



OCTOBIZ

SysAdmin

Manage Company

Lite & Inquiry Package

TUTORIALOCTOBIZ2025

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

Role	Description
Maker	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi <i>Users who are tasked with creating transactions or inputting transaction data</i>
Reviewer	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh Maker (Opsional) <i>Users who function as Reviewers to validate transaction data that has been submitted by Maker (Optional)</i>
Approver	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh Maker (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>
Releaser	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver (Opsional) <i>User whose function is to provide decisions that have been approved by the Approver (Optional)</i>
Viewer	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"> • Current Accounts • Saving accounts • Loan Accounts 	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

Contact Info

User

SysAdmin

Manage Company

Account Maintenance

Contact Info

User

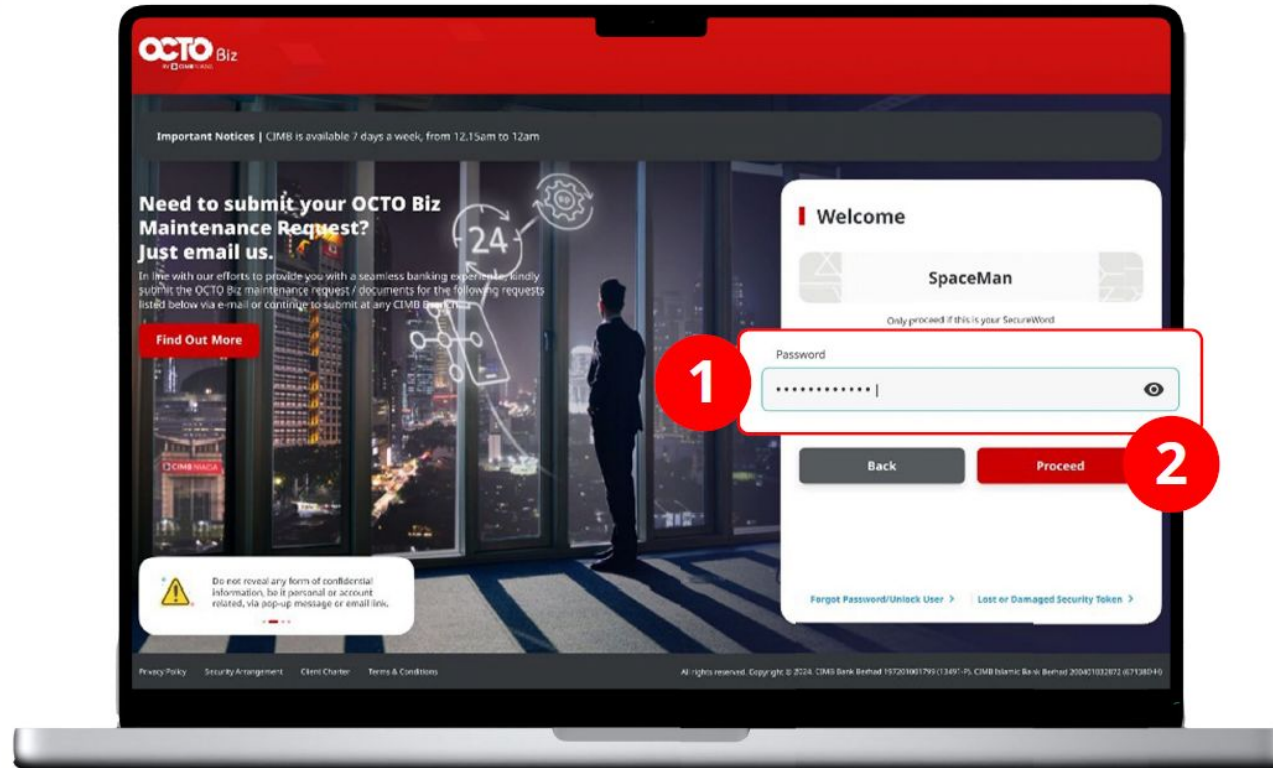


- 1 Masuk sebagai **SysAdmin** dengan menggunakan **User ID & Password**

Login as SysAdmin using User ID & Password

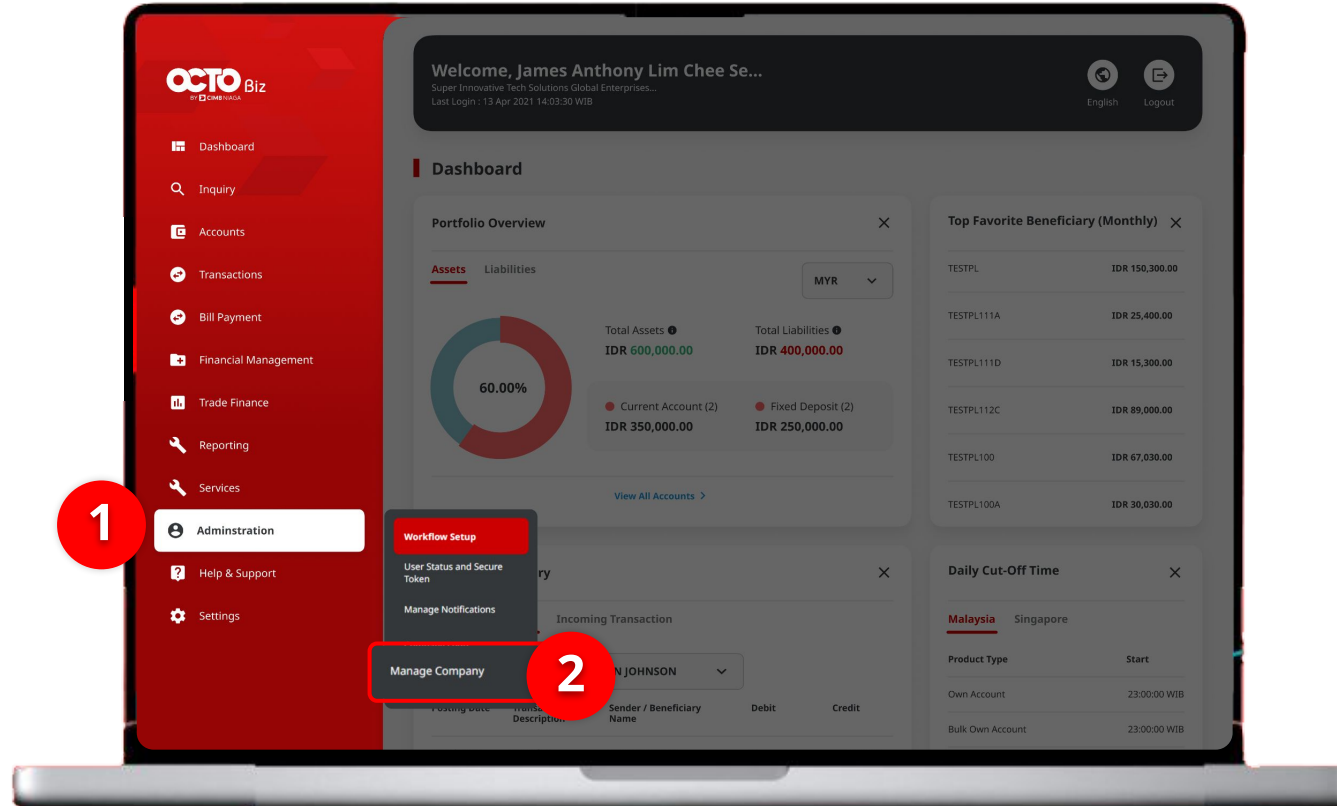
- 2 Klik **Next**

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**

1 Account Maintenance

Manage Company > Details

Company Details

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

Contact Info User

3 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes
703210810100	HUWA	IDR	Savings Account	No	Yes
703210811300	HUWA	IDR	Savings Account	No	Yes

Primary Billing Account

Primary Billing Account	Corporate Daily Limit
100108142000-IDR YUUP J UOZWWOQ	IDR 999,999,999,999.00

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

Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUP J UOZWWOQ	IDR	Financing Account	No	Yes	-	-	
101124336300	JJURJ LOTSPPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
793210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
793210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

Retrieve Accounts by Own CIF

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *

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	

Close

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 screenshot displays the 'Account Details' interface. The account information includes: Account No. 100108142000, Account Name YUUP J UOZWWOQ, Account Type Financing Account, Currency IDR, Account Nickname YUUP J UOZWWOQ, Receiving Bank -, Account with Bank -, Islamic No, Opening Branch 24045 - Cirebon - Siliwangi, and Account Limit Per Transaction Unlimited. A pencil icon next to the 'Unlimited' limit is circled in red with the number '1'. An arrow points to the 'Edit Account Limit Per Transaction' pop-up window. This pop-up has a title bar with a close button and contains a dropdown menu for 'Account Limit Per Transaction' set to 'IDR - Indonesia R...', a text input field containing '23,456.00', and an 'Unlimited' checkbox. The 'Save' button at the bottom right of the pop-up is circled in red with the number '3'.

LANGKAH

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The screenshot shows the 'Account Details' page with a table of account information. A red circle with the number '1' highlights a pencil icon next to the 'Allow Transaction' field. A red arrow points from this icon to a 'Pop Up Edit Allow Transaction' dialog box. In this dialog, a red circle with the number '2' highlights the 'Yes' option in a list. Another red arrow points from the 'Yes' option to a red 'Save' button in the bottom right corner of the dialog, which is also highlighted with a red circle and the number '3'. A 'Close' button is visible on the main page.

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

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

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

- 1 Klik **Pencil Icon** untuk mengubah **Allow Transaction**

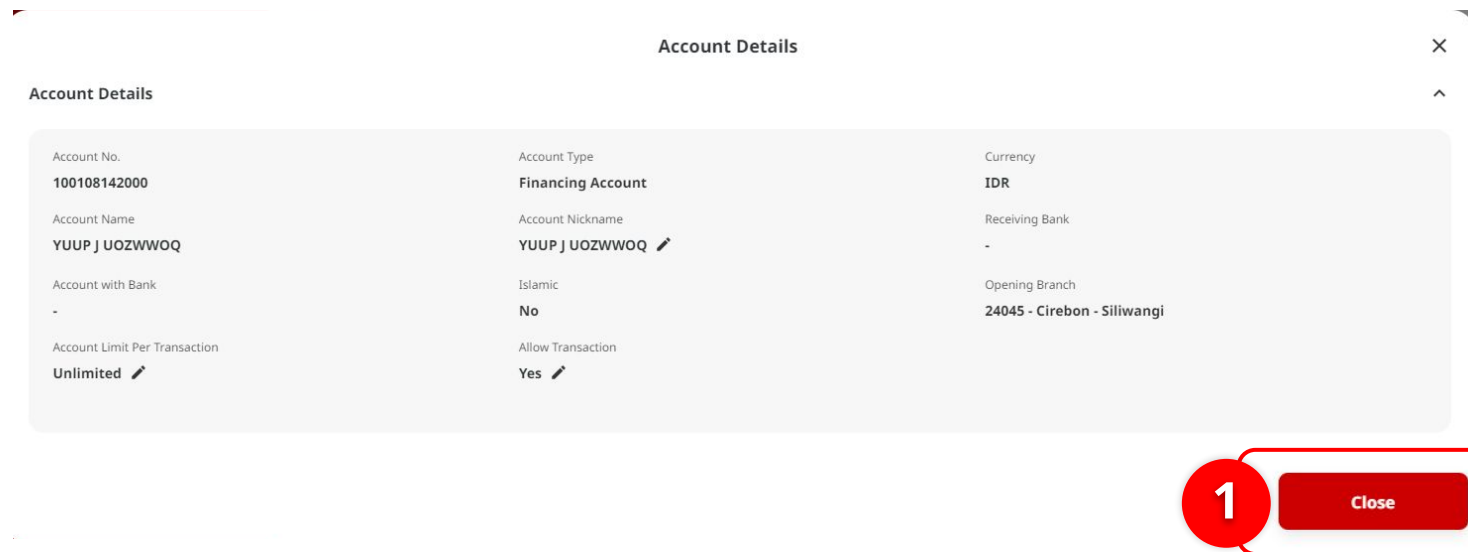
*Click **Pencil icon** to **Edit Allow Transaction***

- 2 Sistem akan menampilkan **Pop Up Edit Allow Transaction**, pilih **Permission**

*System will show the **Edit Allow Transaction** pop up, choose permission*

- 3 Klik **Save**

*Click **Save***



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

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

1 Jika sudah sesuai, **Klik Done**

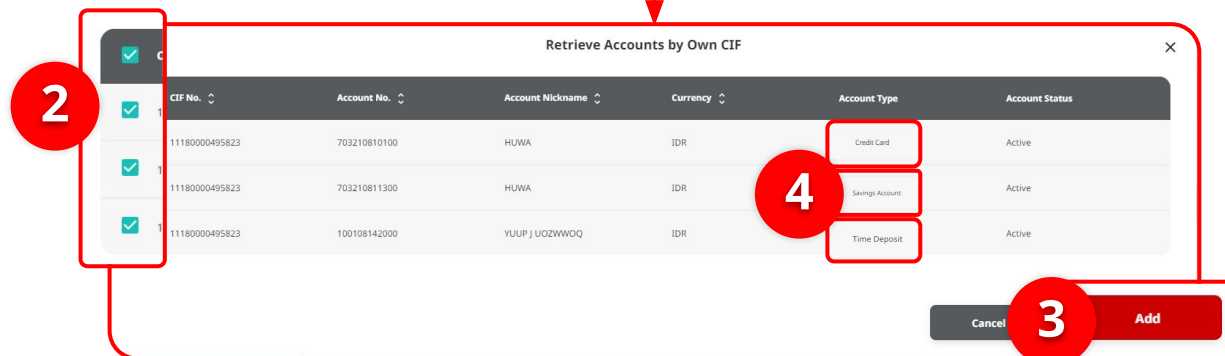
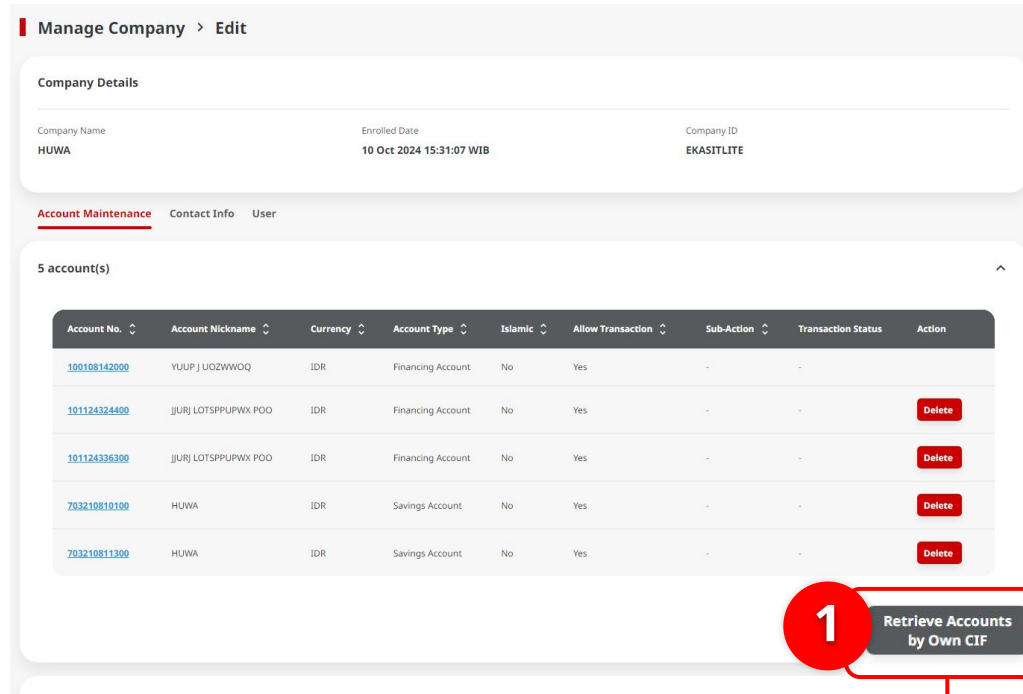
*Once OK, Click **Done***

LANGKAH

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Account Maintenance | Manage Company

Menu: Administration > Manage Company



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

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

- 1 Klik Tombol **Retrieve Accounts by Own CIF**

Click **Retrieve Accounts by Own CIF**

- 2 Sistem akan menampilkan **Box Retrieve Account**, pilih **account** yang diinginkan

System will show the **Retrieve Account box**, choose **Account**

- 3 Klik **Add**

Click **Add**

- 4 User dapat melihat **Account Type**: **Time Deposit, Credit Card, Savings Account**

User can see the **Account Type**: **Time Deposit, Credit Card, Savings Account**

Manage Company > Edit

Company Details

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

Account Maintenance | Contact Info | User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
100108142000	YUUPJ UOZWWOQ	IDR	Financing Account	No	Yes	-	-	
101124324400	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
101124336300	JJURJ LOTSPUPWX POO	IDR	Financing Account	No	Yes	-	-	Delete
703210810100	HUWA	IDR	Savings Account	No	Yes	-	-	Delete
703210811300	HUWA	IDR	Savings Account	No	Yes	-	-	Delete

Retrieve Accounts by Own CIF

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *
Maximum Available Amount: IDR undefined

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

Contact Info

User

Manage Company > Edit

Company Details

Company Name HUWA	Enrolled Date 10 Oct 2024 15:31:07 WIB	Company ID EKASITLITE
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Contact Info User

Primary Contact Info

Name EKA	Phone No. -
Email AD@GMAIL.COM	

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

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

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

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 needed 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 needed 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
HUWA	10 Oct 2024 15:31:07 WIB	EKASITLITE

Account Maintenance **Contact Info** User

Primary Contact Info

Name	Phone No.	Mobile No.
EKA	-	+603423523423
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	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

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 the following elements:

- Callout 1:** A dropdown menu for 'Contact Purpose' with options: Select, Search, Please Select, Admin, and Cash.
- Callout 2:** A section containing:
 - Use Primary Contact
 - Display Contact Details
 - Name * (text input: Enter)
 - Phone No. (text input: 123456789)
 - Country Code * (dropdown: +62)
 - Mobile No. * (text input: 123456789)
 - Email (text input: Enter)
- Callout 3:** A red '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*

Manage Company > Edit

Company Details

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

Account Maintenance **Contact Info** User

Primary Contact Info

Name	Phone No.	Mobile No.
EKA	-	+603423523423
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	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	-

[Add](#)

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

Sistem akan kembali menampilkan **Halaman Edit**

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

SysAdmin

Manage Company

Account Maintenance

Contact Info

User

Manage Company > Edit

Company Details

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

Account Maintenance

1 **User**

Search

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	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW USER	Chanpreet	09999999999	chanpreethanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

2 **Add**

Save **Submit**

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

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

- 1** Pilih tab **User**
Choose **User** tab
- 2** Klik **Add**
Click **Add**

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

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

1 Lengkapi seluruh bagian **mandatory**

*Complete the **Mandatory** Parts*

2 Pilih **User Role**

*Choose **User Role***

3 Jika sudah sesuai, **Klik Save**

*Once OK, click **Save***

Manage Company > Edit

Company Details

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

Account Maintenance | Contact Info | **User**

Search

Search By: User ID | User Name | Enter

Search

6 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	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW_USER	Changpreet	09999999999	changpreetdhanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TEST2	test	12345678	test1@gmail.com	No	-	Create	Delete

1

Add

Save **Submit**

Sistem akan kembali menampilkan halaman **Edit**

System will show the **Edit** page

1 Klik **User Hyperlink**

Click **User Hyperlink**

Catatan:

NOTES:

- Jika **Tag User** merupakan **SysAdmin**: hanya dapat melihat **details, fields** tidak dapat di edit atau **disable**
If the User Tag is SysAdmin: only can see **details, fields can't be edited**
- Jika **Tag User** sebagai **normal User**: Dapat melakukan **edit dan delete**
If User Tag is a Normal User: **can edit and delete**

1

User ID *
TESTT

Role *
Maker

User Full Name *
test

KTP / Passport
Select

Secure Token Type
Select

Email *
test@gmail.com

Country Code *
+98

Mobile *
765432786

Country Code
+62

Office No.
123456789

Dashboard *
Default_PortalGroup

Has this Signature Type

No.	Signature Type	Description
No records found.		

2 Save

Sistem akan menampilkan **Pop-up User Details** dengan **Maker Role**

System will show the **User Details pop up with Maker Role**

1 **Edit Bagian** yang dibutuhkan

Edit needed part

2 Klik **Save**

Click Save

Manage Company > Edit

Company Details

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


Account Maintenance | Contact Info | **User**

Search

Search By:

6 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	Secure Token (Software)	-	-
2	EKAAUTH01	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	<input type="button" value="Delete"/>
4	NEW_USER	Chanpreet	0999999999	chanpreethanoa01@gmail.com	Yes	-	-	<input type="button" value="Delete"/>
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-
6	TESTT	test	12345678	test1@gmail.com	No	-	Create	<input type="button" value="Delete"/>



Delete

Do you want to delete this user?

Sistem akan kembali menampilkan halaman **Edit**

System will show the **Edit** page

- 1 Klik **Delete**
Click Delete
- 2 Klik **Yes**
Click Yes

Manage Company > Edit

Company Details

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

Account Maintenance Contact Info **User**

Search

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	Secure Token (Software)	-	-
2	EKAAUTHO1	EKA AUTHO 1	+62242312421	AD@GMAIL.COM	Yes	Secure Token (Software)	-	-
3	EKAMAHER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)	-	Delete
4	NEW_USER	Chanpreet	09999999999	chanpreetdhanoa01@gmail.com	Yes	-	-	Delete
5	TEST1	test1	+62567898765	test1@gmail.com	No	-	-	-

Add

Save Submit

Sistem akan mengarahkan ke **Halaman *Edit*** dengan *List* yang ingin di **hapus**

*The system will direct you to the **Edit Page with the List** you want to delete*

1 Klik **Submit**

*Click **Submit***

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

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

Account Maintenance Contact Info User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
100108142000	YUUF J UOZWWOQ	IDR	Financing Account	No	Yes		
101124244000	JURJ LOTSPPUPWIK POO	IDR	Financing Account	No	Yes		
101124248300	JURJ LOTSPPUPWIK POO	IDR	Financing Account	No	Yes		
703210810100	HUWA	IDR	Savings Account	No	Yes		
703210811300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account
Primary Billing Account: 100108142000-IDR YUUF J UOZWWOQ, Corporate Daily Limit: IDR 999,999,999,999,999.00

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	

Print Done

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

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

Account Maintenance Contact Info User

Primary Contact Info

Name: EKA, Email: AD@GMAIL.COM, Mobile No.: +603423523423

Phone No.: -

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+603423523423	AD@GMAIL.COM	Yes	Yes	Edit	

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	

Print Done

Tasklist > Acknowledgement

Submitted for approval
Reference No.: 116241015000001238 Submitted On: 15 Oct 2024 17:30:13 WIB

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

Account Maintenance Contact Info User

User Listing - Total 5 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	ADMINLTE	ADMINLTE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)		
2	EKA@TH001	EKA ALFHD 1	+62342313421	AD@GMAIL.COM	Yes	Secure Token (Software)		
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Secure Token (Software)		
4	NEWUSER	Changwee	0999999999	changwee@harus01@gmail.com	Yes			
5	TEST1	test1	+6282166145119	test1@gmail.com	No			

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	

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**

SysAdmin Approval Process

Manage Company

LANGKAH

01

APPROVER



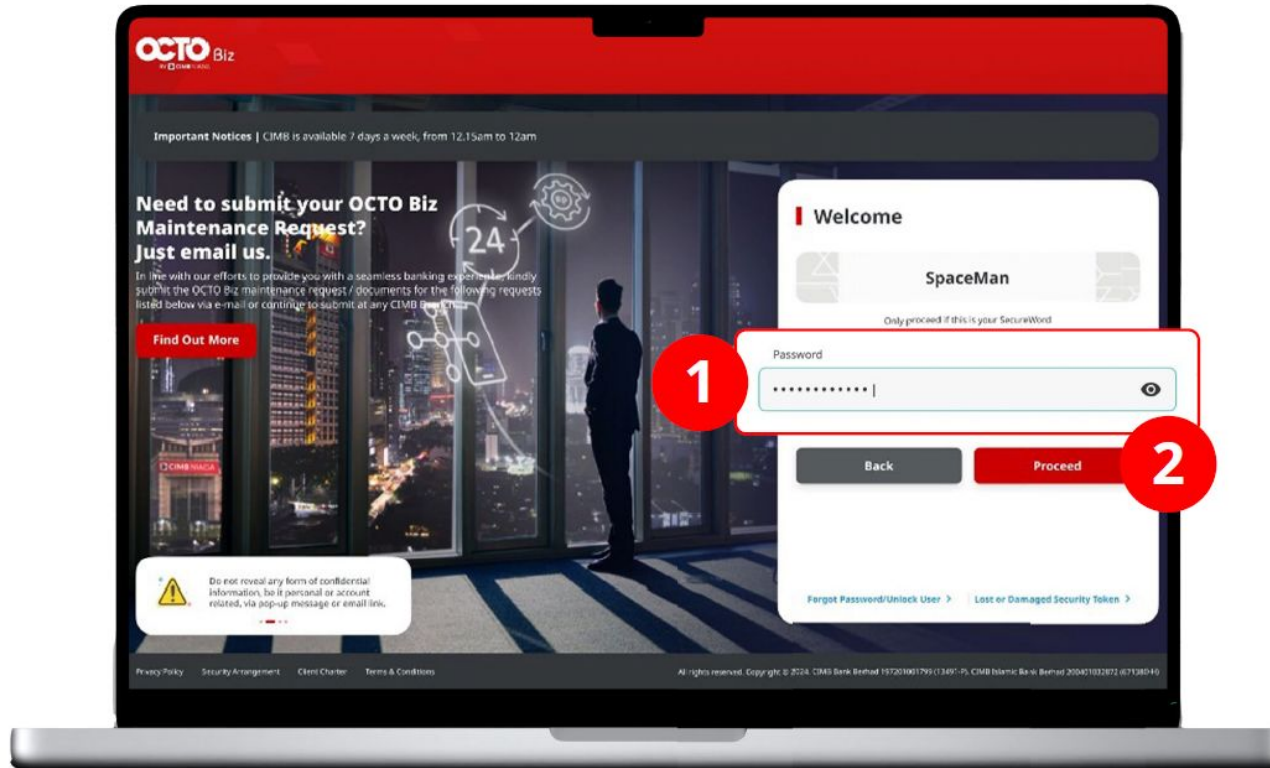
Approval Process | Manage Company

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

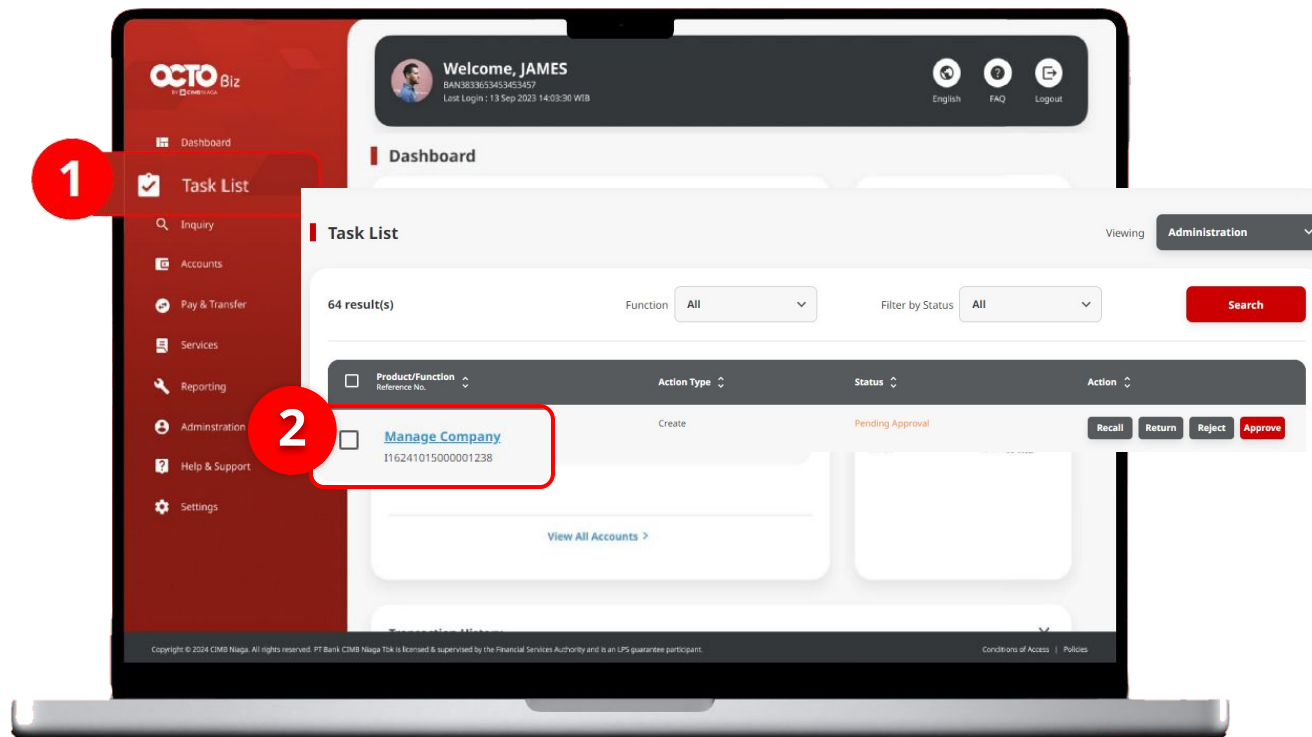
LANGKAH

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

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-AUTH 1	+62242312421	AD@GMAIL.COM	Yes	Mobile		
3	EKAMAKER1	EKA MAKER 1	0111111111	AD@GMAIL.COM	No	Mobile		
4	NEW USER	Changpreet	0999999999	changpreet@hanoa01@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

Enter

Approve 1

Approve

Are you sure you want to approve this item?

No Yes 2

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

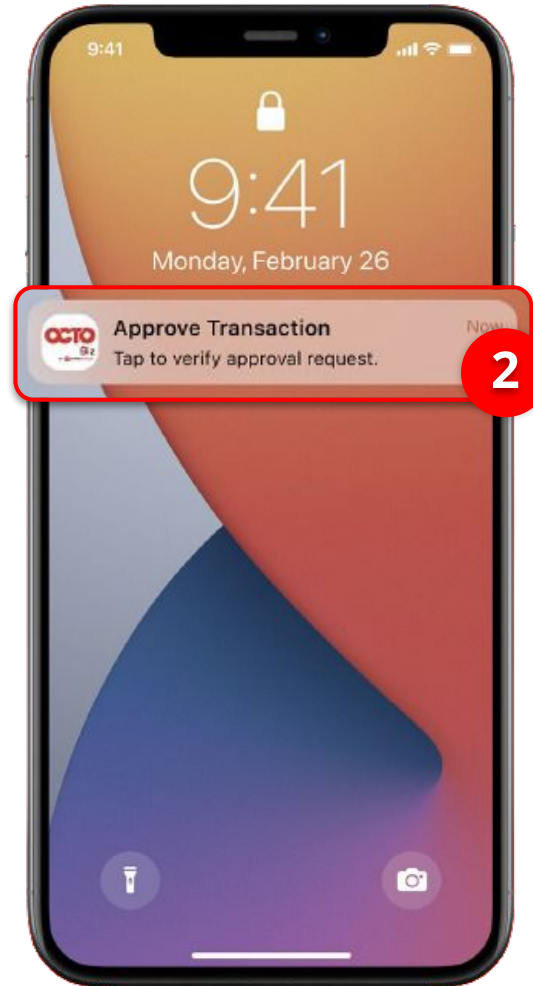
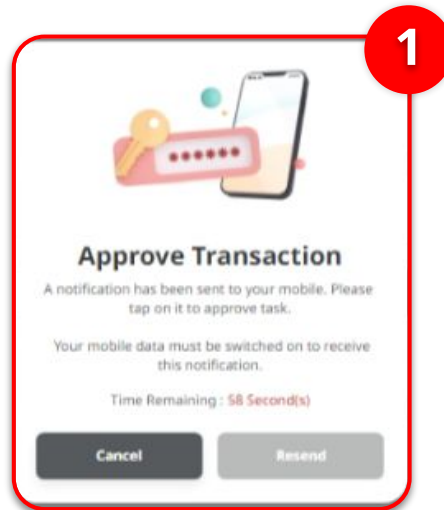
Review Transaction

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***

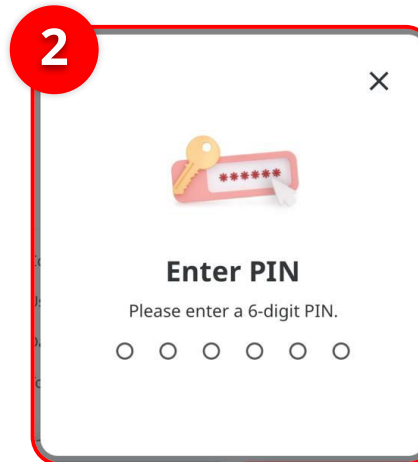
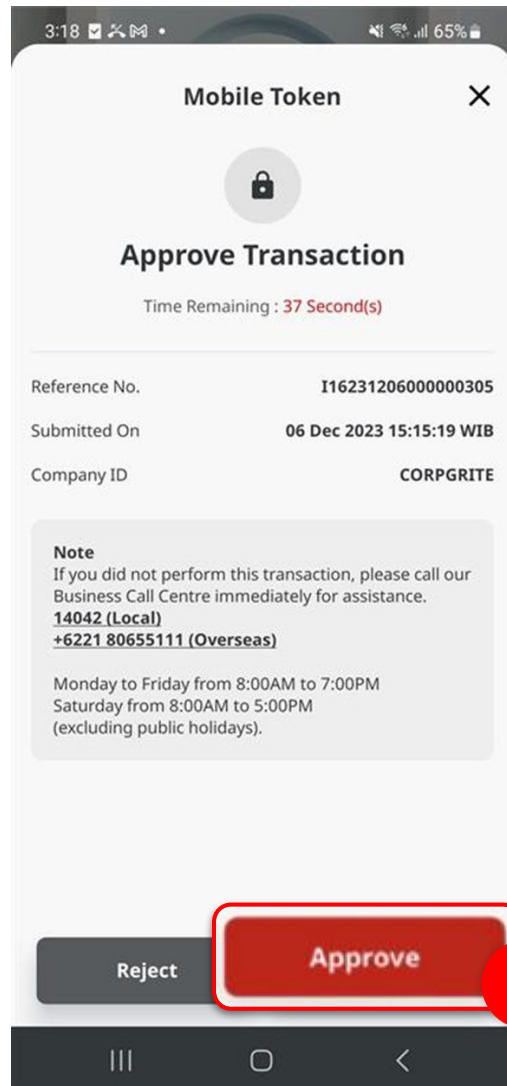
LANGKAH

06

APPROVER

Approval Process | Manage Company

Menu: Administration > Manage Company

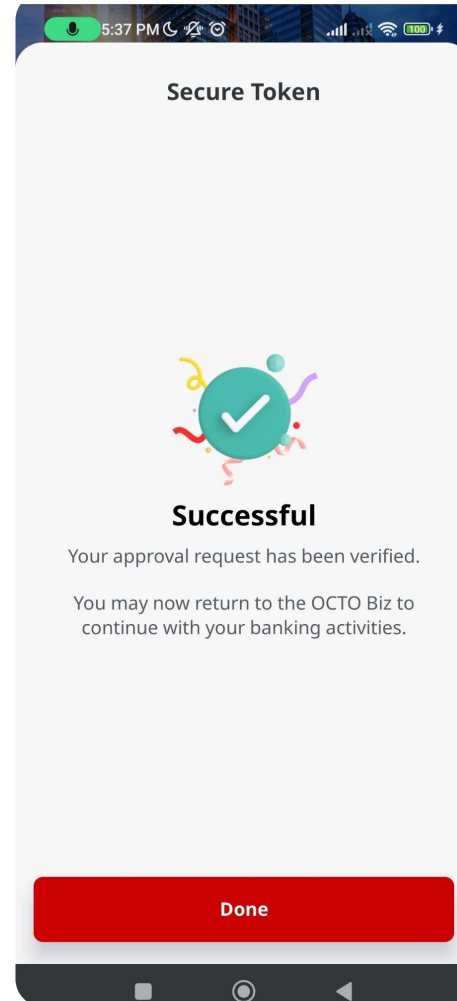


1 Klik Tombol **Approve**

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***

Contact Info Acknowledgement

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

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

Account Maintenance **Contact Info** User

5 account(s)

Account No.	Account Nickname	Currency	Account Type	Islamic	Allow Transaction	Sub-Action	Transaction Status
100108162009	YUUP J UOZWOQ	IDR	Financing Account	No	Yes	Edit	Successful
101124244600	JUWJ LOTSPPUPWX POG	IDR	Financing Account	No	No		
793210815150	HUWA	IDR	Savings Account	No	Yes		
793210811300	HUWA	IDR	Savings Account	No	Yes		
793210811300	HUWA	IDR	Savings Account	No	Yes		

Primary Billing Account
Primary Billing Account: 100108142000-IDR-YUUP J UOZWOQ Corporate Daily Limit: IDR 999,999,999,999.00

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMNLITE - ADMNLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

Print Done

Contact Info Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

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

Account Maintenance **Contact Info** User

Primary Contact Info

Name: EKA Email: AD@GMAIL.COM Mobile No.: +623423523423

Contact Info Listing

No.	Name	Contact Purpose	Mobile No.	Email	Use Primary Contact	Display Contact Details	Sub-Action	Transaction Status
1	EKA	Admin	+623423523423	AD@GMAIL.COM	Yes	Yes		

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMNLITE - ADMNLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

Print Done

User Pending Approval Tab

Tasklist > Acknowledgement

Change(s) approved
Reference No.: 11624101600001272 Approved On: 16 Oct 2024 15:14:11 WIB

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

Account Maintenance Contact Info **User**

User Listing - Total 5 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	ADMNLITE	ADMNLITE	+623423423423	AD@GMAIL.COM	No	Secure Token (Software)		
2	EKAAUTH01	EKA-AUTH01	+62342312421	AD@GMAIL.COM	Yes	Secure Token (Software)		
3	EKAUSER	EKA-MAKER	0111111111	AD@GMAIL.COM	No	Secure Token (Software)		
4	NEWUSER	Changren	0950950950	changren@hanoj10@gmail.com	Yes			
5	TEST1	test1	+628166148312	test1@gmail.com	No			

User Activities

User	Activities	Date/Time	Remark
EKAAUTH01 - EKA-AUTH01	Save	16 Oct 2024 15:11:48 WIB	
ADMNLITE - ADMNLITE	Submit	16 Oct 2024 15:13:09 WIB	
EKAAUTH01 - EKA-AUTH01	Approve	16 Oct 2024 15:14:12 WIB	

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OCTOBIZ

BY  CIMB NIAGA

