



OCTOBIZ

Account & Dashboard

Dashboard

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Dashboard

Account & Dashboard - Dashboard berfungsi untuk **memeriksa akun *Edit Template*** pada Portfolio

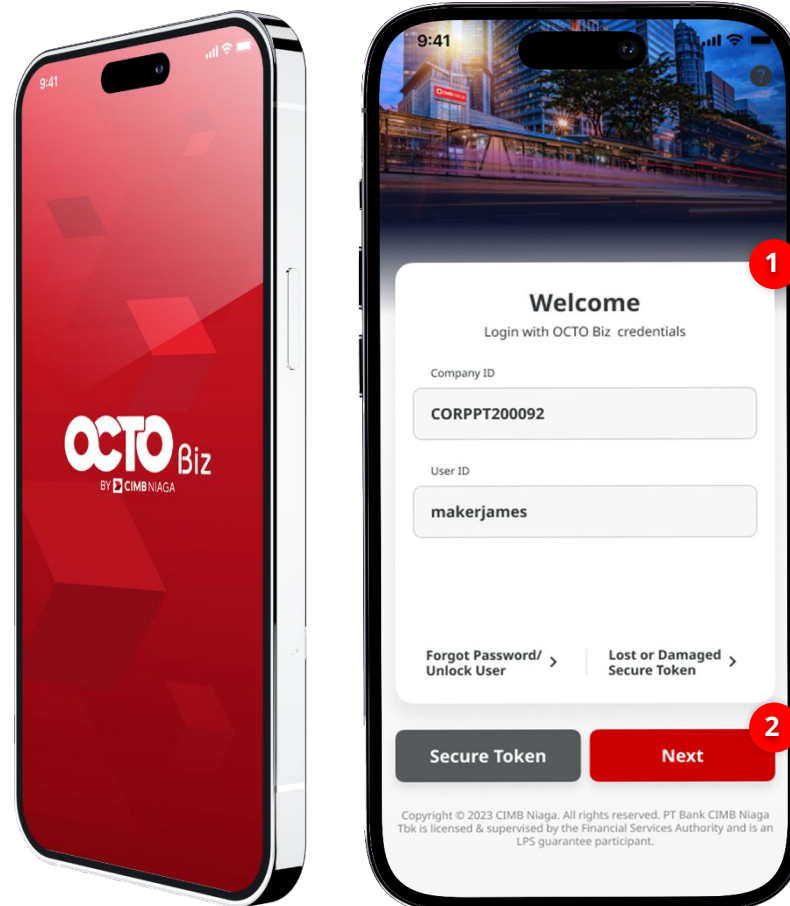
Account & Dashboard - Dashboard is used to check account and the template can be edited on portfolio

03

Dashboard

08

Personalized
Dashboard



Buka **Halaman Login**

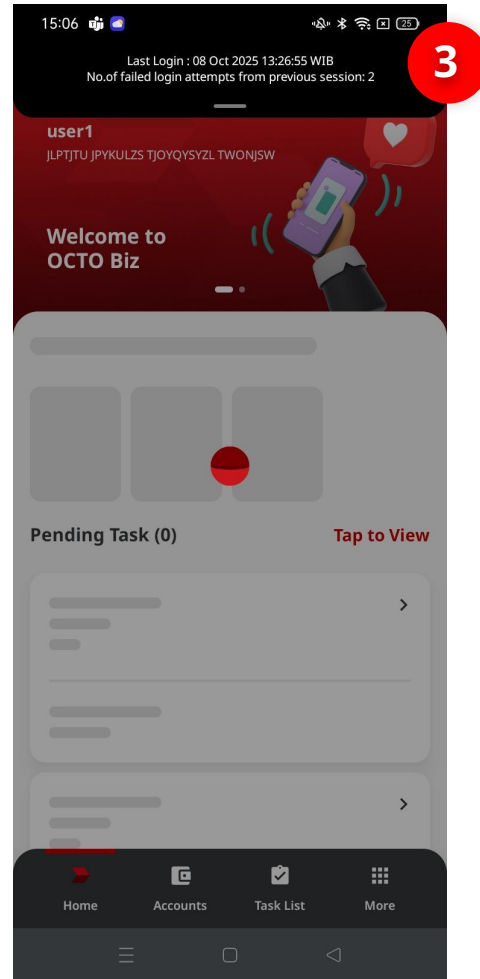
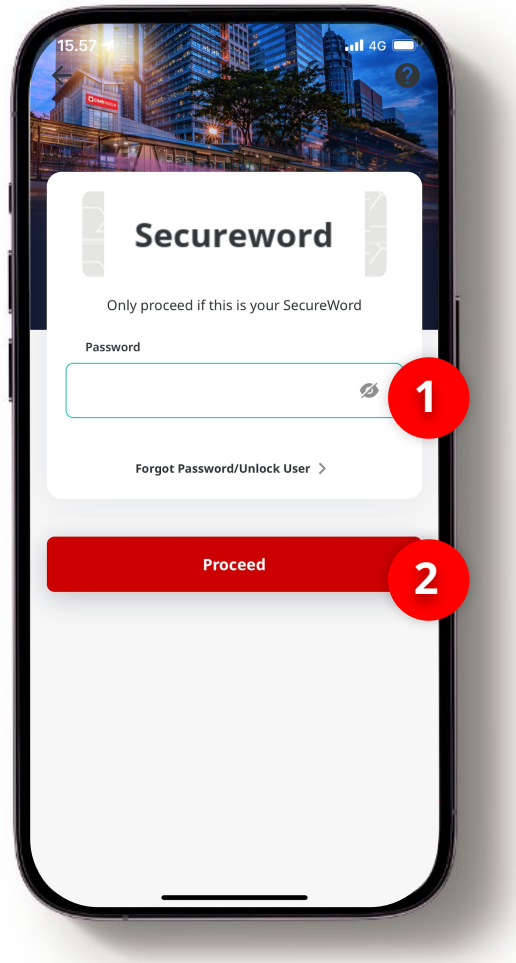
Open the **Login page**

1 Masukan **Company & User ID**

Input Company & User ID

2 Klik tombol **Next**

Click Next



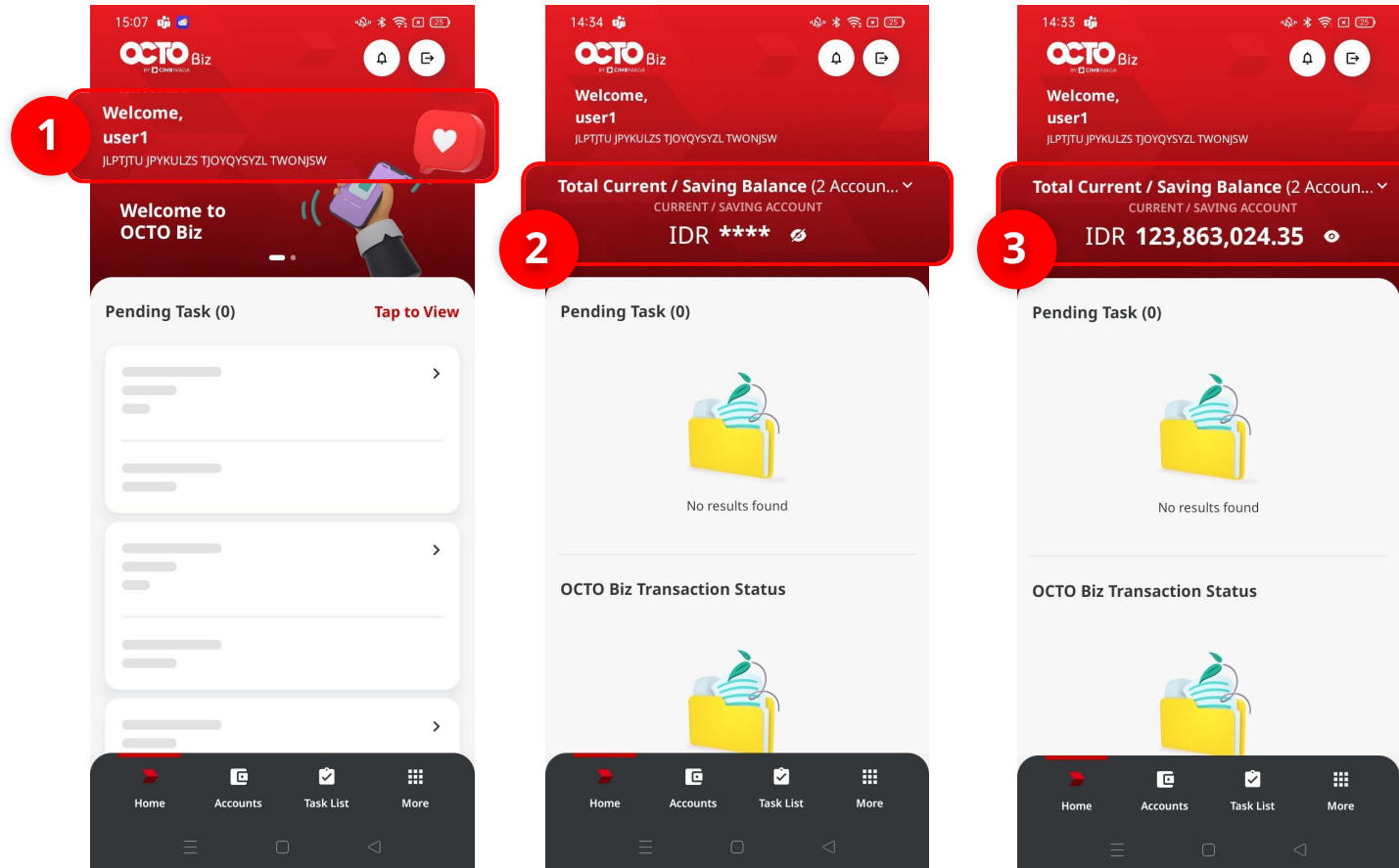
1 Masukan **Password**
Input password

2 Klik tombol **Proceed**
Click Proceed

3 Sistem akan menampilkan
pop up Last Login
System will show the Last Login pop up

LANGKAH

03



Sistem akan menampilkan **Halaman Dashboard**

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

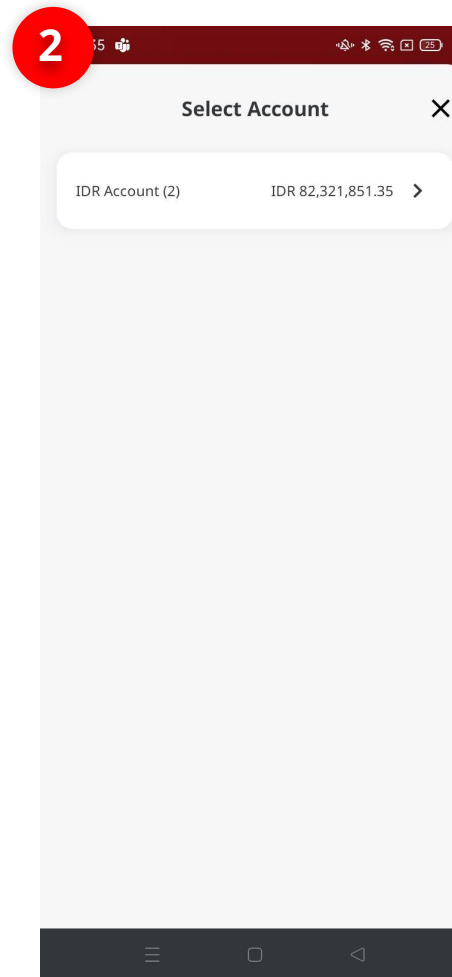
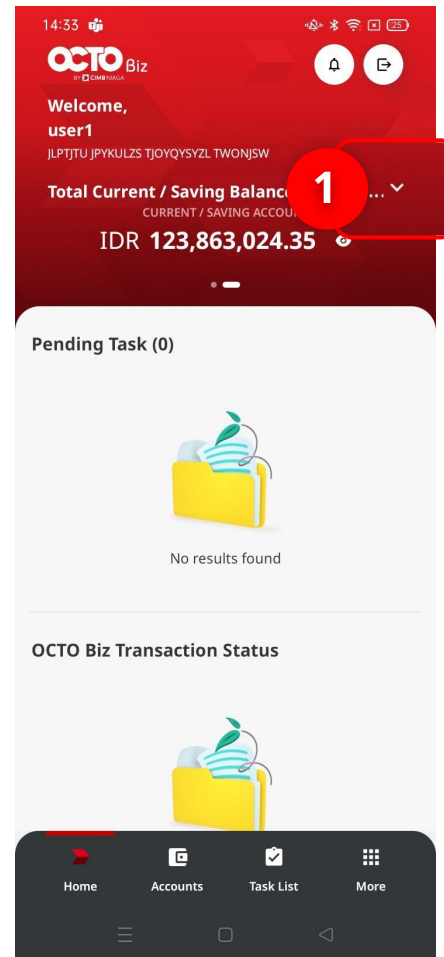
- 1** Akan menampilkan **Login History**
*Will show the **Login History***
- 2** Geser untuk melihat **Account Balance***
*Slide to see the **Account Balance****
- 3** Geser untuk melihat **akun lain**
*Slide to see the **Other Account***

* Sistem akan **menyembunyikan total current Balance*** jika user memiliki lebih dari 1 akun

** System will hide the **Current Balance total** if user has **more than 1 Account***

LANGKAH

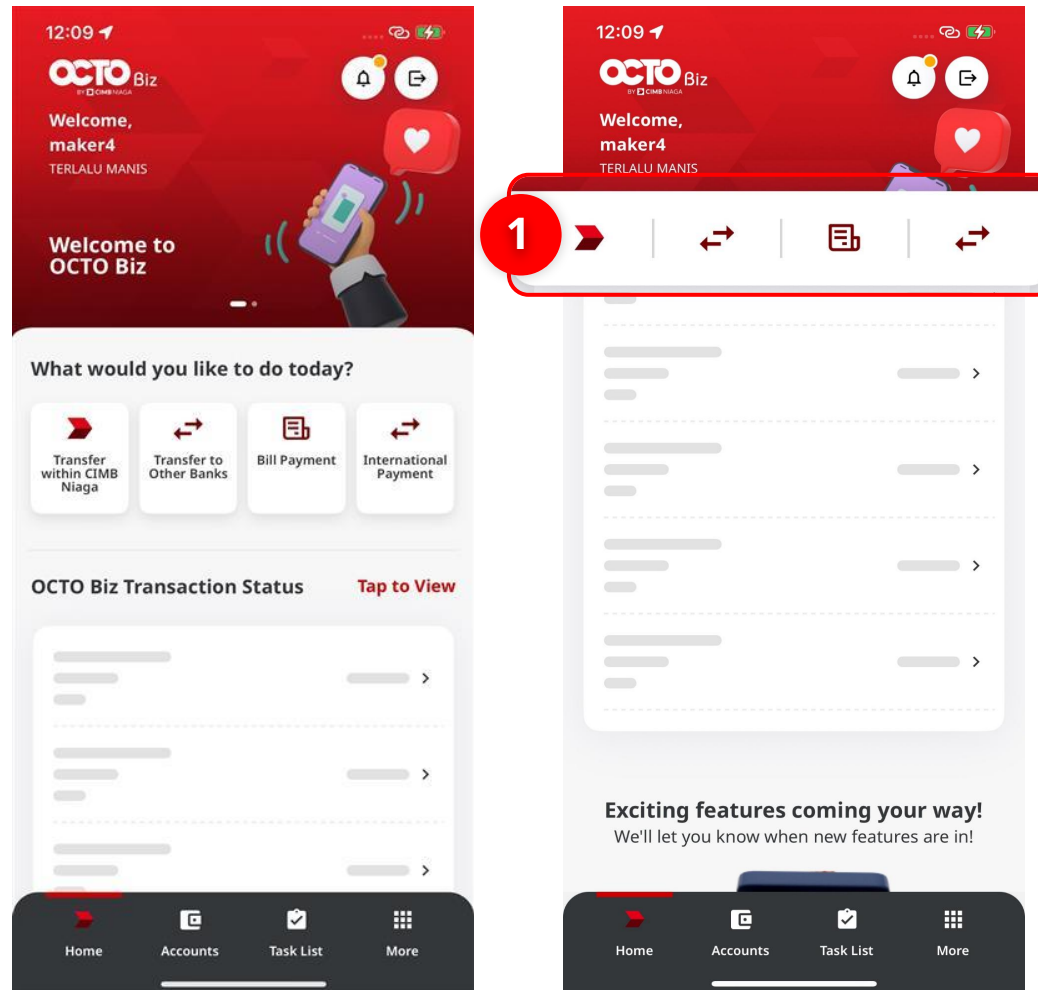
04



Untuk melihat **seluruh list akun**

To see the **Account list**

- 1 Klik **Dropdown**
Click Dropdown
- 2 Sistem akan menampilkan seluruh **Account List**
System will show the Account List



Pada halaman **Dashboard**

On the **Dashboard page**

- 1 Jika *Scroll Down*, sistem akan **memperkecil Quick menu**, dan hanya menampilkan **ikon menu**

If user scroll the dashboard page down, system will minimize the Quick Menu, and only show the Menu Icon

Account & Dashboard

Personalized Dashboard

User Maker

User Approver/ Reviewer/ Releaser

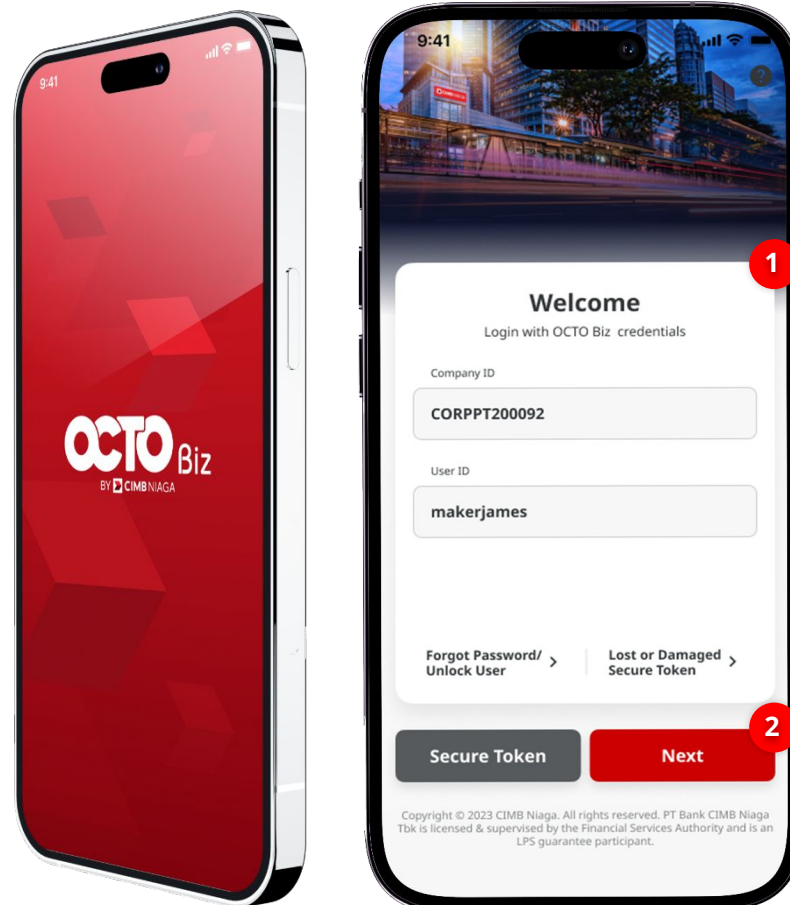
Account & Dashboard

Personalized Dashboard

User Maker

Dashboard yang dibuat khusus untuk kebutuhan **User Maker** dalam **membuat** maupun melihat **status Transaksi**

Dashboard for User Maker to Create or see the Transaction Status



Buka **Halaman Login**

Open the **Login page**

1 Masukkan **Company & User ID**

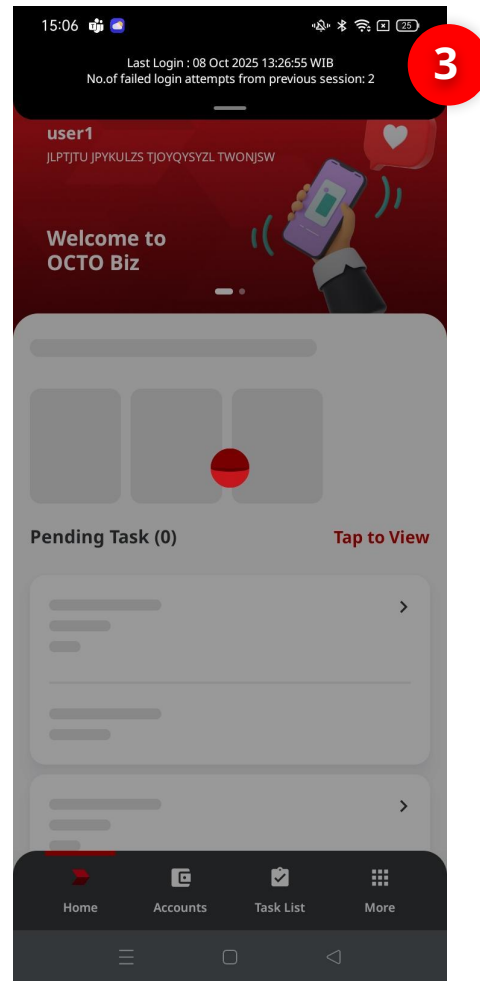
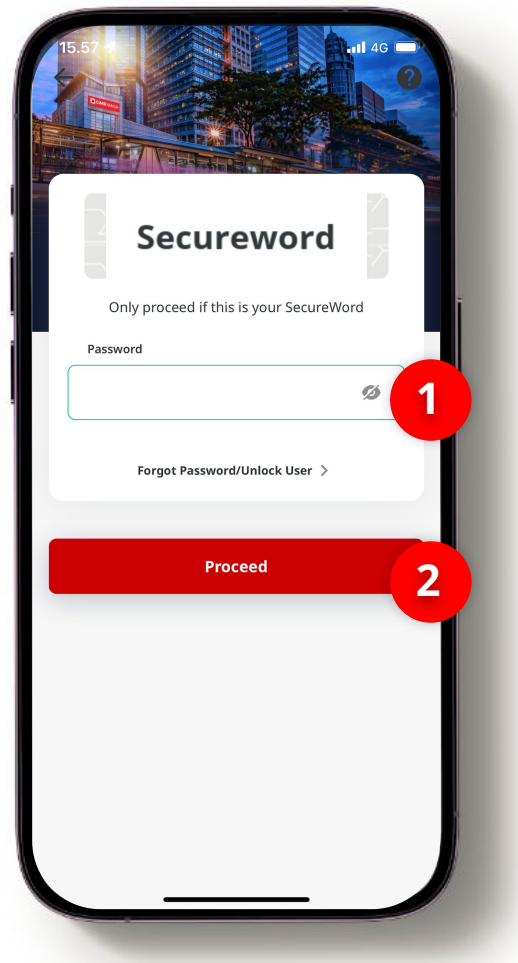
Input Company & User ID

2 Klik tombol **Next**

Click Next

LANGKAH

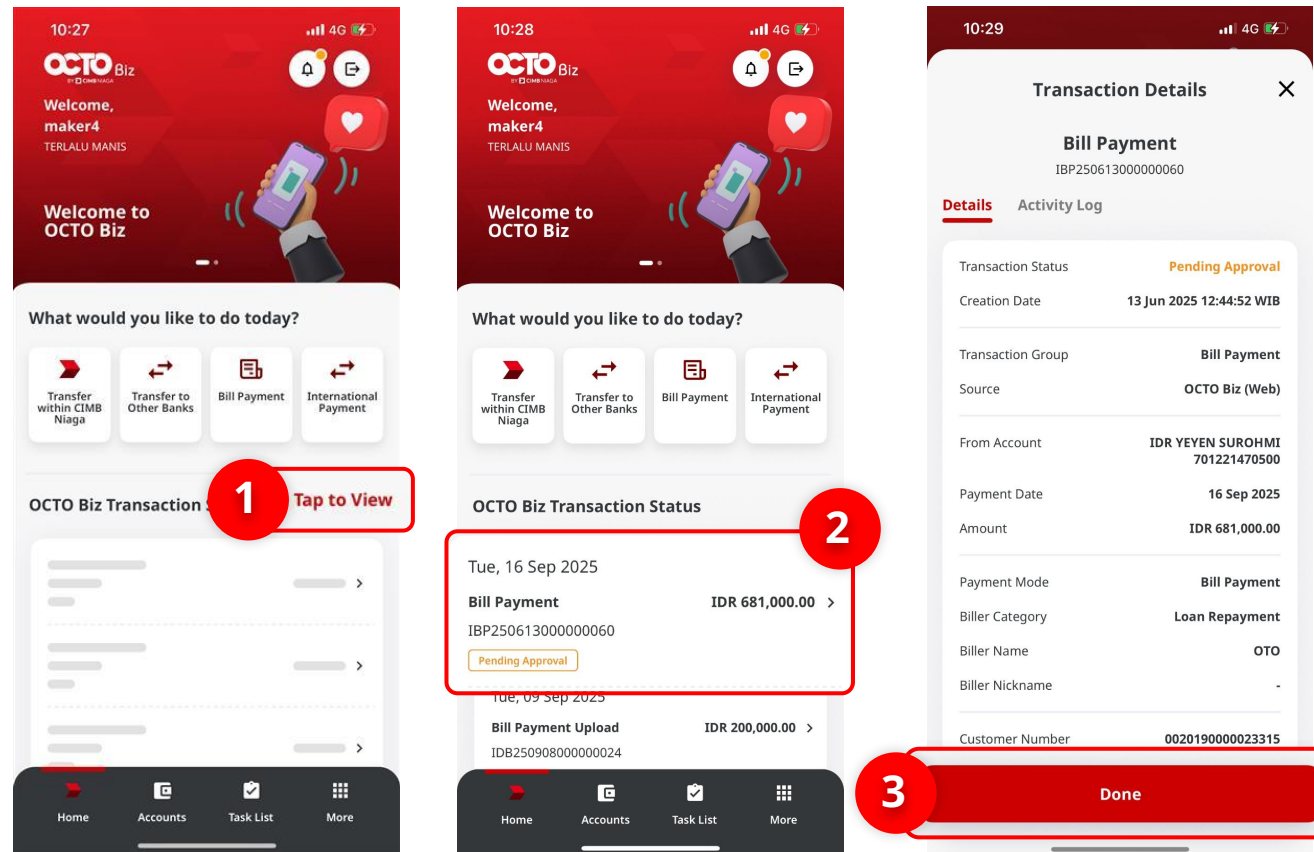
02



- 1** Masukan **Password**
Input password
- 2** Klik tombol **Proceed**
Click Proceed
- 3** Sistem akan menampilkan **pop up Last Login**
System will show the Last Login pop up

LANGKAH

03



Sistem akan menampilkan **Halaman Dashboard**

System will show the Dashboard page

- 1 Pada Bagian **Transaction Status**, klik **Tap to View**

On Transaction Status part, click Tap to View

- 2 Sistem akan menampilkan **Transaction status Listing**, klik untuk melihat **Detail**

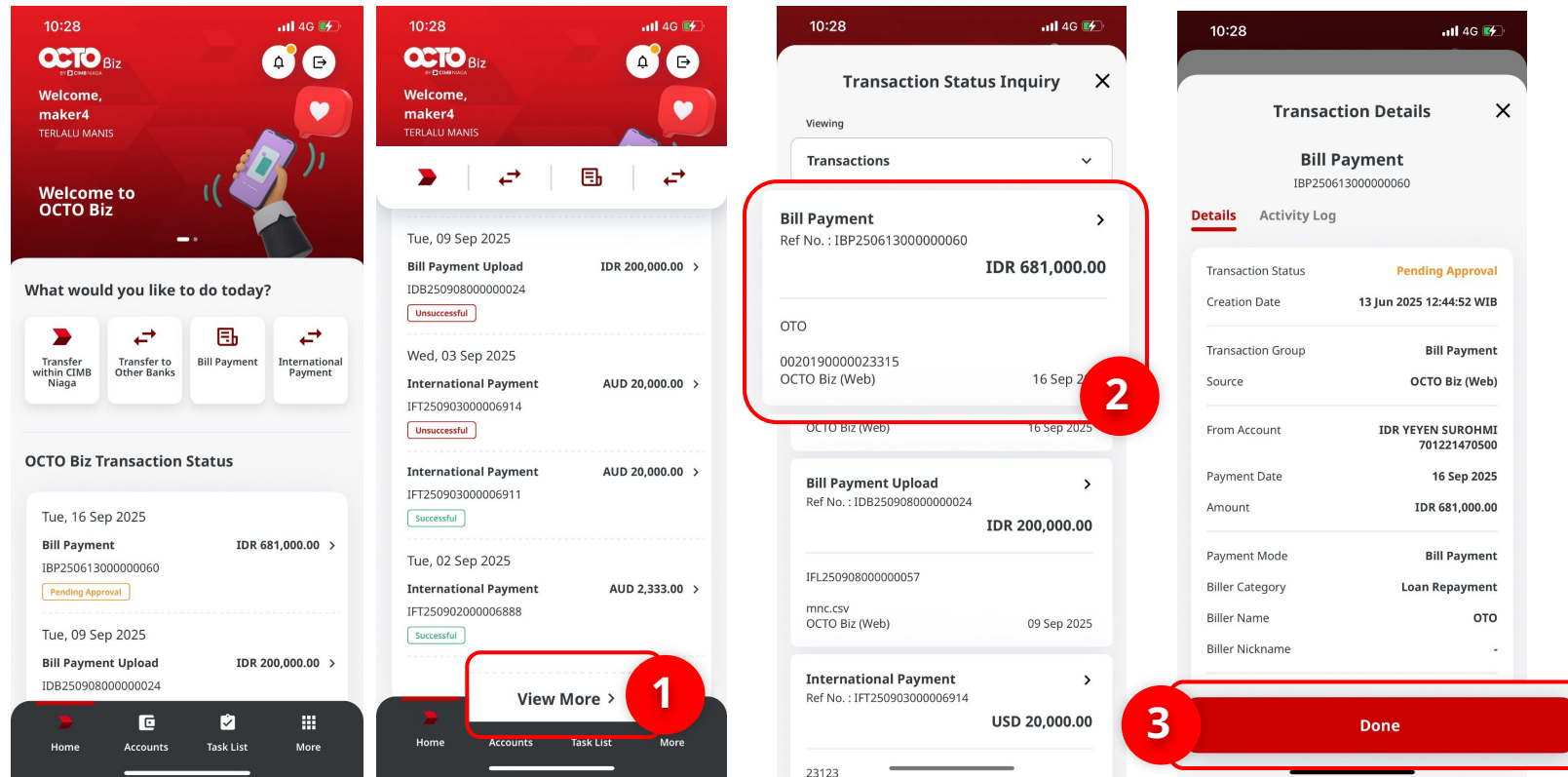
System will show the Transaction status Listing, click to see the Detail

- 3 Sistem akan menampilkan **Detail Status Transaksi**, klik **Done** untuk menutup halaman

System will show the Transaction Status Detail page, click Done to close

Sistem akan menampilkan **Halaman Dashboard**

System will show the *Dashboard page*



1 Pada Bagian **Transaction Status**, klik **View More**

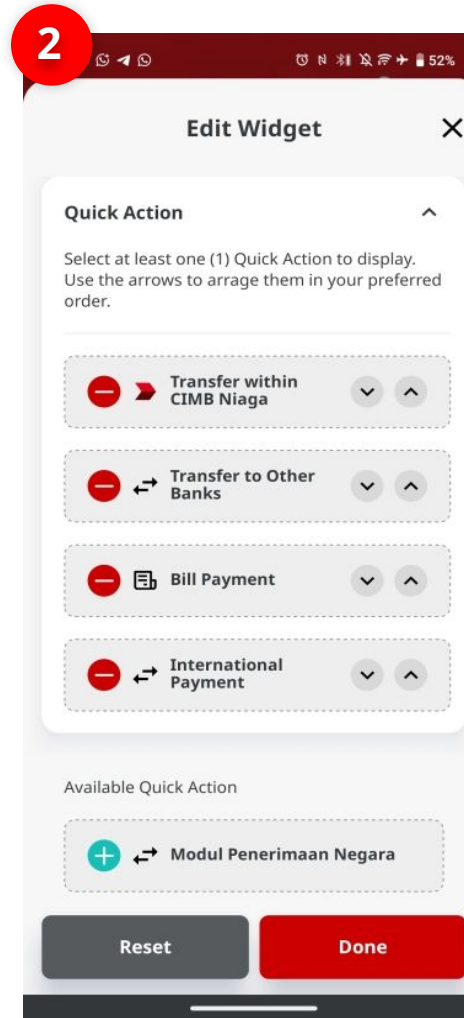
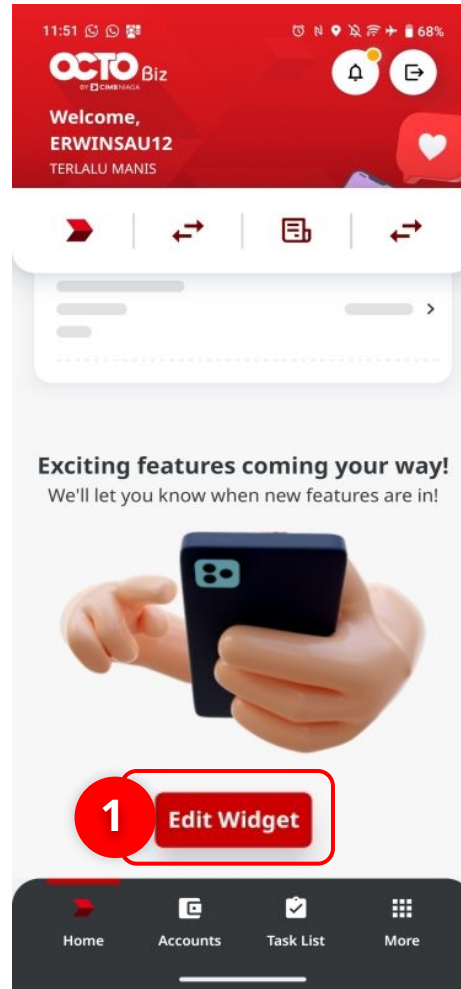
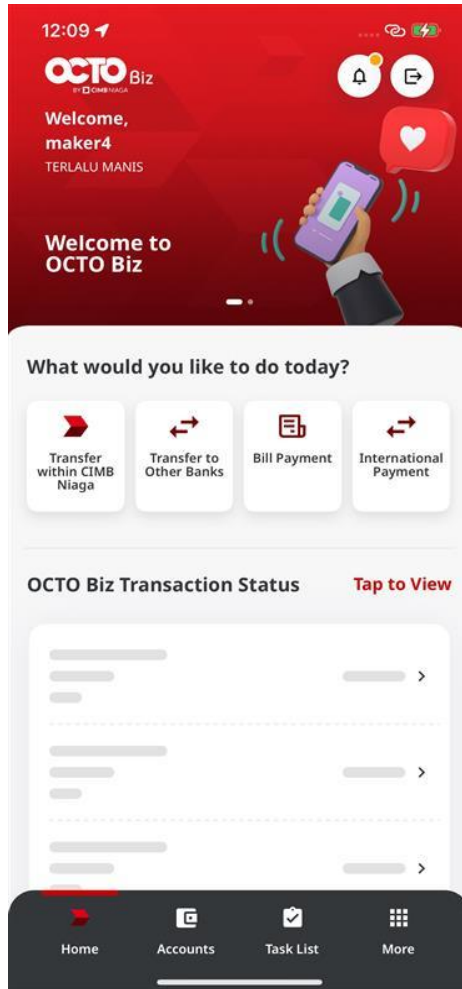
On Transaction Status part, click View More

2 Sistem akan menampilkan **Transaction status Listing**, klik untuk melihat **Detail**

System will show the Transaction status Listing, click to see the Detail

3 Sistem akan menampilkan **Detail Status Transaksi**, klik **Done** untuk menutup halaman

System will show the Transaction Status Detail page, click Done to close



Pada halaman **Dashboard**

On the **Dashboard** page

- 1 Untuk melakukan *edit widget*, *scroll down* dan klik **Edit Widget**

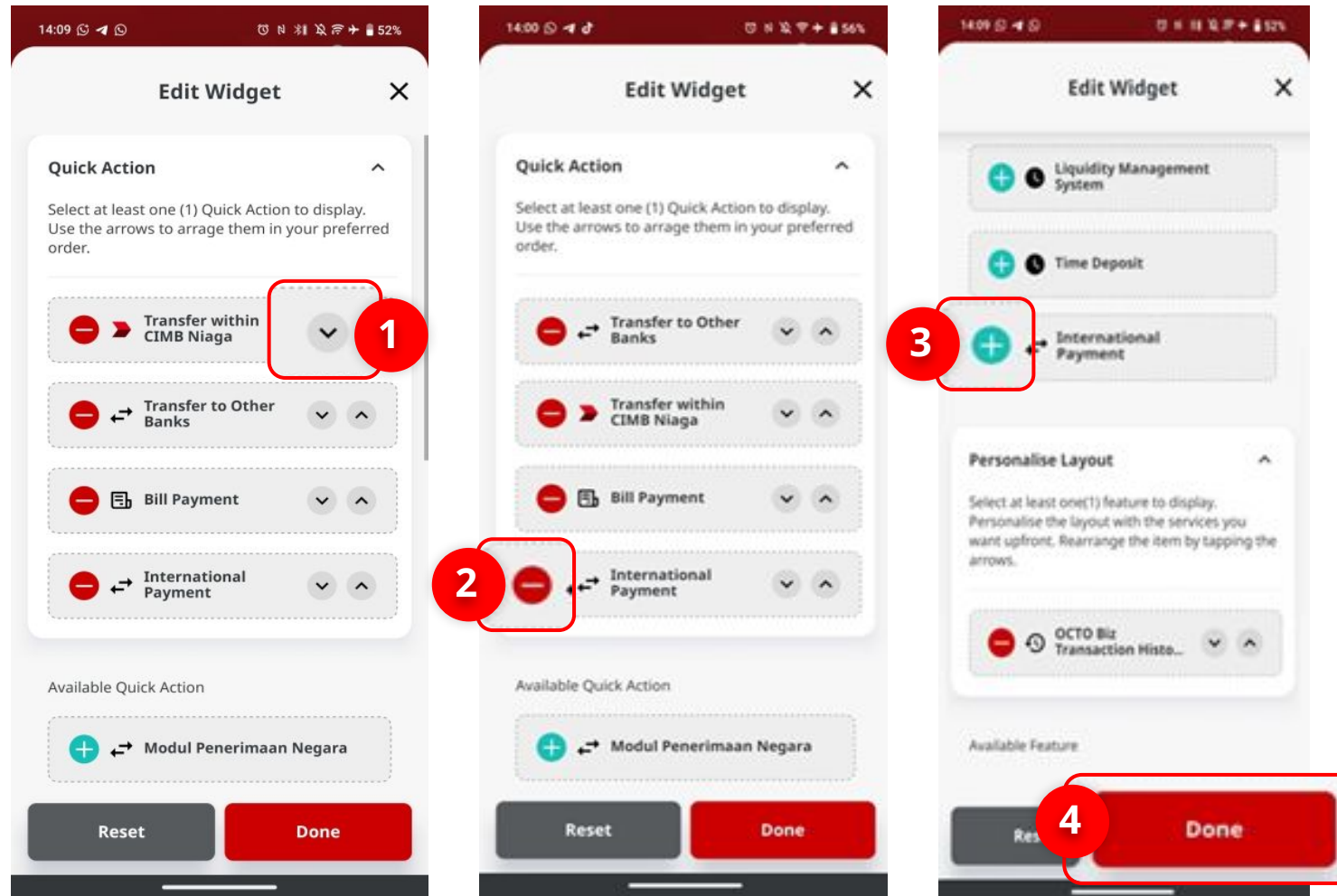
To Edit the Widget, scroll down & click Edit Widget button

- 2 Untuk melakukan *edit widget*, *scroll down* dan klik **Edit Widget**

To Edit the Widget, scroll down & click Edit Widget button

LANGKAH

05



Pada halaman **Dashboard**

On the **Dashboard page**

- 1 Klik ikon **up/ Down** untuk **mengubah** susunan **widget**

Click up/ down icon to change the widget arrangement

- 2 Untuk **menghapus** fitur dari **widget**, klik tombol **merah**

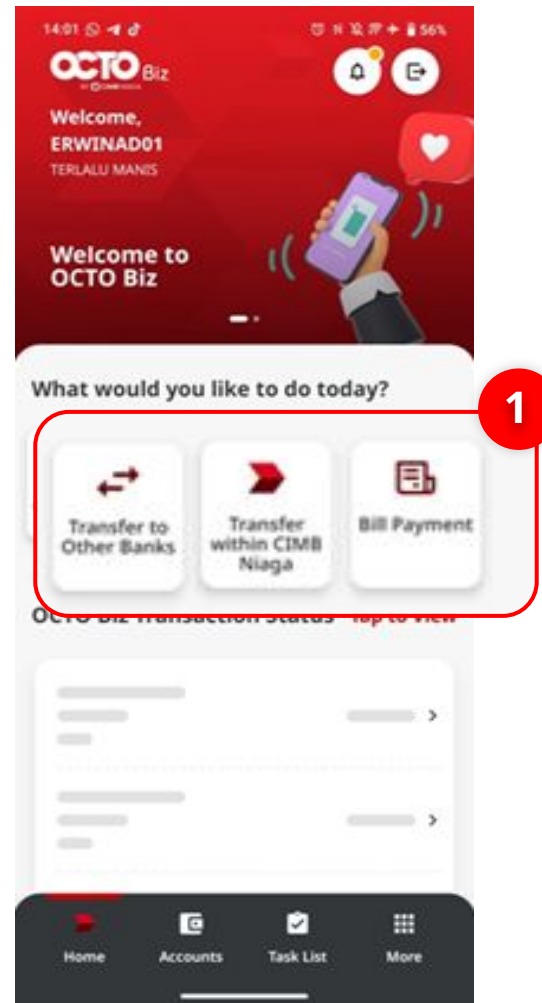
To delete features from widget, click Red button

- 3 Untuk **menambahkan** fitur ke **widget**, klik tombol **hijau**

To Add features to widget, click green button

- 4 Jika sudah sesuai, klik **Done**

Once ok, click Done



Sistem akan kembali menampilkan halaman **Dashboard**

System will show the Dashboard page

1 *Widget akan otomatis terupdate*

Widget will automatically updated

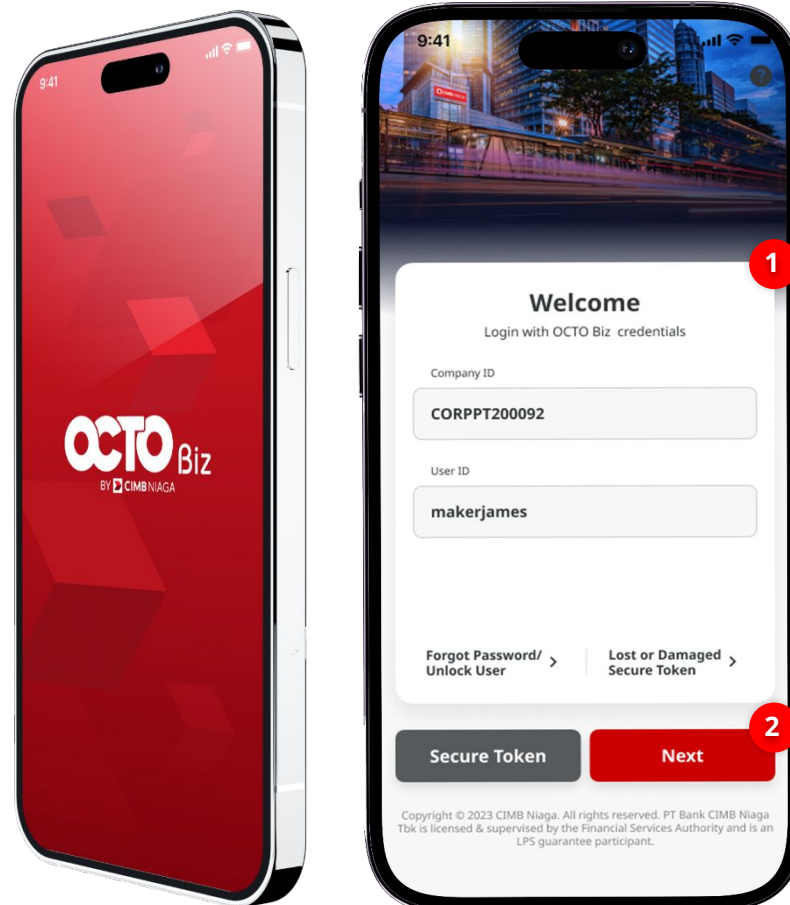
Account & Dashboard

Personalized Dashboard

User Approver/ Reviewer/ Releaser

Dashboard yang dibuat khusus untuk kebutuhan **User Approver/ Reviewer/ Releaser** dalam **memeriksa** maupun melihat **status Transaksi**

Dashboard for User Approver/ Reviewer/ Releaser to Review or see the Transaction Status



Buka **Halaman Login**

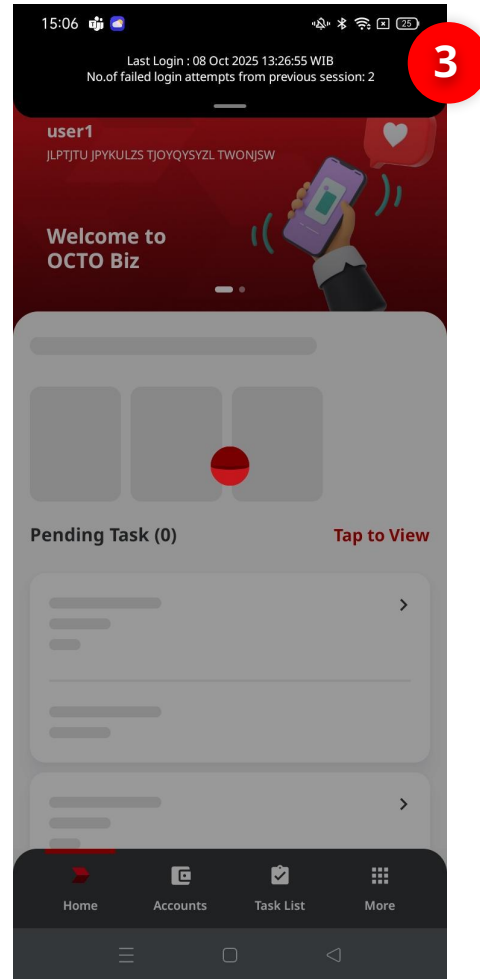
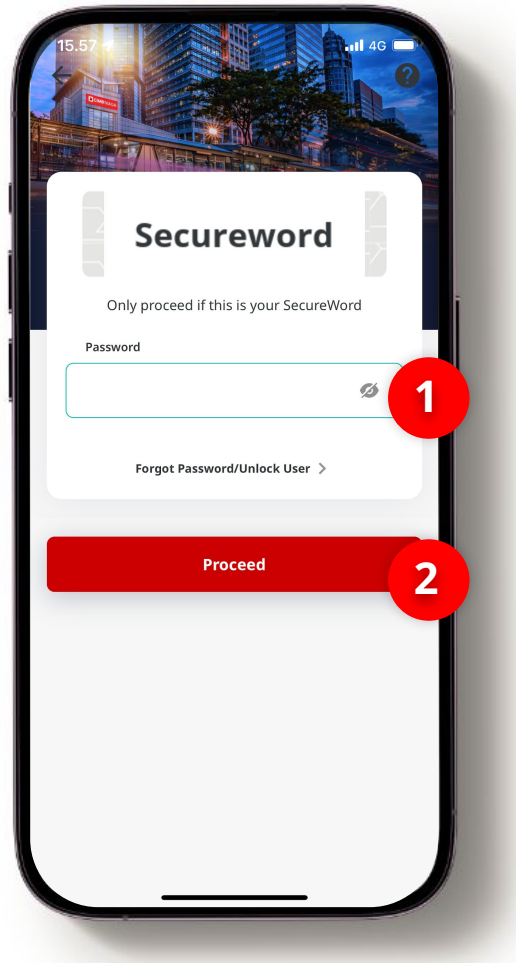
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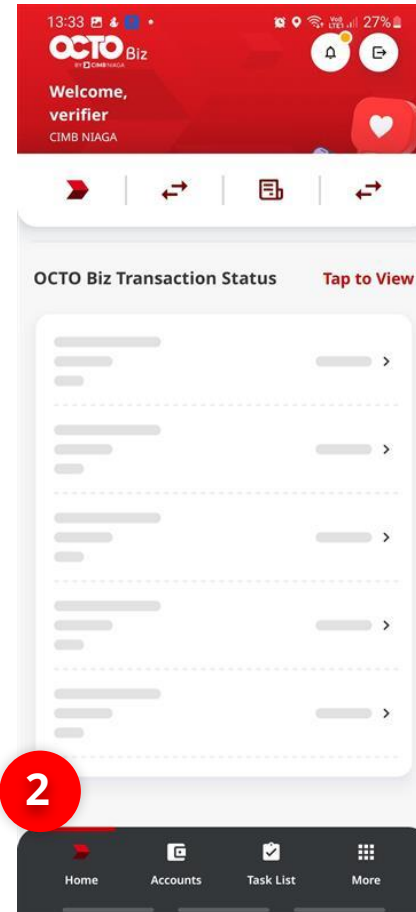
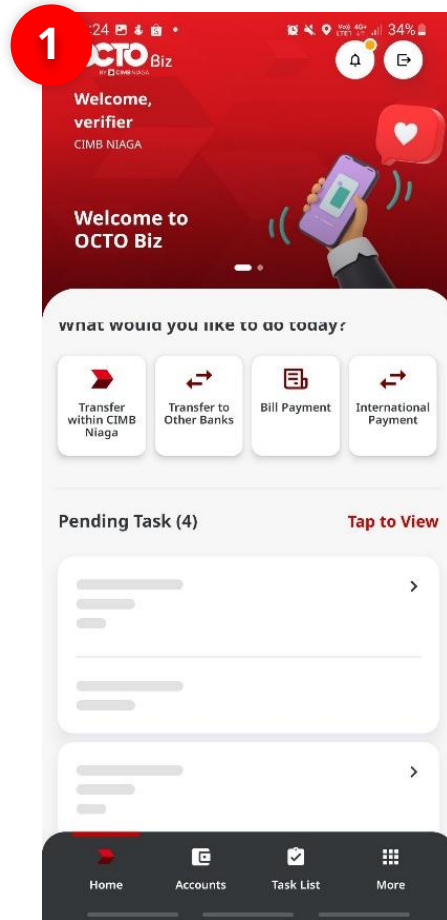
Input Company & User ID

2 Klik tombol **Next**

Click Next



- 1 Masukan **Password**
Input password
- 2 Klik tombol **Proceed**
Click Proceed
- 3 Sistem akan menampilkan **pop up Last Login**
System will show the Last Login pop up



Sistem akan menampilkan **Halaman Dashboard**

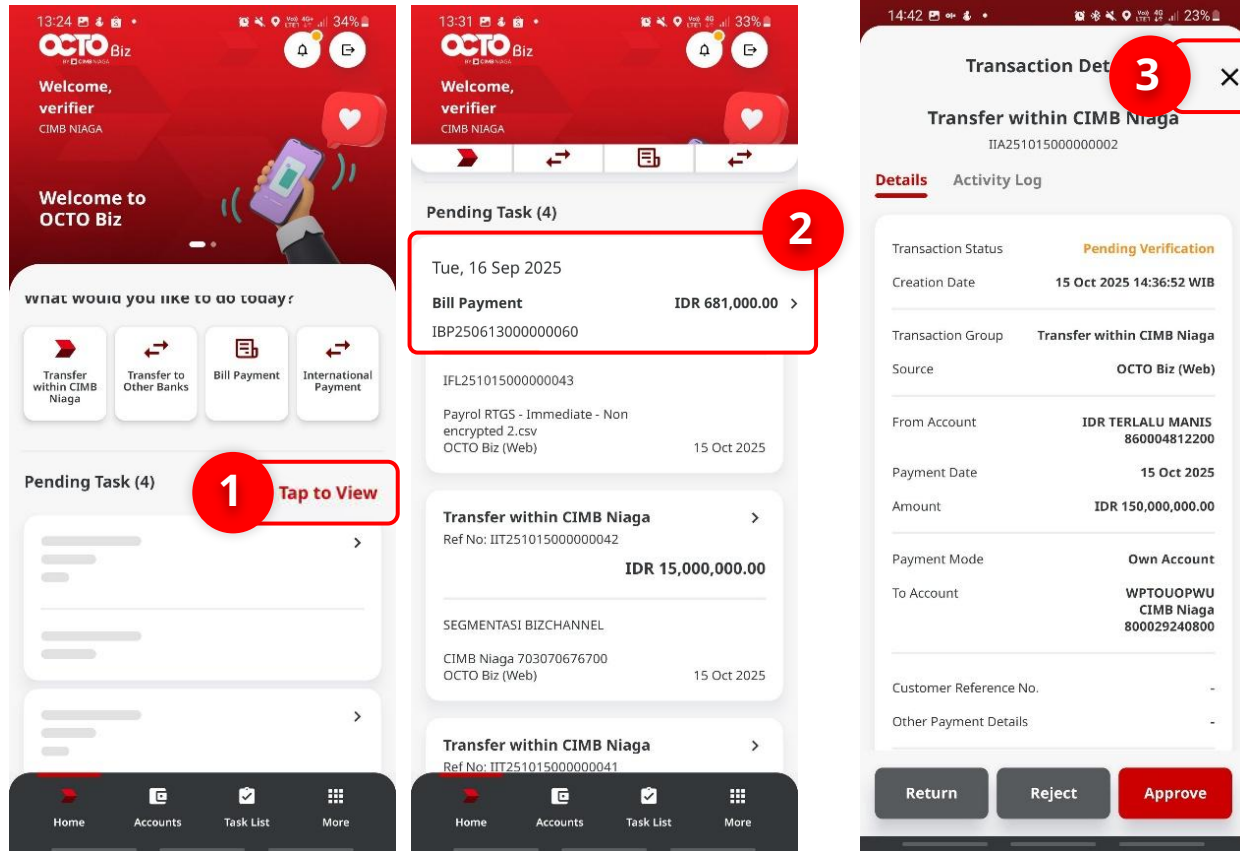
*System will show the **Dashboard** page*

- 1 Untuk Approver, Reviewer maupun Releaser, memiliki menu **Pending Task** pada bagian **atas dashboard**

*For Approver, Reviewer, or Releaser, there's a **Pending Task** menu on top of dashboard*

- 2 Pada bagian bawah terdapat bagian **Transaction status Listing**

*On the bottom side, there's **Transaction status Listing** part*



Sistem akan menampilkan **Halaman Dashboard**

System will show the Dashboard page

1 Pada Bagian **Pending Task**, klik **Tap to View**

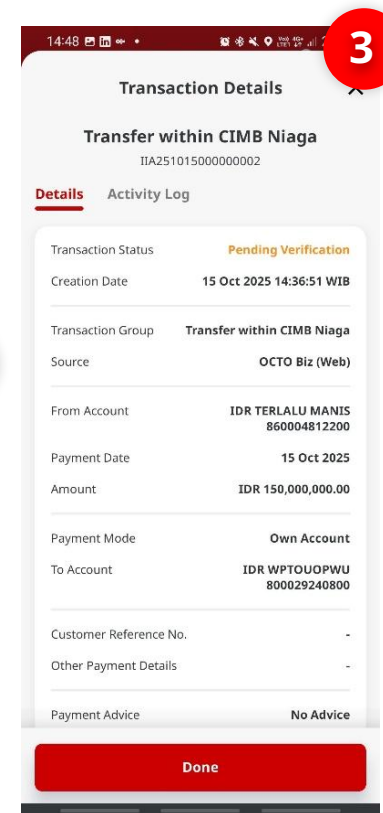
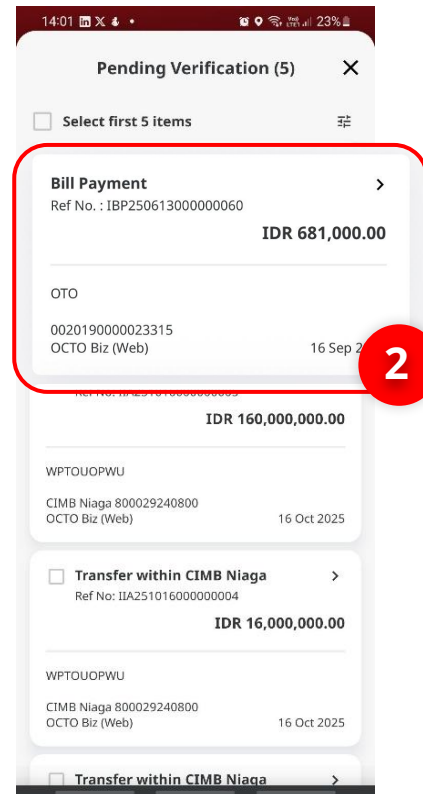
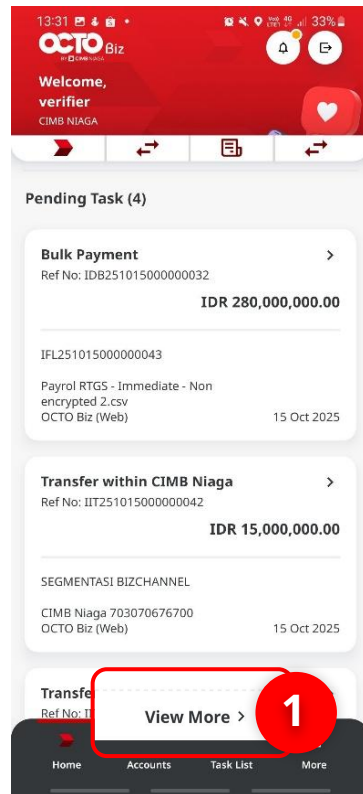
On Pending Task part, click Tap to View

2 Sistem akan menampilkan **Pending Task Listing**, klik untuk melihat **Detail**

System will show the Pending Task Listing, click to see the Detail

3 Sistem akan menampilkan **Detail Transaksi**, klik **X** untuk **menutup halaman**

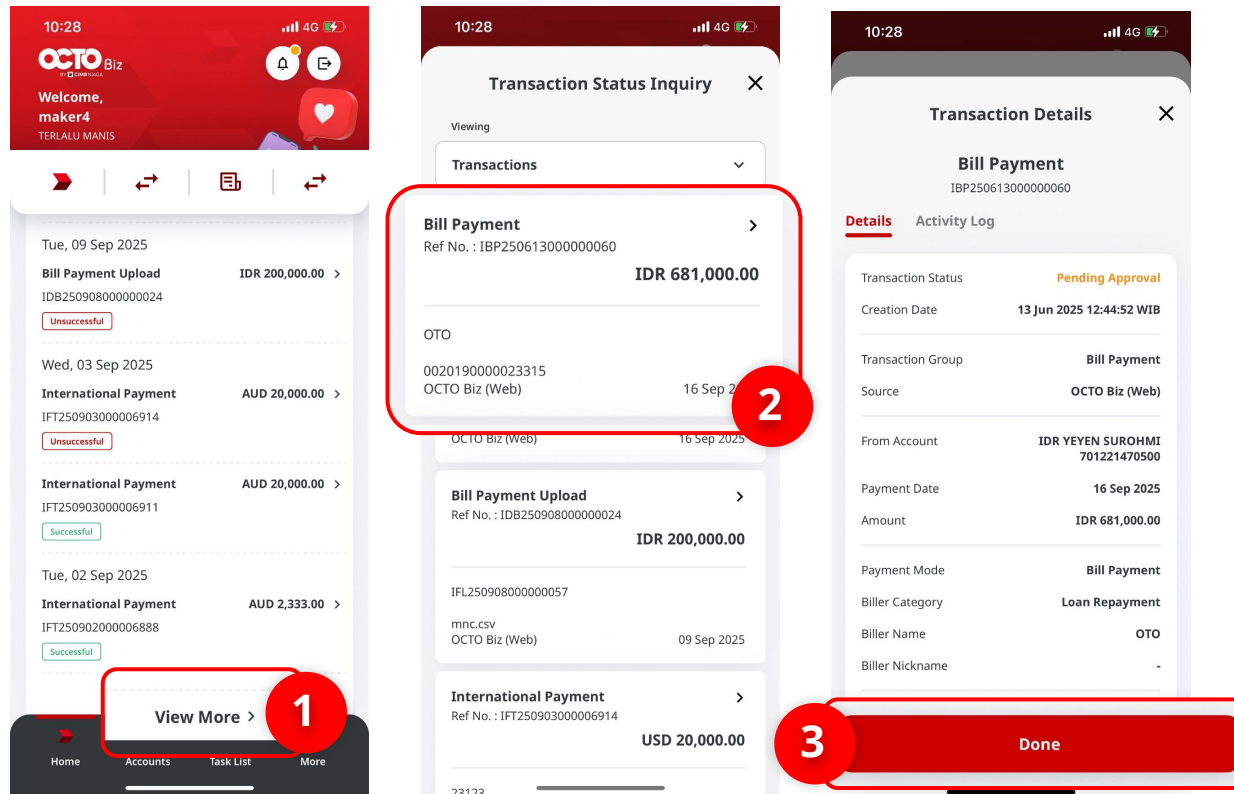
System will show the Transaction Detail page, click X to close



Sistem akan menampilkan **Halaman Dashboard**

System will show the Dashboard page

- 1 Pada Bagian **Pending Task**, klik **View More**
On Pending Task part, click View More
- 2 Sistem akan menampilkan **Pending Verification Listing**, klik untuk melihat **Detail**
System will show the Pending Verification Listing, click to see the Detail
- 3 Sistem akan menampilkan **Detail Transaksi**
System will show the Transaction Detail page



Sistem akan menampilkan **Halaman Dashboard**

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

1 Pada Bagian **Transaction Status**, klik **View More**

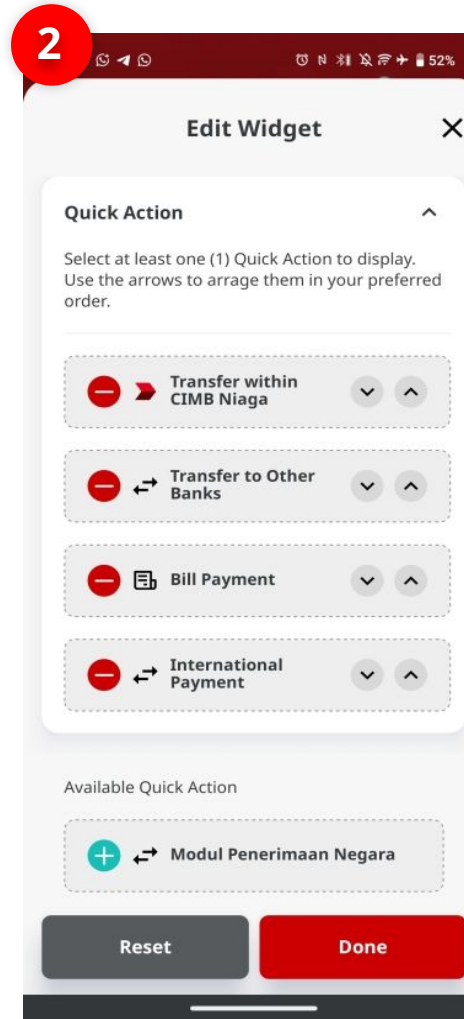
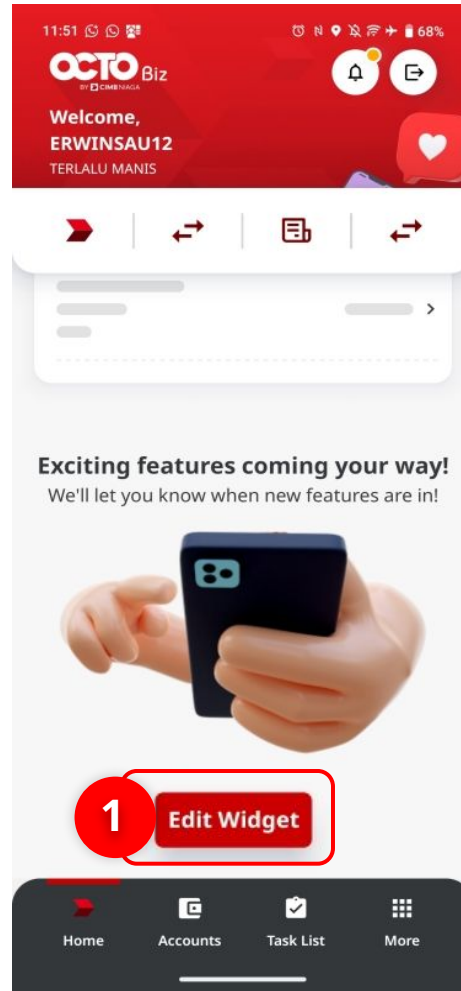
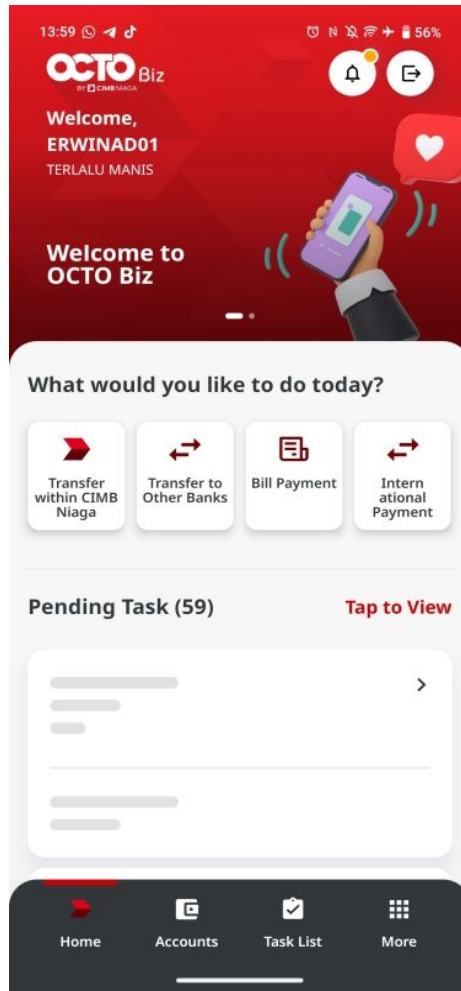
*On **Transaction Status part**, click **View More***

2 Sistem akan menampilkan **Transaction status Listing**, klik untuk melihat **Detail**

*System will show the **Transaction status Listing**, click to see the **Detail***

3 Sistem akan menampilkan **Detail Status Transaksi**, klik **Done** untuk **menutup halaman**

*System will show the **Transaction Status Detail page**, click **Done** to close*



Pada halaman **Dashboard**

On the **Dashboard** page

- 1 Untuk melakukan *edit widget*, *scroll down* dan klik **Edit Widget**

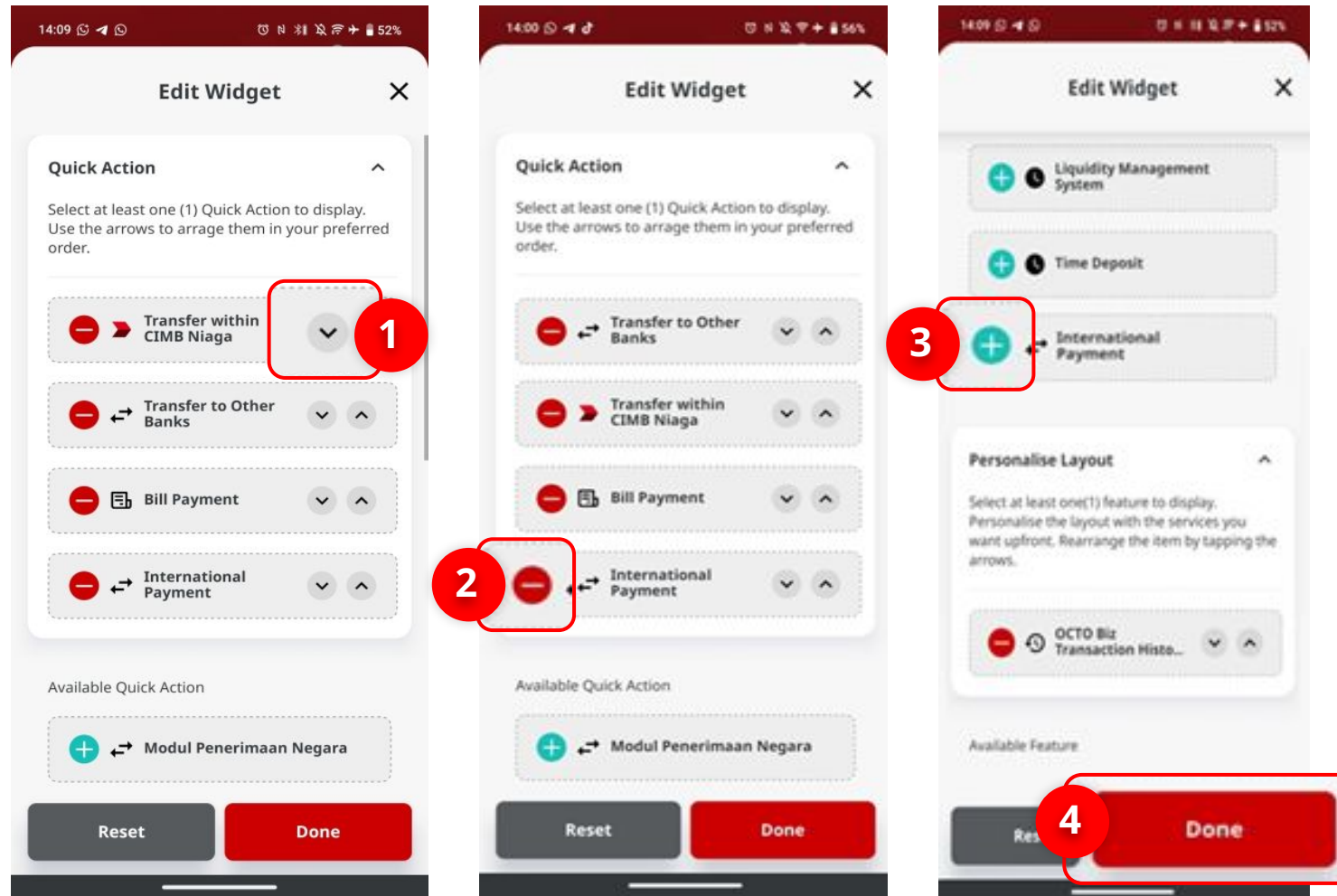
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- 2 Untuk melakukan *edit widget*, *scroll down* dan klik **Edit Widget**

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LANGKAH

08



Pada halaman **Dashboard**

On the **Dashboard page**

- 1 Klik ikon **up/ Down** untuk **mengubah** susunan **widget**

Click up/ down icon to change the widget arrangement

- 2 Untuk **menghapus** fitur **dari widget**, klik tombol **merah**

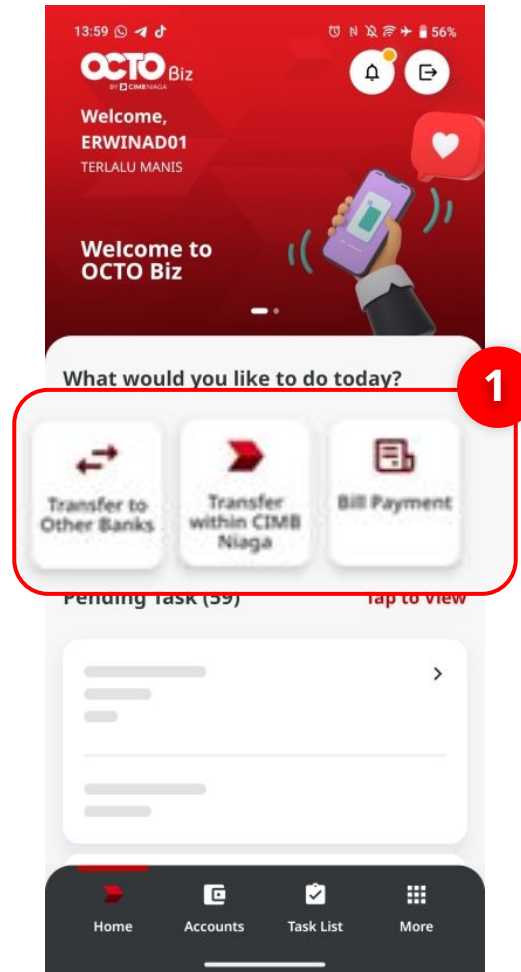
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BY  CIMB NIAGA

