

A photograph of a tall skyscraper at night, illuminated from within, with a "CIMB NIAGA" sign on its upper part. The image is partially obscured by a red diagonal graphic element.

# OCTOBIZ

Account & Dashboard

**Secured Inbox**

TUTORIALOCTOBIZ2025

KEJAR MIMPI

## Account & Dashboard

# Secured Inbox

**Secured Inbox** berfungsi untuk **melakukan pengaturan** Terhadap akun, dan *inbox*

*Secured Inbox is used to **setup** and edit the account & inbox*

**03**

Secured Inbox

**12**

Secured Inbox

**Account & Dashboard**

# **Secured Inbox**



- 1 Kunjungi Website OCTO Biz di:  
[www.octobiz.co.id](http://www.octobiz.co.id)

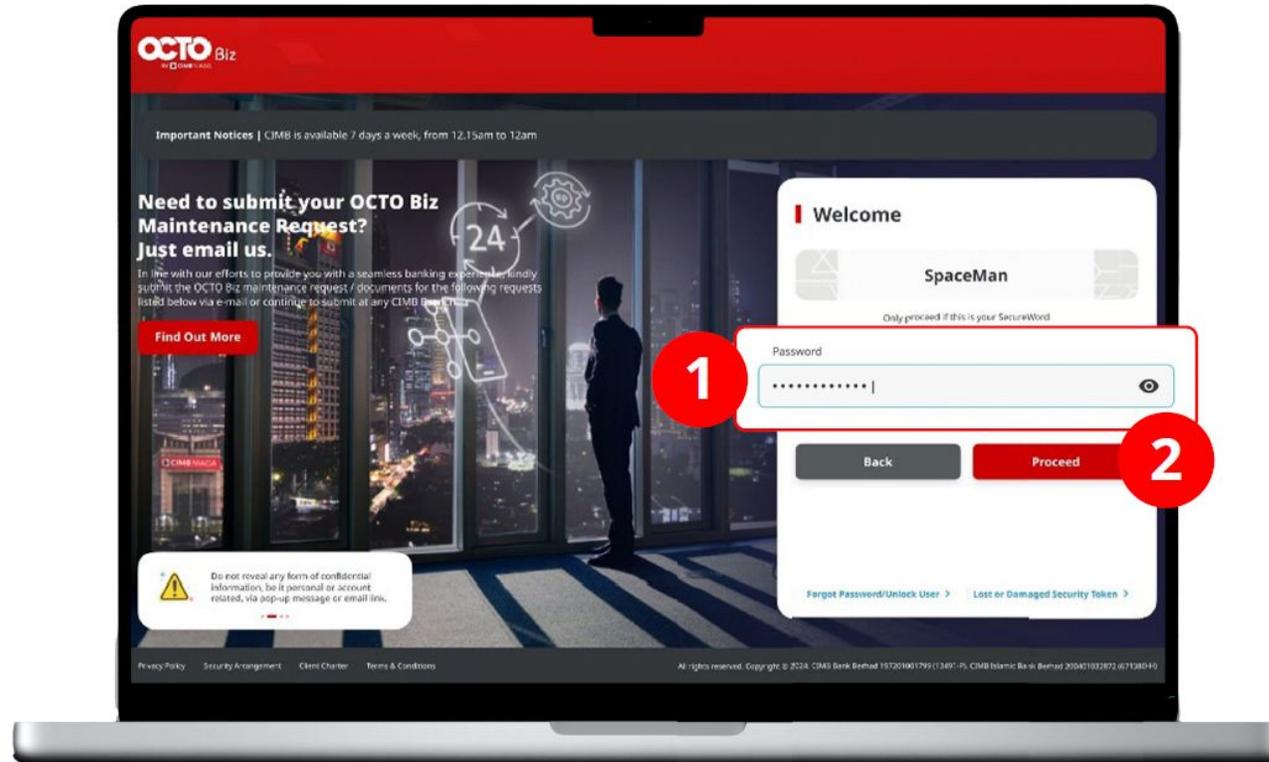
Visit OCTO Biz website:  
[www.octobiz.co.id](http://www.octobiz.co.id)

- 2 Masuk dengan menggunakan  
**User & Company ID**

Login using *User & Company ID*

- 3 Klik **Next**

Click *Next*



- 1 Isi **Password**  
*Input Password*
- 2 Klik **Proceed**  
*Click Proceed*

Welcome, ZKMAUSER1  
ANGIN TOLAK  
Last Login : 29 Feb 2024 14:20:51 WIB  
No. of failed login attempts from previous session: 0

Notification 571 Helpdesk 0 English FAQ Logout

Notification 571

- BI-FAST Alias Registration ...  
Dear ANGIN TOLAK, Thank yo...  
20 Jan 2024  
04:35:04 WIB
- BI-FAST Alias Maintenance i...  
Dear ANGIN TOLAK Thank you...  
20 Jan 2024  
04:04:29 WIB
- Your Transfer to Other Bank...  
Dear ZKMAUSER1 Thank you ...  
19 Jan 2024  
22:05:23 WIB
- Your Transfer to Other Bank...  
Dear ZKMAUSER1 Thank you ...  
19 Jan 2024  
21:50:28 WIB

View All >

Dashboard

Portfolio Accounts

Assets Liabilities

100.00%

Total Assets ⓘ  
IDR 10,354,609,578.70

Total Liabilities ⓘ  
IDR 0

Current Account (1)

Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

- 1 Klik ikon notifikasi di bagian **ujung kanan atas**

Click **Notification** icon

- 2 Klik **View All**

Click **View All**



Notification > Details

**Details**

Subject	Date & Time
Your Transfer within CIMB, IDR2,100,010.00 is: Pending Verification (Reference No.: IIA24012500000030)	25 Jan 2024 13:23:54 WIB

**Message**

Dear ZKMAUUSER1

Thank you for using CIMB business internet banking (CIMB NGB).

We wish to inform you that the status of your Own Account, is: Pending Verification. Here are the details:

Company ID : ZKCORP2  
Value date : 25 Jan 2024  
Your account no.: 703057606100-ANJAR ASMORO HERYANTO  
Payer/Payee account : 703185655500-TB LIABILITY 2  
Amount : IDR2,100,010.00  
Remarks : -  
CIMB reference no. : IIA24012500000030

If you have any questions, please contact us at octobiz.support@cimbniaga.co.id

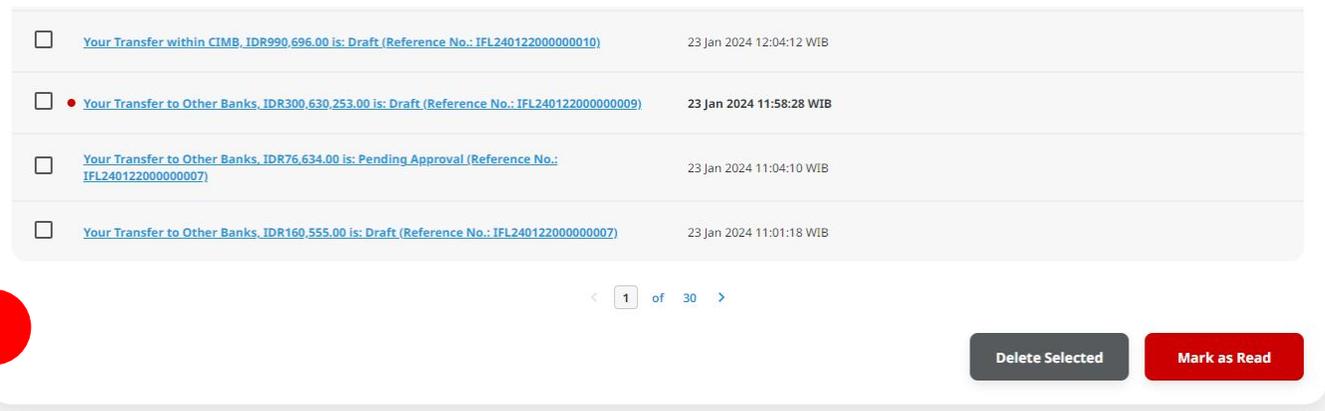
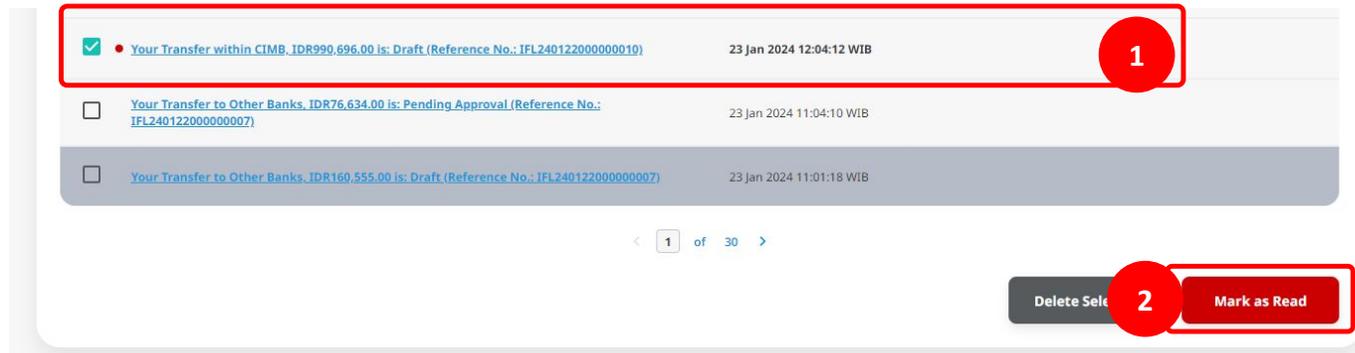
We look forward to serving you again.

Sincerely  
OCTO Biz Team

[Back](#) [Delete](#)

Sistem akan menampilkan halaman **detail**

*System will show the **Details** page*



Pada halaman **Listing Notifikasi**  
On **Notification Listing** page

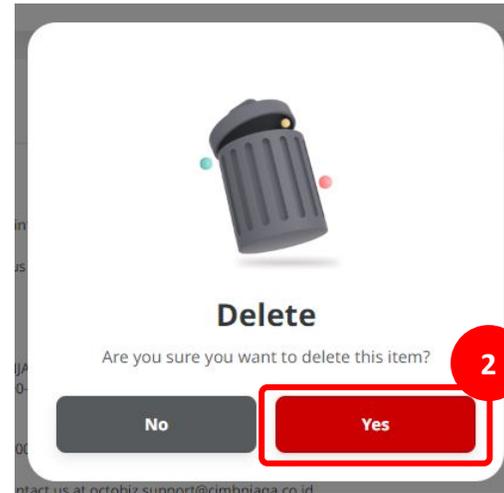
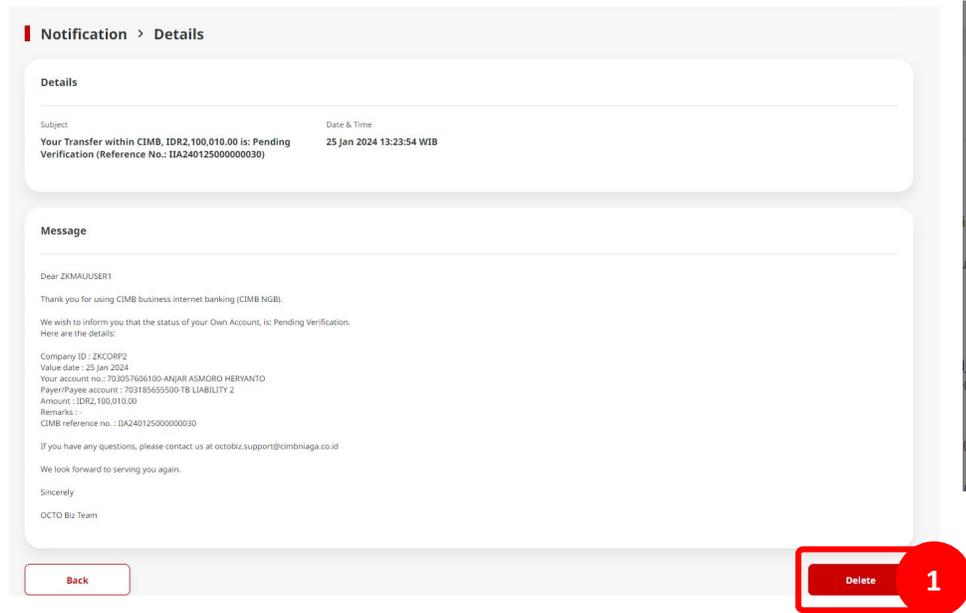
**1** Centang notifikasi  
*Tick Notification*

**2** Klik **Mark as Read**  
*Click Mark as Read*

**3** tanda merah akan  
**menghilang**  
*Red marks will gone*

## LANGKAH

## 07



Untuk melakukan **Delete Notification**

To **Delete the Notification**

- 1 Pada **halaman details**, klik **delete**  
*On Details page, click Delete*
- 2 Klik **Yes**  
*Click Yes*

**Notification**

Notification(s) successfully deleted 

565 Unread

<input type="checkbox"/> Subject ↕	Date / Time ↕
<input type="checkbox"/> <a href="#">Your Transfer within CIMB, IDR450,000.00 is: Pending Verification (Reference No.: IFL240125000000007)</a>	25 Jan 2024 13:22:18 WIB
<input type="checkbox"/> <a href="#">Your Transfer to Other Banks, IDR150,000,000.00 is: Pending Approval (Reference No.: IRT240125000000003)</a>	25 Jan 2024 11:03:05 WIB
<input type="checkbox"/> <a href="#">• Your Transfer to Other Banks, IDR150,000,000.00 is: Draft (Reference No.: IRT240125000000002)</a>	25 Jan 2024 10:38:09 WIB
<input type="checkbox"/> <a href="#">• Your Transfer within CIMB, IDR3,450,000.00 is: Partial Success (Reference No.: IFL240125000000005)</a>	25 Jan 2024 10:16:57 WIB

Sistem akan menampilkan halaman ***acknowledgement***

*System will show the Acknowledgement page*

**Account & Dashboard**

# **Compose New Mail**



- 1 Kunjungi Website OCTO Biz di:  
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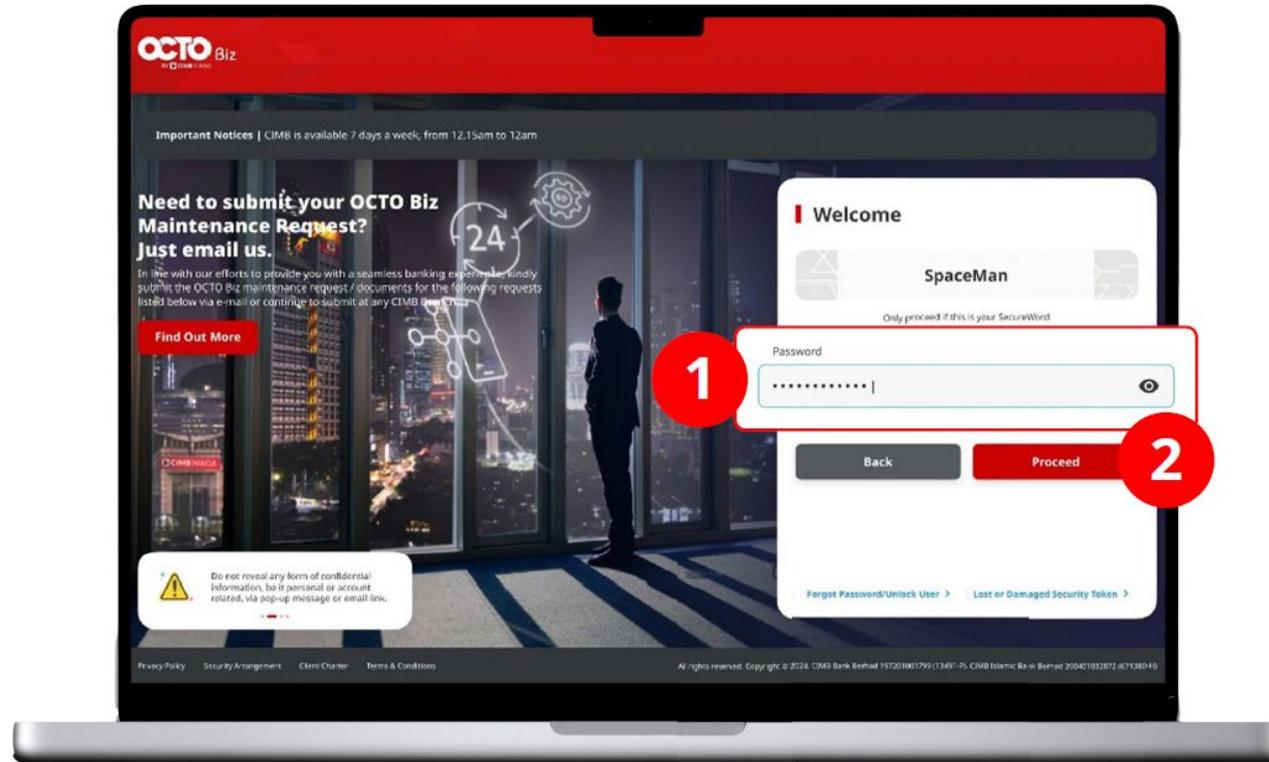
Visit OCTO Biz website:  
[www.octobiz.co.id](http://www.octobiz.co.id)

- 2 Masuk dengan menggunakan  
**User & Company ID**

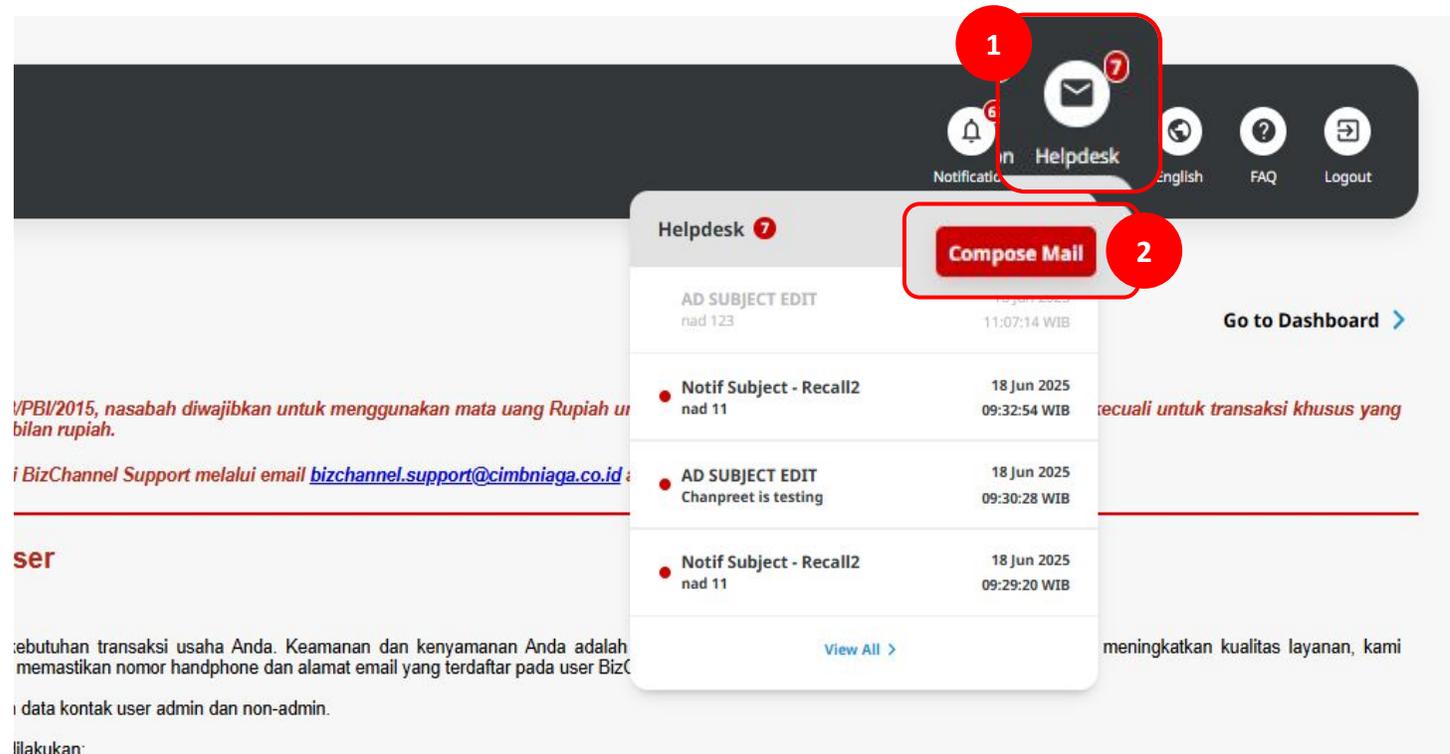
Login using *User & Company ID*

- 3 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 Klik ikon **Helpdesk** di bagian **ujung kanan atas**

Click **Helpdesk** icon

- 2 Klik **Compose Mail**

Click **Compose Mail**

Helpdesk

Inbox **2** Sent Mail Compose Mail

Details

Subject \*

ErwinTest

Message

Message \*

Dear OCTO Biz Support Team,

We would like to make an inquiry/question/complain/concern to follow up. Please find our company information below:

1.Company ID : TMDMVP2  
2.Company Name : TERLALU MANIS

Attachment

Sunflower.jpg

Upload

Doc, Docx, PDF, JPEG, GIF, PNG, BMP, TIF, JPG, UCC, CSV, XLS, XLSX. Maximum size of 3 MB

Sunflower.jpg  
95.30KB  
13 SEP 2023

Back Next

Sistem akan **menampilkan halaman *Compose Mail***

*System will show the **Compose Mail** page*

- 1** Isi bagian **Subject**  
*Fill in the **Subject** fields*
- 2** Isi bagian pesan  
*Fill in the **Message** fields*
- 3** Pilih **attachment** dan klik **Upload**  
*Choose **attachment** and click **Upload***
- 4** Jika sudah sesuai, klik **Next**  
*Once Ok, click **Next***

Helpdesk > Review Detail

**Details**

Subject  
ErwinTest

**Message**

Dear OCTO Biz Support Team,

We would like to make an inquiry/question/complain/concern to follow up. Please find our company information below:

1.Company ID : TMDMVP2  
2.Company Name : TERLALU MANIS  
3.Name : ERWINMD11  
4.Email User: ngb7@mylab.local  
5.Message :

Thank you so much for your assistance.

Attachment	Action
Sunflower.jpg	Download

Back

Submit

Sistem akan menampilkan halaman **Review Detail**

*System will show the **Review Details** page*

**1** **Review details**, dan klik **Submit**

*Review the details, and click **Submit***

Helpdesk > Acknowledgement

**Submitted for approval** 

Reference No. : 11825111100000239 Submitted On : 11 Nov 2025 09:36:07 WIB

**Details**

Subject:  
ErwinTest

**Message**

Dear OCTO Biz Support Team,

We would like to make an inquiry/question/complain/concern to follow up. Please find our company information below:

1.Company ID : TMDMVP2  
2.Company Name : TERLALU MANIS  
3.Name : ERWINMD11  
4.Email User: ngb7@mylab.local  
5.Message :

Thank you so much for your assistance.

**Attachment** Action

Sunflower.jpg Download

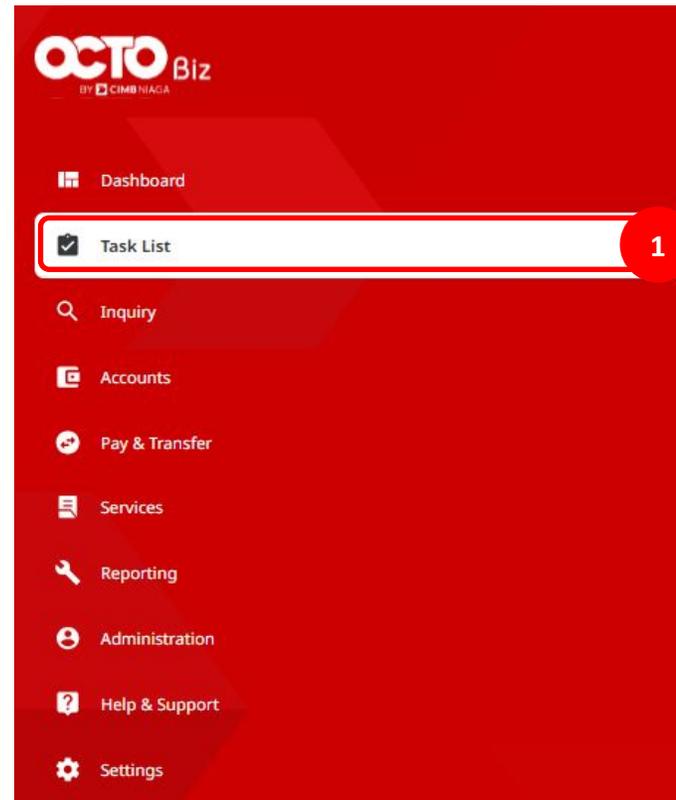
**User Activities**

User	Activities	Date / Time	Remark
ERWINMD11 - ERWINMD11	Submit	11 Nov 2025 09:36:05 WIB	-

**Done**

Sistem akan menampilkan halaman **Acknowledgement**

*System will show the Acknowledgement page*



Arahkan ke **side menu**

*Navigate to side menu*

**1** Klik **task List**

*Click Task List*

Sistem akan menampilkan halaman **task list**

System will show the **Task List** page

The screenshot shows a 'Task List' interface. At the top right, there is a 'Viewing Maintenance' dropdown menu (callout 1). Below it, there are filter options for 'Function' (All) and 'Filter by Status' (All), followed by a red 'Search' button (callout 2). The main table has columns: Product/Function, Action Type, Code, Description, Status, and Action. A single row is visible with 'Compose New Mail' (callout 3), reference number '118251111000000239', and status 'Pending Approval'. Action buttons for 'Recall', 'Return', 'Reject', and 'Approve' are present for this row. At the bottom, there are buttons for 'Recall Selected', 'Return Selected', 'Reject Selected', and 'Approve Selected'.

- 1 Klik **task List**

Click **Task List**

- 2 Pilih **Maintenance** sebagai *viewing*

Choose **Maintenance** as *viewing*

- 3 Pilih transaksi yang akan di **approve**

Choose **Transaction**

**Tasklist > Details**

Transaction Status : Pending Approval

Creation Date: 11 Nov 2025 09:36:05 WIB | Reference No: I1625111000000239

**Details**

Subject: ErwinTest

**Message**

Dear OCTO Biz Support Team,  
We would like to make an inquiry/question/complain/concern to follow up. Please find our company information below:

- 1.Company ID : TMDM/P2
- 2.Company Name : TERLALU MANIS
- 3.Name : ERWINMD11
- 4.Email User: ng7@mylab.local
- 5.Message :

Thank you so much for your assistance.

**Attachment**

Attachment	Action
Sunflower.jpg	Download

**User Activities**

User	Activities	Date / Time	Remark
ERWINMD11 - ERWINMD11	Submit	11 Nov 2025 09:36:05 WIB	-

**Remarks**

Remarks  
Enter  
Maximum 100 characters

Buttons: Back, Return, **1** Approve



Sistem akan menampilkan *detail*  
System will show the *Detail page*

- 1 Periksa seluruh detail transaksi, jika sudah sesuai klik **approve**  
*Check all details. Once Ok, click **Approve***
- 2 Klik tombol **Yes**  
*Click **Yes***

**Tasklist > Acknowledgement**

**Change(s) approved**
✔

🕒 Reference No. : 11825111100000239 🕒 Approved On : 11 Nov 2025 10:15:52 WIB

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**Details**

Subject  
**ErwinTest**

---

**Message**

Dear OCTO Biz Support Team,

We would like to make an inquiry/question/complain/concern to follow up. Please find our company information below:

1.Company ID : TMDMVP2  
 2.Company Name : TERLALU MANIS  
 3.Name : ERWINMD11  
 4.Email User: ngb7@mylab.local  
 5.Message :

Thank you so much for your assistance.

**Attachment**
Action

Sunflower.jpg Download

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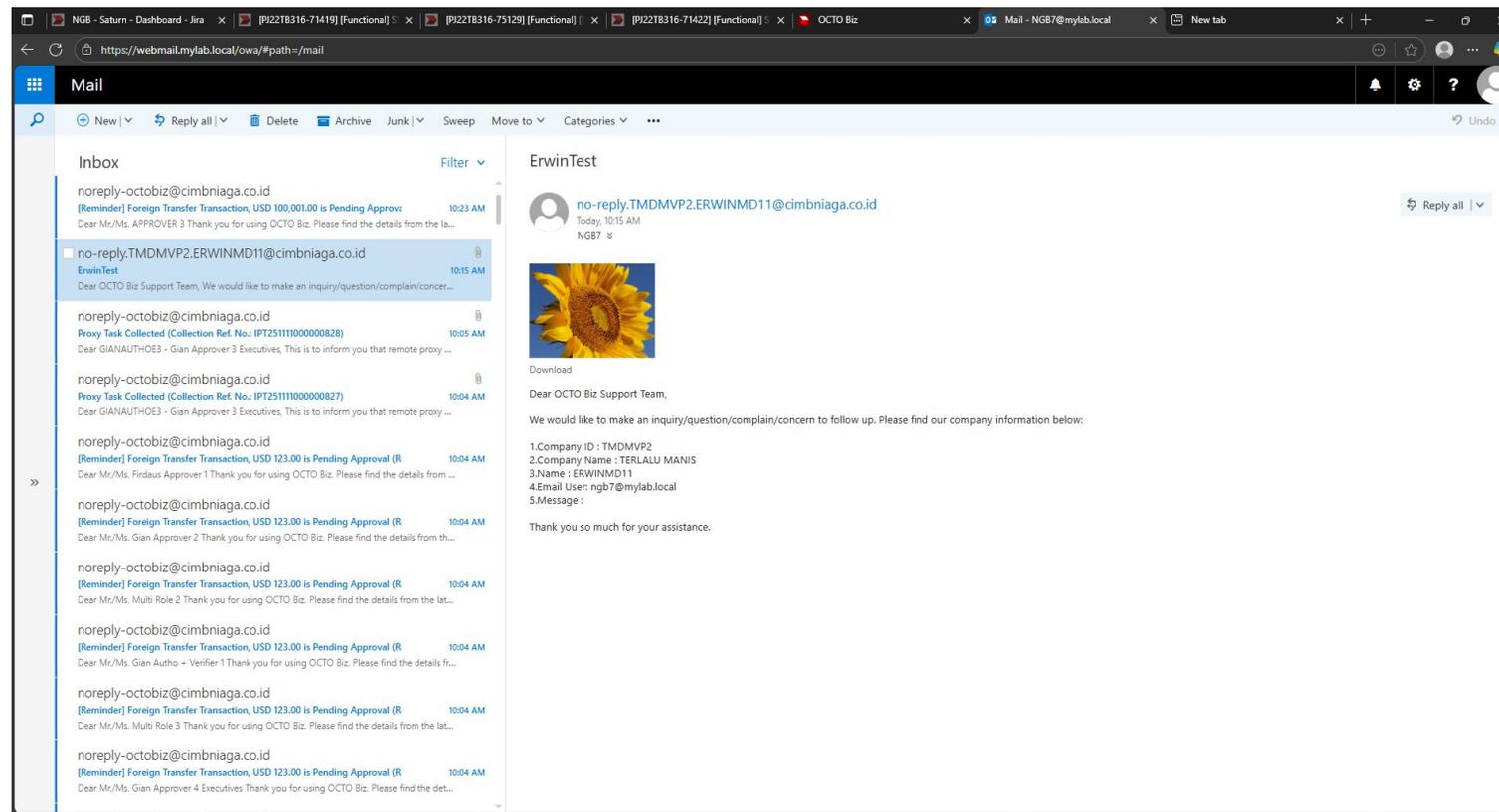
**User Activities**

User	Activities	Date / Time	Remark
ERWINMD11 - ERWINMD11	Submit	11 Nov 2025 09:36:05 WIB	-
ERWINAD11 - ERWINAD11	Approve	11 Nov 2025 10:15:52 WIB	-

Done

Sistem akan menampilkan halaman **acknowledgement**

*System will show the Acknowledgement page*



User dapat melihat email dalam **inbox**

*User can see the email on the **inbox***



# OCTOBIZ

BY  CIMB NIAGA

