

*Aksi dan
Kolaborasi*

Profile

Contact Info

TUTORIALOCTOBIZ2024

KEJAR MIMPI



Profile – Contact Info

Contact Info adalah modul yang digunakan untuk mengubah info kontak (termasuk alamat email dan nomor ponsel pengguna. Saat ini hanya mengizinkan Sysadmin untuk mengubah info kontak pengguna selain SysAdmin.

CONTACT INFO

Website Version

TUTORIALOCTOBIZ2024

LIVE
AN
EPICC
LIFE



User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukkan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 1: [1] [Admin] Mengakses halaman Login dengan mengisi **Company ID & User ID** > [2] Klik tombol **Next**

OCTO Biz
BY CIMB NIAGA

Important Notices | CIMB is available 7 days a week, from 12.15am to 12am

Need to submit your OCTO Biz Maintenance Request? Just email us.

In line with our efforts to provide you with a seamless banking experience, kindly submit the OCTO Biz maintenance request / documents for the following requests listed below via e-mail or continue to submit at any CIMB Branch.

[Find Out More](#)

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

[Forgot Password/Unlock User >](#) | [Lost or Damaged Secure Token >](#)

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User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 2: [1] [Admin] Memasukan kata sandi > [2] Klik tombol **Proceed**

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Welcome

SpaceMan

Only proceed if this is your SecureWord

Password

Back Proceed

[Forgot Password/Unlock User](#) | [Lost or Damaged Security Token](#)

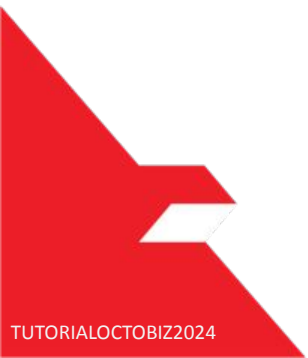
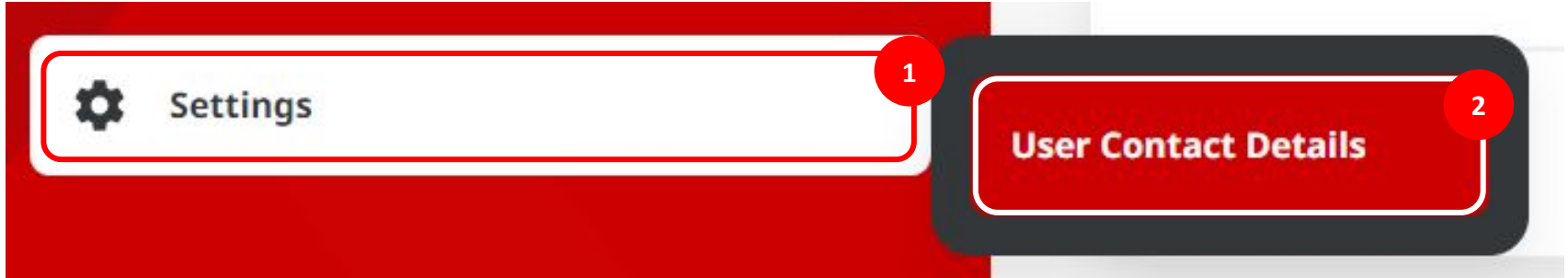
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Langkah 3: [*Admin*] Pada menu samping, [1] Arahkan kursor ke **Settings** > [2] Klik **User Contact Details**



User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 4: [*Admin*] Sistem mengarahkan ke halaman *User Contact Details* > [1] Klik *Edit*

User Contact Details

Details

Mobile No.	Email Address
+6228828281000	cindy01@gmail.com

[Edit](#)

User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 5: [*Admin*] Sistem mengarahkan ke halaman *Edit* > *Edit* dan perbaharui nomor ponsel dan/atau alamat email yang diperlukan > **[1]** Klik **Next**

User Contact Details > Edit

Details

Country Code * Mobile No. * Email Address *

+62 811766000 cindy16@hitachi-ebworx.com

Back Next

User Contact Details

Menu : Settings > User Contact Details| Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 6: [*Admin*] Sistem mengarahkan ke halaman *Reviews Details* > **[1]** Klik **Submit**

User Contact Details > Review Details

Details

Mobile No. Email Address

+622882828228 asyifatesting@gmail.com

[Back](#) **Submit**

User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 7: [*Admin*] Sistem mengarahkan ke halaman *Acknowledgment* > [1] Klik **Done**

User Contact Details > Acknowledgement

Submitted for approval

Reference No. : M10230913000000054 Submitted On : 13 Sep 2023 15:59:16 WIB

Details

Mobile No.	Email Address
+622882828228	asyifateesting@gmail.com

Print Done

User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukkan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 8: [1] [Admin Approver] Mengakses halaman Login dengan mengisi **Company ID & User ID** > [2] Klik tombol **Next**

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Langkah 2: [1] [Admin] Memasukan kata sandi > [2] Klik tombol **Proceed**

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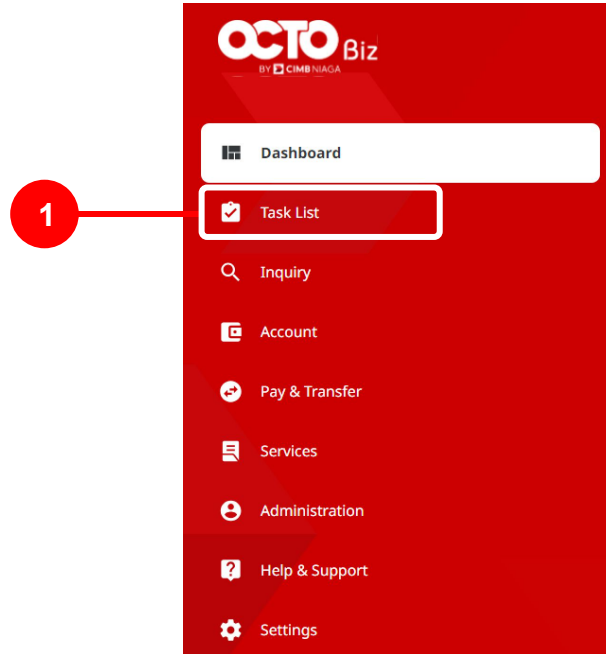
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User Contact Details

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Langkah 10: [*Admin Approver*] Pada menu samping, **[1]** Klik **Task List**



User Contact Details

Menu : Settings > User Contact Details| Deskripsi: Fungsi ini menunjukan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 11: [Admin Approver] [1] Pilih **Administration** di menu *drop down Viewing* > [2] Klik **Search** > [3] Pilih *task* yang ingin di-approve dan Klik *hyperlink* transaksi tersebut

Task List

Viewing **Administration** ▾

30 result(s) Function **All** ▾ Filter by Status ▾ **Search**

<input type="checkbox"/>	Product/Function Your Reference No.	Action Type	Status	Action
<input type="checkbox"/>	User Contact Details	Edit	Pending Approval	Recall Return Reject Approve
<input type="checkbox"/>	User Contact Details	Edit	Draft	Delete Edit Submit
<input type="checkbox"/>	User Contact Details	Edit	Draft	Delete Edit Submit
<input type="checkbox"/>	User Contact Details	Edit	Draft	Delete Edit Submit

User Contact Details

Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukkan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 12: [*Admin Approver*] **[1]** Tinjau ulang *Task List Details*, Klik tombol **Approve**

The screenshot displays a user interface for 'Task List > Details'. At the top, the transaction status is 'Pending Approval'. Below this, the creation date is '14 Sep 2023 09:47:35 WIB'. The 'Details' section is divided into 'Old' and 'New' contact information. The 'Old' contact has a mobile number '+62811766740' and email 'test2@hitachi-ebworx.com'. The 'New' contact has a mobile number '+62882828282' and email 'asyifatesting@gmail.com'. At the bottom, there are four buttons: 'Back', 'Recall', 'Reject', and 'Approve'. The 'Approve' button is highlighted with a red circle containing the number '1' and a red rectangular border.

Task List > Details

Transaction Status : **Pending Approval**

Creation Date
14 Sep 2023 09:47:35 WIB

Details

Old	New
Mobile No. +62811766740	Mobile No. +62882828282
Email Address test2@hitachi-ebworx.com	Email Address asyifatesting@gmail.com

Back **Recall** **Reject** **1** **Approve**

User Contact Details


Menu : Settings > User Contact Details | Deskripsi: Fungsi ini menunjukkan *Admin* untuk mengubah info kontak *User* lainnya

Langkah 13: [*Admin Approver*] Sistem mengarahkan ke halaman *Acknowledgment* > **[1]** Klik **Done**

Task List > Acknowledgement

Change(s) approved

🕒 Reference No. : M10230914000000061 🕒 Approved On : 14 Sep 2023 09:56:36 WIB



Details

Mobile No. Email Address

+62882828282 asyifatesting@gmail.com

User Activities

User	Activities	Date / Time	Remark
AUTHO7	Submit	14 Sep 2023 08:47:35 WIB	-
MAKER7	Approve	14 Sep 2023 08:56:36 WIB	-

Print **Done** **1**