 SOFT TOKEN 4	+6281326271078	NG81@mylab.local	No	Secure Token (Software)	-	-
6	ADMAKER1	MAKER1	+6281326271078	AD1@GMAIL.COM	No	-	-	-
7	ADMAKER2	MAKER2	+6281326271078	AD1@GMAIL.COM	No	-	-	-
8	ADMAKER3	MAKER NO TOKEN	+6281326271078	NG85@mylab.local	No	-	-	-
9	ADMAKER4	MAKER NO TOKEN 4	+6281326271078	NG81@mylab.local	No	-	-	-
10	ADMAUSER1	SAUS	+6281326271078	AD1@GMAIL.COM	Yes	-	-	-

1 of 8

Done

Sistem akan menampilkan Halaman **Submitted for Approval**. user dapat melihat **detail submission** pada setiap tab nya

System will show the **Submitted for Approval** page. User can see the **submission details on every Tab**

**SysAdmin Approval Process**

# **Manage Company**

## LANGKAH

# 01

## APPROVER



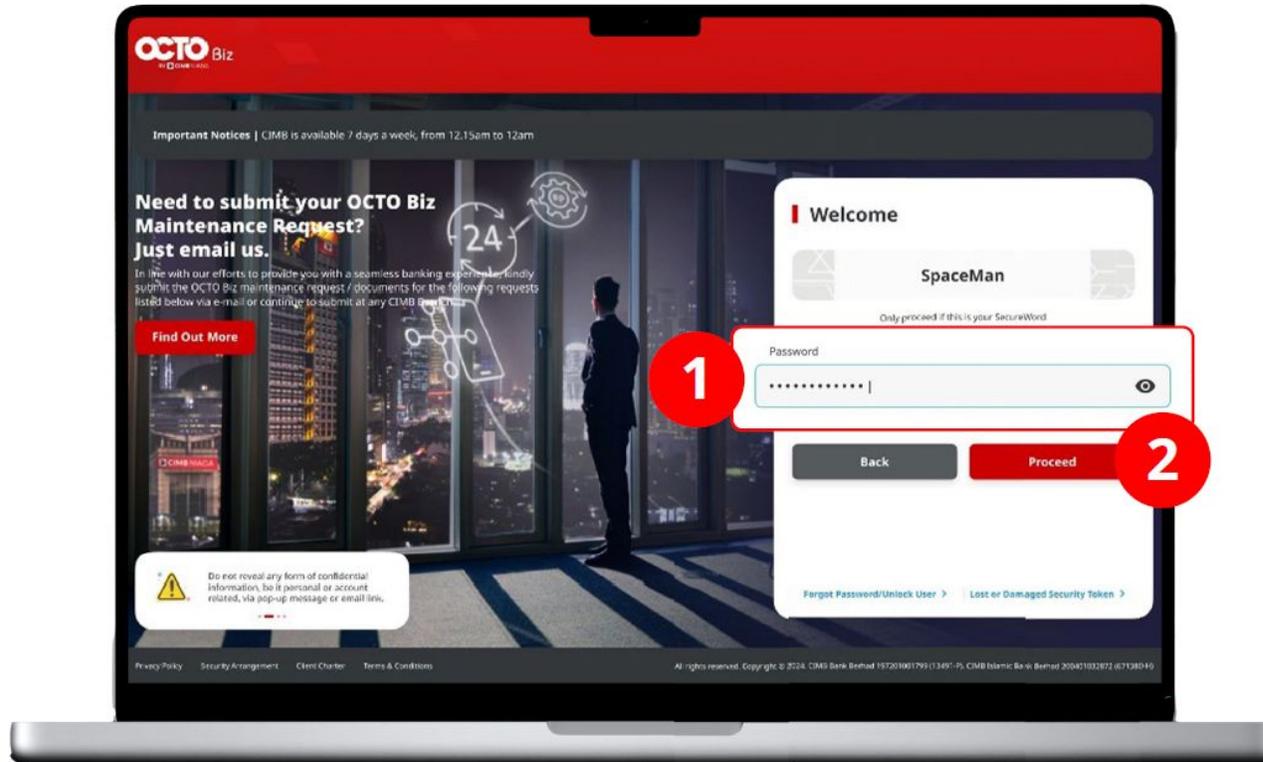
## Approval Process | Manage Company

Menu: Administration > Manage Company

- 1 Masuk sebagai **SysAdmin Approver** dengan menggunakan **User ID & Password**

*Login as SysAdmin Approver using User ID & Password*

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



1 Isi **Password**  
*Input Password*

2 Klik **Proceed**  
*Click Proceed*

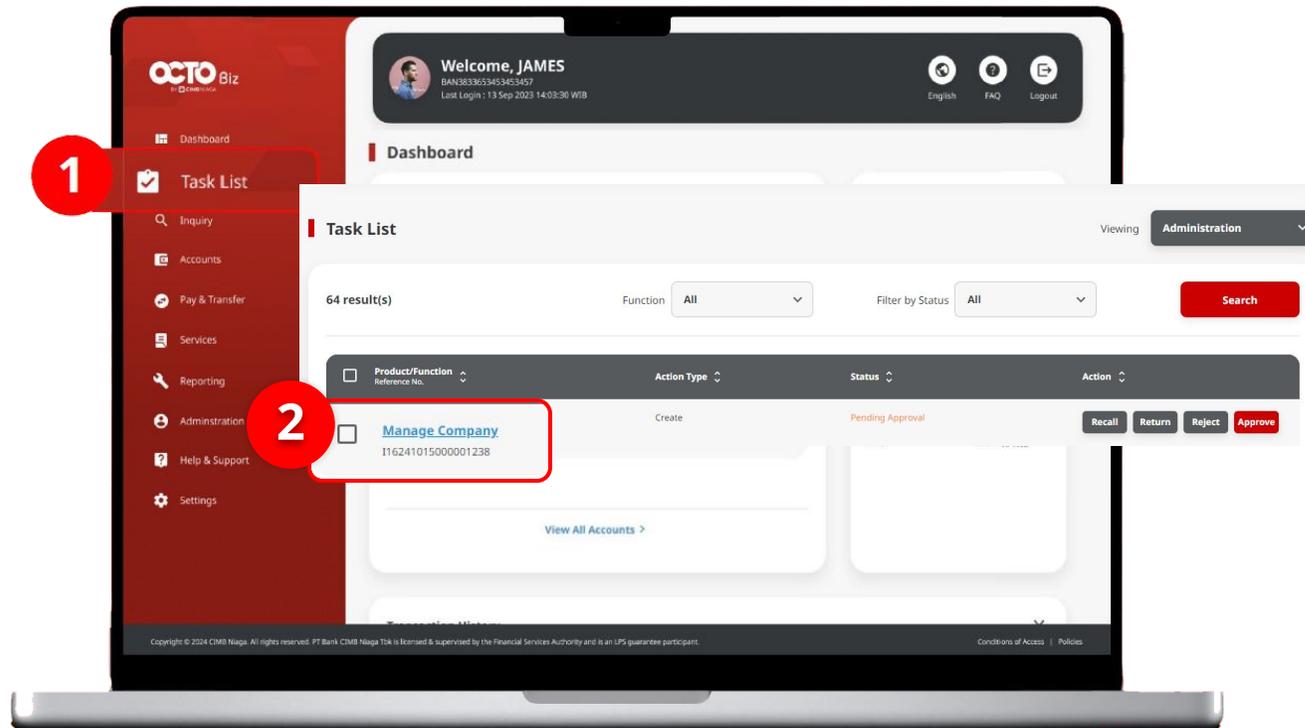
## LANGKAH

# 03

## APPROVER

## Approval Process | Manage Company

Menu: Administration > Manage Company



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

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

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

LANGKAH

04

APPROVER

Task List > Details

Transaction Status : Pending Approval

Creation Date: 15 Oct 2024 17:12:21 WIB | Workflow Type: Edit

Company Details

Company Name: HUWA | Enrolled Date: 10 Oct 2024 15:31:07 WIB | Company ID: EKASITLITE

Account Maintenance • Contact Info • **User**

Search By: User ID | User Name | Enter

Search

5 user(s)

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Sub-Action	Transaction Status
1	ADMINLITE	ADMINLITE	+623423423423	AD@GMAIL.COM	No	Mobile		
2	EKAAUTH01	EKA-AUTH01	+62242312421	AD@GMAIL.COM	Yes	Mobile		
3	EKAMAKER1	EKA-MAKER1	0111111111	AD@GMAIL.COM	No	Mobile		
4	NEW_USER	Changpreet	0999999999	changpreet@hansa01@gmail.com	Yes			
5	TEST1	test1	+6282166145119	test1@gmail.com	No	Mobile		

User Activities

User	Activities	Date/Time	Remark
TEST1 - test1	Save	15 Oct 2024 17:12:21 WIB	
TEST1 - test1	Submit	15 Oct 2024 17:30:13 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back | Recall | Return | **Approve**



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

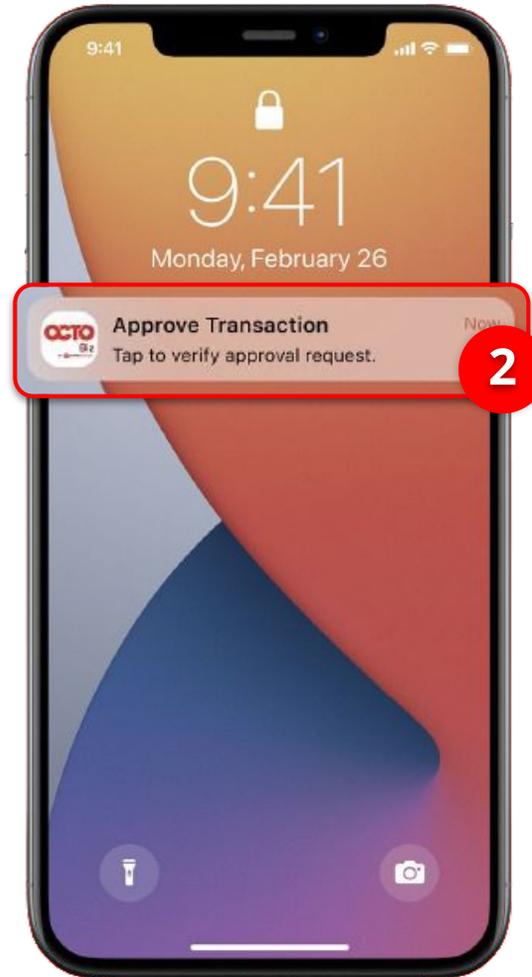
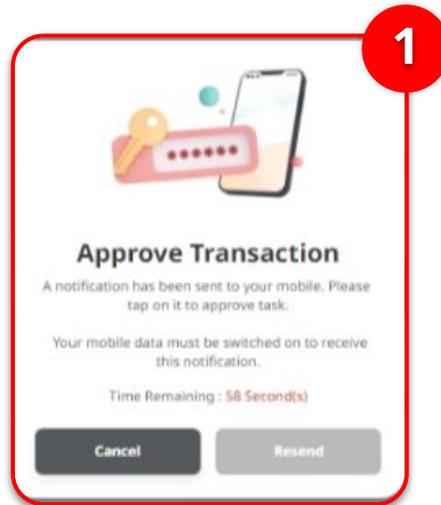
Review *Transaction*

1 Jika sudah sesuai, klik **Approve**

Click *Approve*

2 Klik **Yes**

Click *Yes*



- 1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**

*System will show the **Approve Transaction pop up** on website*

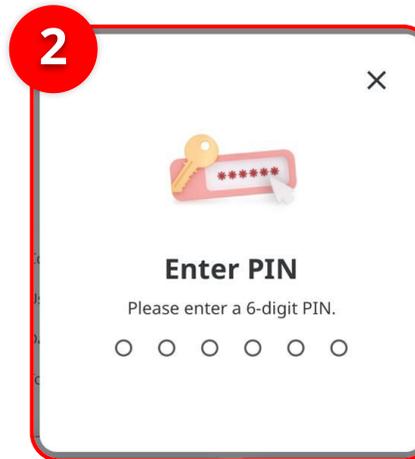
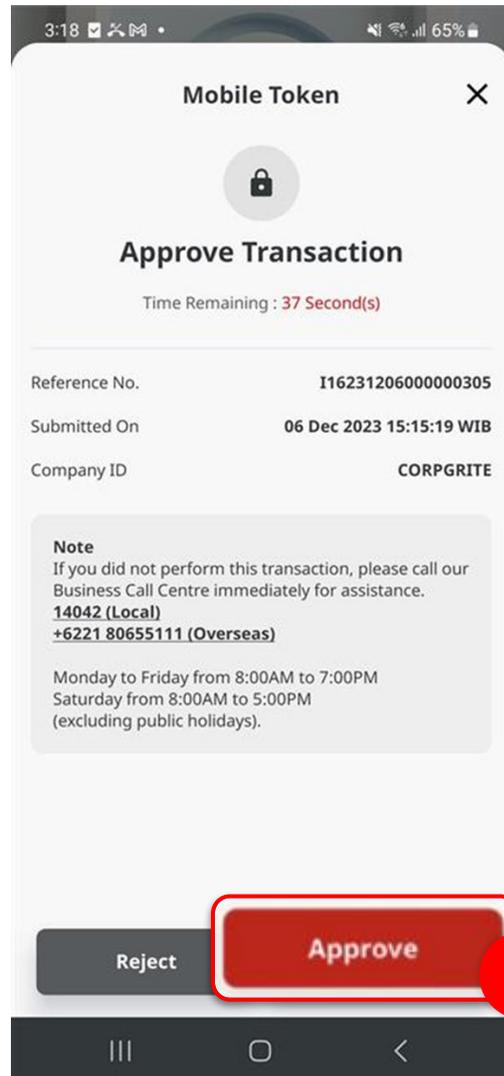
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

*System will **send notification** on mobile device. Open device, and click **notification bar***

LANGKAH

06

APPROVER

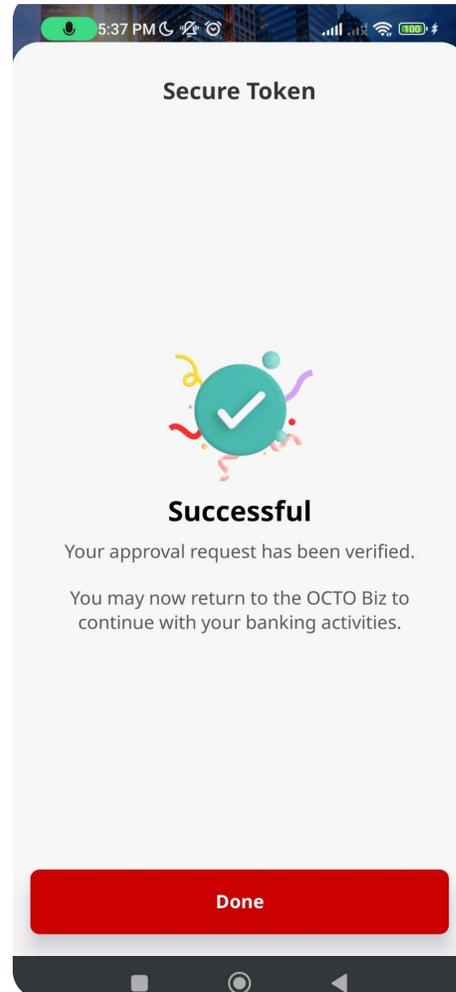


1 Klik Tombol **Approve**

*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***



Signature Type

**Tasklist > Acknowledgement**

**Change(s) approved**

Reference No.: 11628101000001227 Approved On: 15 Oct 2024 14:26:07 WIB

**Company Details**

Company Name: MUHAMMAD RAFF ALBARANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:51 WIB  
 Company ID: ATKAKCORP

Account Maintenance Account Accessibility Contact Info **Signature Type** User Group User

**5 signature type(s)**

No.	Signature Type	Description	Users Assigned	Sub-Action	Transaction Status
1	APPROVER1		30s		
2	APPROVER2		30s		
3	APPROVER3		30s		
4	SA		30s		
5	STOR		30s		

**User Activities**

User	Activities	Date/Time	Remark
EMK01MARB07 - SYS-ADMIN-MARB07	Save	15 Oct 2024 15:25:38 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Submit	15 Oct 2024 15:30:32 WIB	
EMK01MARB09 - SYS-ADMIN-MARB09	Recall	15 Oct 2024 14:10:17 WIB	
EMK01MARB09 - SYS-ADMIN-MARB09	Recall	15 Oct 2024 14:10:38 WIB	
EMK01MARB09 - SYS-ADMIN-MARB09	Recall	15 Oct 2024 14:22:21 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Approve	15 Oct 2024 14:26:07 WIB	

Print Done

User Group

**Tasklist > Acknowledgement**

**Change(s) approved**

Reference No.: 11628101000001227 Approved On: 15 Oct 2024 14:26:07 WIB

**Company Details**

Company Name: MUHAMMAD RAFF ALBARANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:51 WIB  
 Company ID: ATKAKCORP

Account Maintenance Account Accessibility Contact Info **Signature Type** **User Group** User

**7 user group(s)**

No.	User Group	Signature	Sub-Action	Reviewer	Approver	Viewer	Reviewer	Reset/Used Temporal Marker	User Sensitivity Details	Sub-Action	Transaction Status
1	ADMINISTRATOR	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
2	ALL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
3	ALL_2ND	No	No	No	No	No	No	No	No		
4	ALL_SYS-ADMIN	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
5	FOR-ALL	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
6	PURE-AUTHOR1	Yes	No	No	No	No	No	No	No		
7	PURE-MARKER	No	Yes	No	No	No	No	No	No		

**User Activities**

User	Activities	Date/Time	Remark
EMK01MARB07 - SYS-ADMIN-MARB07	Save	15 Oct 2024 15:25:38 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Submit	15 Oct 2024 15:30:32 WIB	
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EMK01MARB09 - SYS-ADMIN-MARB09	Recall	15 Oct 2024 14:22:21 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Approve	15 Oct 2024 14:26:07 WIB	

Print Done

user

**Tasklist > Acknowledgement**

**Change(s) approved**

Reference No.: 11628101000001227 Approved On: 15 Oct 2024 14:26:07 WIB

**Company Details**

Company Name: MUHAMMAD RAFF ALBARANI MAHENDRA  
 Enrolled Date: 24 Nov 2023 10:07:51 WIB  
 Company ID: ATKAKCORP

Account Maintenance Account Accessibility Contact Info **Signature Type** **User Group** **User**

**User Listing - Total 71 item(s) in the batch**

No.	User ID	User Full Name	Mobile No.	Email	Single Access User?	Secure Token Type	Sub-Action	Transaction Status
1	EMK01MARB07	EMK01	8123248124	MuhammadRaffAlbarani@gmail.com	Yes		Recall	
2	EMK01MARB07	EMK01MARB07	+628123248124	ATKAKORP@ATKAKORP.COM	No			
3	EMK01MARB07	EMK01MARB07	+628123248124	ATKAKORP@ATKAKORP.COM	No		Secure Token Software	
4	EMK01MARB09	EMK01MARB09	+628123248124	MAR09@ATKAKORP.COM	No		Secure Token Software	
5	EMK01MARB09	EMK01MARB09	+628123248124	MAR09@ATKAKORP.COM	No		Secure Token Software	
6	EMK01MARB07	EMK01MARB07	+628123248124	ATKAKORP@ATKAKORP.COM	No			
7	EMK01MARB09	EMK01MARB09	+628123248124	ATKAKORP@ATKAKORP.COM	No			
8	EMK01MARB09	EMK01MARB09	+628123248124	MAR09@ATKAKORP.COM	No			
9	EMK01MARB09	EMK01MARB09	+628123248124	MAR09@ATKAKORP.COM	No			
10	EMK01MARB07	EMK01MARB07	+628123248124	ATKAKORP@ATKAKORP.COM	Yes			

**User Activities**

User	Activities	Date/Time	Remark
EMK01MARB07 - SYS-ADMIN-MARB07	Save	15 Oct 2024 15:25:38 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Submit	15 Oct 2024 15:30:32 WIB	
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EMK01MARB09 - SYS-ADMIN-MARB09	Recall	15 Oct 2024 14:22:21 WIB	
EMK01MARB07 - SYS-ADMIN-MARB07	Approve	15 Oct 2024 14:26:07 WIB	

Print Done

Sistem akan menampilkan Halaman **Submitted for Approval**. user dapat melihat **detail submission** pada setiap tab nya

System will show the **Submitted for Approval** page. User can see the **submission details on every Tab**



# OCTOBIZ

BY  CIMB NIAGA

