

*Aksi dan  
Kolaborasi*

# Task List

TUTORIALOCTOBIZ2024

KEJAR MIMPI



# Task List

**Task List** adalah modul to-do list dimana pengguna akan melihat daftar transaksi yang sedang berjalan yang memerlukan tindakannya sebelum transaksi dapat diserahkan ke bank. Transaksi yang ditampilkan dalam daftar tugas didasarkan pada pengguna:

- Hak Produk/Fungsi
- Peran Pengguna (yaitu Maker, Approver) Pengguna yang telah diberi akses ke produk ini berdasarkan peran yang ditetapkan akan dapat melihat dan melakukan tindakan yang diperlukan; misal Approve, Reject atau Return transaksi kepada Maker.

TASK LIST

# Website Version

TUTORIALOCTOBIZ2024

LIVE  
AN  
EPICC  
LIFE



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The main login area is on the right, featuring a "Welcome" header, a "Company ID" field with the value "CORPPT200092", a "User ID" field with the value "makerjames", and a prominent red "Next" button. Two red circles with numbers 1 and 2 are overlaid on the image: circle 1 points to the input fields, and circle 2 points to the "Next" button. At the bottom, there are links for "Forgot Password/Unlock User" and "Lost or Damaged Secure Token". A footer contains legal links and copyright information.

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[Find Out More](#)

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

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

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[Find Out More](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

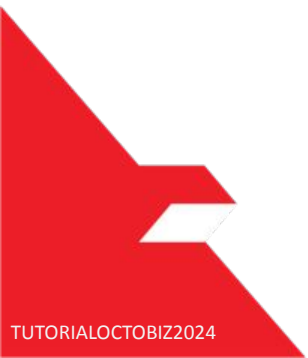
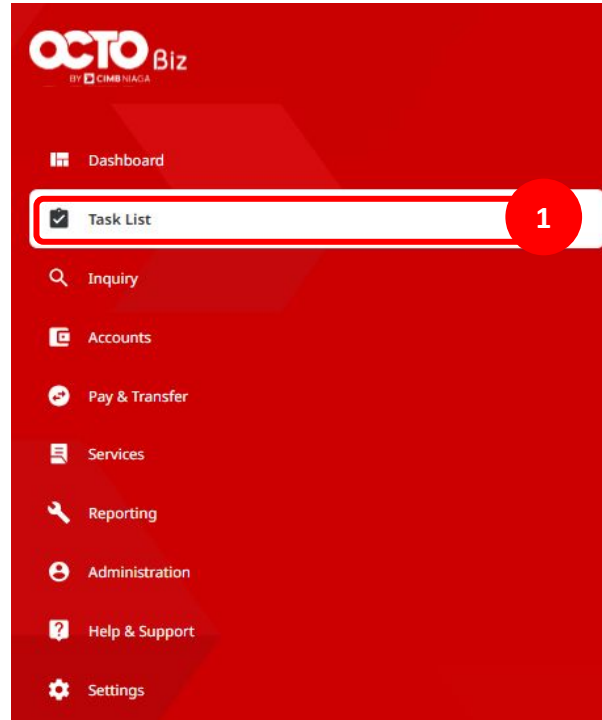
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

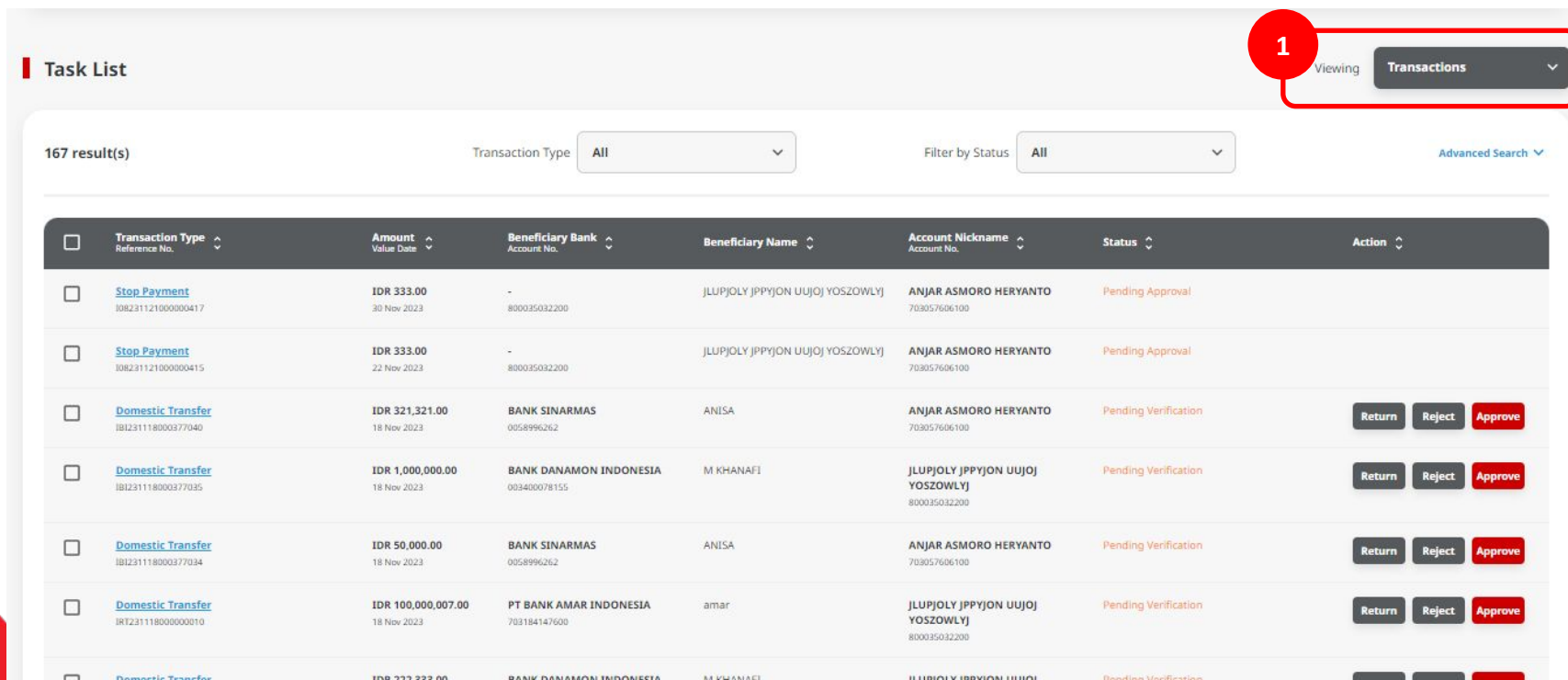
Langkah 3: [Approver] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 4: [Approver] [1] Pilih **Transaction** sebagai opsi **Viewing**



The screenshot displays the 'Task List' interface. At the top right, a dropdown menu labeled 'Viewing' is highlighted with a red circle containing the number '1'. The dropdown menu is currently set to 'Transactions'. Below the header, there are filters for 'Transaction Type' (set to 'All') and 'Filter by Status' (set to 'All'). The main content is a table with 167 results. The table has the following columns: Transaction Type (with a checkbox), Amount (Value, Date), Beneficiary Bank (Account No.), Beneficiary Name, Account Nickname (Account No.), Status, and Action. The table contains several rows of transactions, including 'Stop Payment' and 'Domestic Transfer' entries. The 'Action' column for the 'Domestic Transfer' rows includes buttons for 'Return', 'Reject', and 'Approve'.

<input type="checkbox"/>	Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/>	<a href="#">Stop Payment</a> 108231121000000417	IDR 333.00 30 Nov 2023	- 800035032200	JLUPJOLY JPPYJON UUJOJ YOSZOWLY	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	
<input type="checkbox"/>	<a href="#">Stop Payment</a> 108231121000000415	IDR 333.00 22 Nov 2023	- 800035032200	JLUPJOLY JPPYJON UUJOJ YOSZOWLY	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377040	IDR 321,321.00 18 Nov 2023	BANK SINARMAS 0058996262	ANISA	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377035	IDR 1,000,000.00 18 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	JLUPJOLY JPPYJON UUJOJ YOSZOWLY 800035032200	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1B1231118000377034	IDR 50,000.00 18 Nov 2023	BANK SINARMAS 0058996262	ANISA	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> 1RT231118000000010	IDR 100,000,007.00 18 Nov 2023	PT BANK AMAR INDONESIA 703184147600	amar	JLUPJOLY JPPYJON UUJOJ YOSZOWLY 800035032200	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a>	IDR 333.333.00	BANK DANAMON INDONESIA	M KHANAFI	JLUPJOLY JPPYJON UUJOJ	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan Langkah 4: [Approver] Sistem akan memunculkan seluruh daftar **Transaction Task List**

<input type="checkbox"/>	<a href="#">Manage Template</a> BI-FAST	IDR 100,000.00	-	-	ANJAR ASMORO HERYANTO	Pending Verification	Recall
				101240203000002665	703057606100		
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 444,444.00	CIMB Niaga	ANJAR	ANJAR ASMORO HERYANTO	Returned	Delete Edit
		02 Feb 2024	800035032200	IIA240202000000078	703057606100		
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 555,555.00	CIMB Niaga	BANGUN PERSADA SEKALI	ANJAR ASMORO HERYANTO	Returned	Delete Edit
		02 Feb 2024	703196574000	IIT240202000000021	703057606100		
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 334,455.00	CIMB Niaga	BANGUN PERSADA SEKALI	ANJAR ASMORO HERYANTO	Returned	Delete Edit
		02 Feb 2024	703196574000	IIT240202000000020	703057606100		
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 456,789.00	CIMB Niaga	ANGIN TOLAK	ANJAR ASMORO HERYANTO	Returned	Delete Edit
		02 Feb 2024	800138397600	IIA240202000000069	703057606100		
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Own Account	IDR 2,100,010.00	CIMB Niaga	TB LIABILITY 2	ANJAR ASMORO HERYANTO	Returned	Delete Edit
		02 Feb 2024	703185655500	IIA240202000000068	703057606100		
<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 111,111,111.00	BANK RAKYAT INDONESIA (BRI)	AAAAA	ANJAR ASMORO HERYANTO	Draft	Delete Edit Submit
		02 Feb 2024	32238327323	IRT240202000000025	703057606100		
<input type="checkbox"/>	<a href="#">Stop Payment</a>	IDR 768,000.00	BANK DANAMON INDONESIA	LALA SHABIRA UAT	ANJAR ASMORO HERYANTO	Recalled	Delete
		09 Feb 2024	-	108240202000001080	703057606100		



## Kegunaan Modul *Task List*

### 1. **Daftar *Task List* – dapat untuk *Bulk Approval***

- **Approve – (By Approver)**
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. **Daftar *Task List Details* – Individual task approval**

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

## Skenario untuk *Listing Approval (Approve Action)*

Langkah 5: [*Approver*] **[1]** Pilih transaksi yang ingin di-approve

<input checked="" type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1 IRT2402290000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<b>1</b> <input checked="" type="checkbox"/>	<a href="#">Transfer to Other Banks</a> BI-FAST	IDR 241,100.00 29 Feb 2024	- -	- IFL2402290000000002	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Transfer within CIMB Niaga</a> Other CIMB Niaga Account	IDR 199,000.00 29 Feb 2024	- -	- IFL2402290000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 111,111,111.00 05 Feb 2024	BANK RAKYAT INDONESIA (BRI) 32238327323	AAAAAA IRT2402050000000001	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Approval*)

# Task List

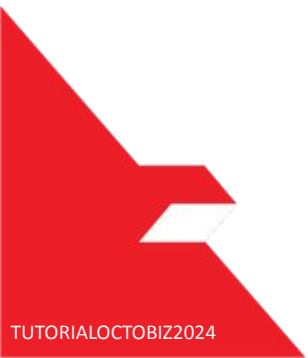
Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan Langkah 5: *[Approver]* **[1]** Klik tombol **Approve Selected**

<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> RTGS	IDR 100,000,000.00 01 Feb 2024	BANK DANAMON INDONESIA 003400078155	TEST 1 IRT240201000000003	TB LIABILITY 2 703185655500	Pending Approval	Return	Reject	Approve
<input type="checkbox"/>	<a href="#">Transfer to Other Banks</a> BI-FAST	IDR 50,000.00 01 Feb 2024	BANK DANAMON INDONESIA -	LALA SHABIRA UAT IBI240201000388904	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return	Reject	Approve

< 1 of 2 >

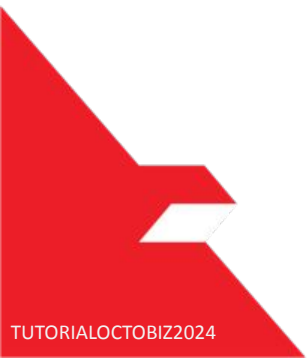
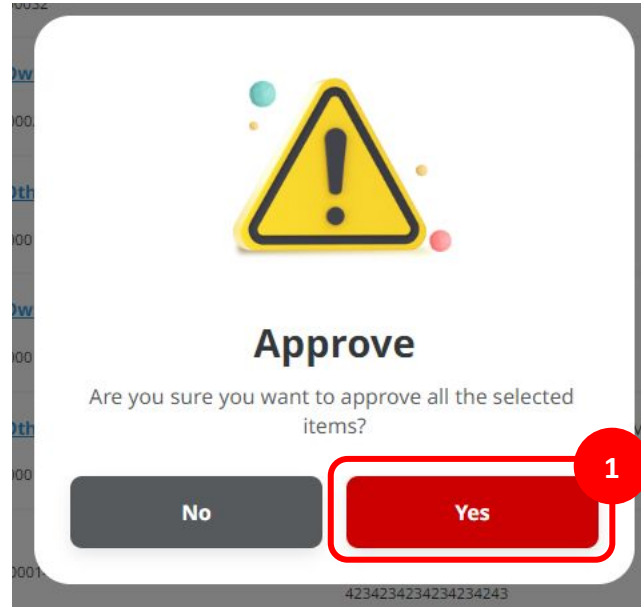
Return Selected    Reject Selected    **Approve Selected** **1**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: [Approver] [1] Klik tombol **Yes** di *pop-up box*



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [Approver] [1] Klik tombol **Approve**

**Task List > Review Details**

2 item(s)

Transaction Type Reference No.	Amount Payment Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Transaction Count
Transfer to Other Banks IFL240229000000002	IDR 241,100.00 29 Feb 2024	- -	-	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	1
Transfer to Other Banks IRT240229000000001	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	1

[Back](#) [Approve](#)


1

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 8: [Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-approve di *website browser*.

**Task List > Acknowledgement**

**Transaction(s) approved** 

2 item(s)

**Note:** Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Type Reference No.	Amount Payment Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Reason
Transfer to Other Banks IRT240229000000001	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-
Transfer to Other Banks IRT240229000000002	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-

**Print** **Done** 1



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

## Maker Login

Langkah 9: [1] [*User*] Mengakses halaman Login dengan mengisi *Company ID & User ID* > [2] Klik tombol *Next*

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Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**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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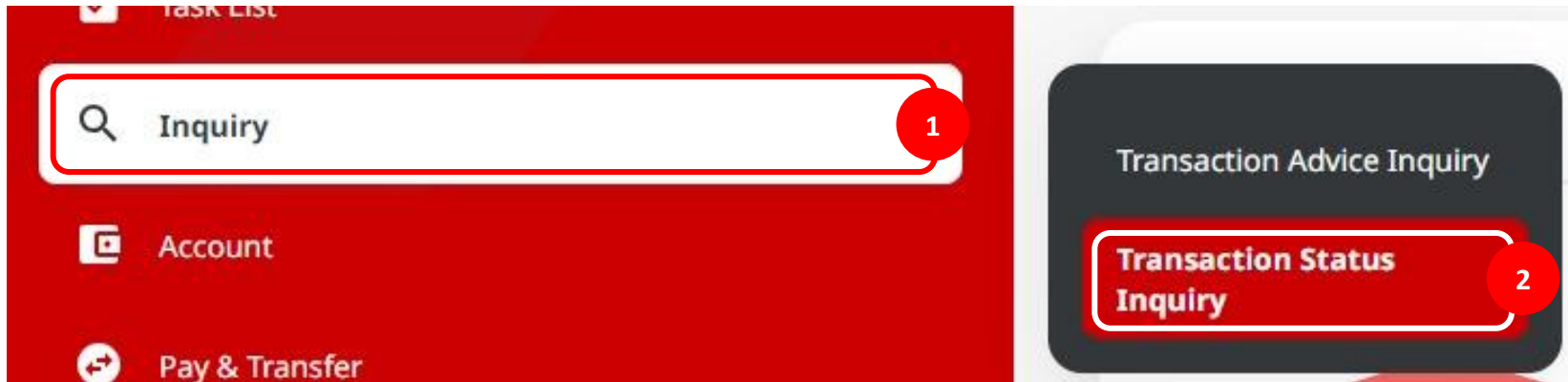


# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

**Entry Point: Inquiry > Transaction Status Inquiry**

Langkah 11: Sistem akan menavigasikan ke halaman **Dashboard** [1] Navigasi ke menu **Inquiry** > [2] Klik **Transaction Status Inquiry**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 12: Sistem akan menavigasikan ke Halaman *Transaction Status Inquiry* > [Approver] [1] Pilih menu **Transfer within CIMB Niaga** sebagai **Transaction group** > [2] Klik tombol **Search**, lalu system akan memberikan **Task Listing** > {User} [3] Dapat melihat **Successful task**

The screenshot displays the 'Transaction Status Inquiry' interface. At the top, there is a 'Viewing' dropdown set to 'Transactions'. Below this is a search form with several input fields: 'Payment Date From' (29 Feb 2024), 'To' (29 Feb 2024), 'Reference No.' (Enter), 'Transaction Group' (Transfer within CIMB Niaga), 'Payment Mode' (DIRECT), 'Debit Account No.' (Enter), 'Beneficiary Account No.' (Enter), 'Beneficiary Name' (Enter), 'Beneficiary Bank' (Enter), 'Currency' (All), 'Amount From' (Enter), 'To' (Enter), and 'File Name' (Enter). A 'Filter by Status' dropdown is set to 'All'. A red circle with the number 1 highlights the 'Transaction Group' dropdown. A red circle with the number 2 highlights the 'Search' button. Below the search form, there is a table with 2 item(s). The table has columns: Transaction Group, Amount, Beneficiary Bank, Beneficiary Name, Payment Date, Created Date, and Status. The first row shows a 'Transfer within CIMB Niaga' transaction for IDR 199,000.00, dated 29 Feb 2024, with a status of 'Successful'. The second row shows a 'Transfer within CIMB Niaga' transaction for IDR 250,000.00, dated 29 Feb 2024, with a status of 'Successful'. A red circle with the number 3 highlights the table. At the bottom right, there are 'Print' and 'Download' buttons.

Transaction Group	Amount	Beneficiary Bank	Beneficiary Name	Payment Date	Created Date	Status
Transfer within CIMB Niaga Other CIMB Niaga Account	IDR 199,000.00	-	IF1240220000000001	29 Feb 2024 Immediate	29 Feb 2024	Successful
Transfer within CIMB Niaga Debit Account	IDR 250,000.00	CIMB Niaga 301100010000	TB LIABILITY 2 1624022000000003	29 Feb 2024 Immediate	29 Feb 2024	Successful

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

## Kegunaan Modul *Task List*

### 1. **Daftar *Task List* – dapat untuk *Bulk Approval***

- Approve – (By Approver)
- **Reject – (By Approver)**
- Return – (By Approver)
- Recall – (By Maker)

### 2. **Daftar *Task List Details* – Individual task approval**

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Approver] [1] Pilih transaksi yang ingin di-reject

<input type="checkbox"/>	<a href="#">In House Transfer</a> JFL231115000000023	IDR 2,000.00 15 Nov 2023	- -	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000026	IDR 1,111.00 15 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000024	IDR 1,010.00 15 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> JBI231115000376839	IDR 51,234.00 15 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> JIT231115000000026	IDR 113.00 15 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

1

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Reject*)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan Langkah 5: [Approver] [1] Klik tombol **Approve Selected**

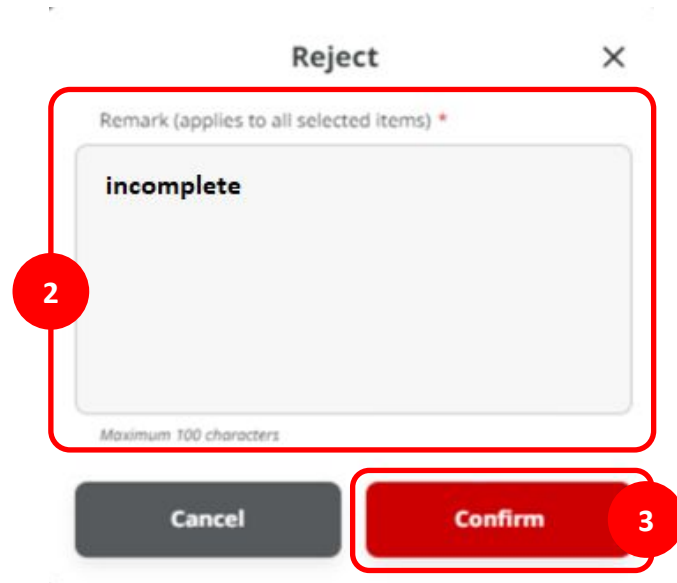
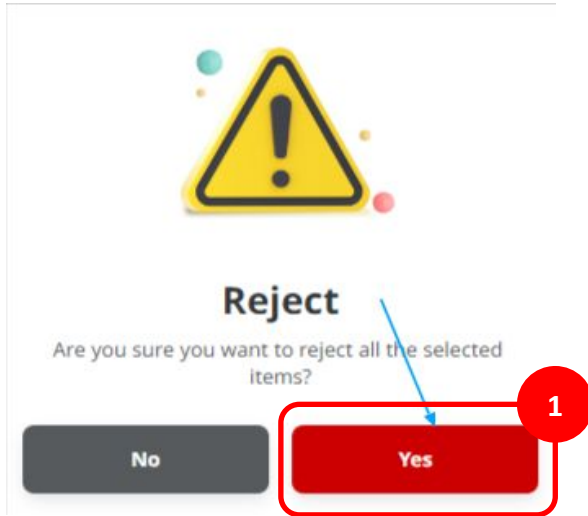
<input checked="" type="checkbox"/>	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> I07230920000000026	Edit	EMAILTESTING4@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> I07230920000000025	Edit	ACTIVATESAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: [Approver] [1] Klik tombol **Yes** di *pop-up box* > [2] Isi kolom *Remarks* > [3] Klik tombol **Confirm**




# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*reject* di *website browser*.

**Task List > Acknowledgement**

**Change(s) rejected** 

2 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 1072309200000000026	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete
BI-FAST Alias Maintenance 1072309200000000025	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The main login area is on the right, featuring a "Welcome" header, a "Company ID" field with the value "CORPPT200092", a "User ID" field with the value "makerjames", and a prominent red "Next" button. Two red circles with numbers 1 and 2 highlight the input fields and the "Next" button respectively. At the bottom of the login area are links for "Forgot Password/Unlock User" and "Lost or Damaged Secure Token". A footer contains links for "Privacy Policy", "Security Arrangement", "Client Charter", and "Terms & Conditions", along with copyright information for CIMB Bank Berhad and CIMB Islamic Bank Berhad.

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[Find Out More](#)

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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[Find Out More](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

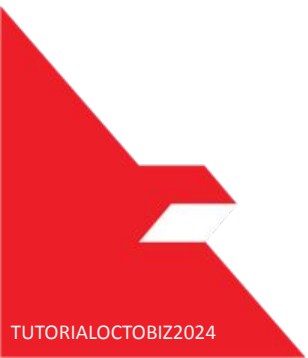
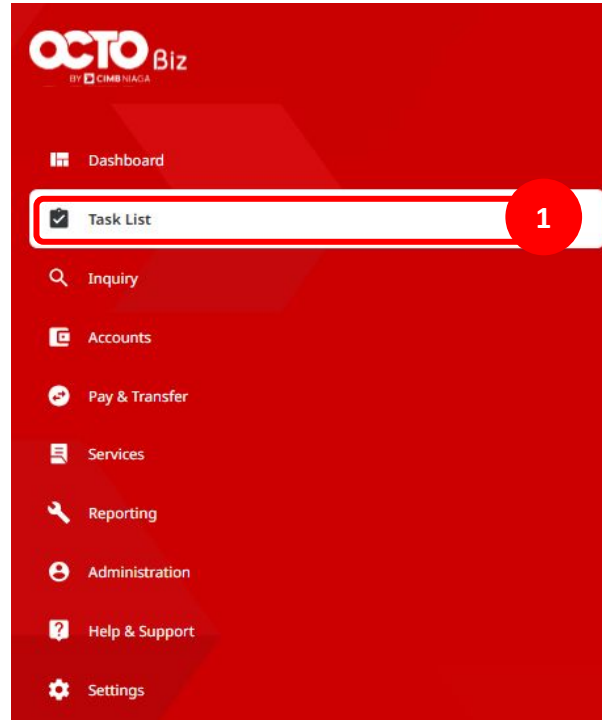
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 11: *[Maker]* Cari transaksi yang sudah di *reject* dari menu *drop down Filter by Status* [1] Pilih **Rejected** > [2] Klik **Search**

The screenshot displays the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Maintenance'. Below this, the main content area shows '791 result(s)'. There are two dropdown menus: 'Function' set to 'All' and 'Filter by Status' set to 'All'. A red box labeled '2' highlights a 'Search' button in the top right corner. A dropdown menu is open under 'Filter by Status', showing options: 'Search', 'All', 'Draft', 'Recalled', 'Resubmission Needed', and 'Rejected'. A red box labeled '1' highlights the 'Rejected' option. Below the dropdown, a table of transactions is visible with columns: Product/Function Reference No., Action Type, Code, Description, and Action. The table contains several rows, including 'BI-FAST Alias Maintenance' and 'Manage Beneficiary'.

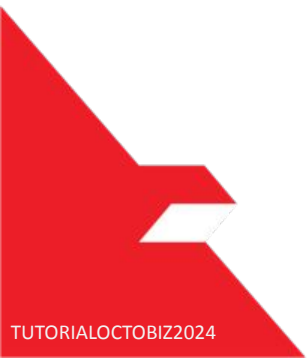
Product/Function Reference No.	Action Type	Code	Description	Action
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000010	Edit	EMAILTESTING12@GMAIL.COM	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000009	Edit	6281372333631	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231120000000011	Delete	6281234567899	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">Manage Beneficiary</a> 103231120000000529	Create	-	Test Bene Add	<input type="button" value="Recall"/>

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 12: [*Maker*] [1] Transaksi yang sudah berstatus **Rejected** dapat selanjutnya di-*edit* kembali.

<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231122000000009	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	Rejected	Delete	Edit	Submit
--------------------------	---	------	----------------	---------------------------	----------	--------	------	--------



## Kegunaan Modul *Task List*

### 1. **Daftar *Task List* – dapat untuk *Bulk Approval***

- Approve – (By Approver)
- Reject – (By Approver)
- **Return – (By Approver)**
- Recall – (By Maker)

### 2. **Daftar *Task List Details* – Individual task approval**

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Approver] [1] Pilih transaksi yang ingin di-return

<input type="checkbox"/>	<a href="#">In House Transfer</a> JFL231115000000023	IDR 2,000.00 15 Nov 2023	- -	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000026	IDR 1,111.00 15 Nov 2023	- 800035032200	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input checked="" type="checkbox"/>	<a href="#">In House Transfer</a> JIA231115000000024	IDR 1,010.00 15 Nov 2023	- 800035032200	- -	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">Domestic Transfer</a> IBI231115000376839	IDR 51,234.00 15 Nov 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> JIT231115000000026	IDR 113.00 15 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Verification	<button>Return</button> <button>Reject</button> <button>Approve</button>

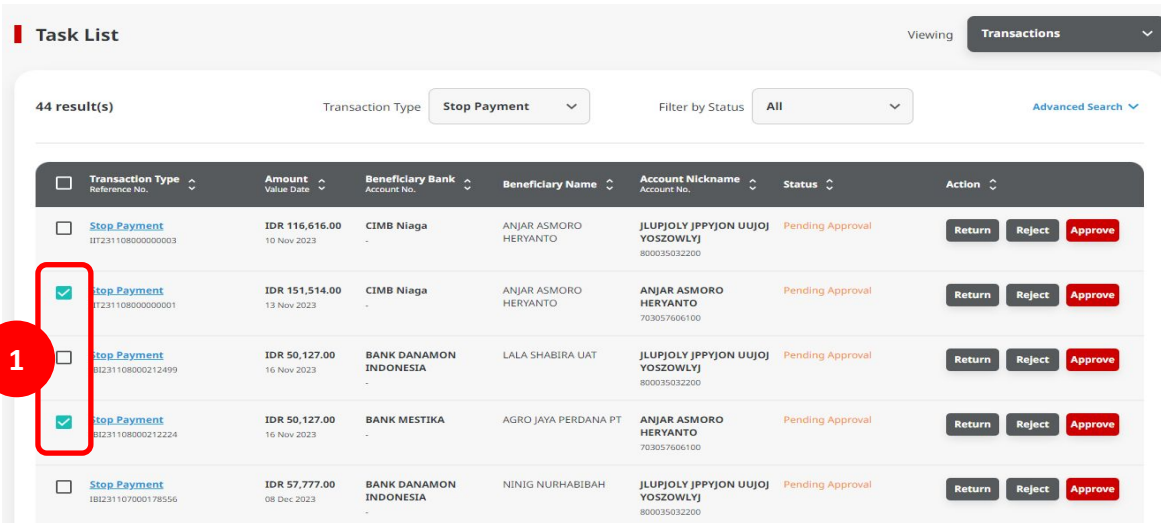
1

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Return*)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan Langkah 5: [Approver] [1] pilih **Task** yang ingin di **Return** > [2] Klik tombol **Return Selected**



**Task List** Viewing Transactions

44 result(s) Transaction Type Stop Payment Filter by Status All Advanced Search

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/> Stop Payment IIT231108000000003	IDR 116,616.00 10 Nov 2023	CIMB Niaga	ANJAR ASMORO HERYANTO	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Stop Payment IT231108000000001	IDR 151,514.00 13 Nov 2023	CIMB Niaga	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return Reject Approve
<input type="checkbox"/> Stop Payment IIB231108000212499	IDR 50,127.00 16 Nov 2023	BANK DANAMON INDONESIA	LALA SHABIRA UAT	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Stop Payment IIB231108000212224	IDR 50,127.00 16 Nov 2023	BANK MESTIKA	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	Return Reject Approve
<input type="checkbox"/> Stop Payment IIB231107000179556	IDR 57,777.00 08 Dec 2023	BANK DANAMON INDONESIA	NINIG NURHABIBAH	JLUPJOLY JPPYJON UUJOJ YOSZOWLJ 800035032200	Pending Approval	Return Reject Approve

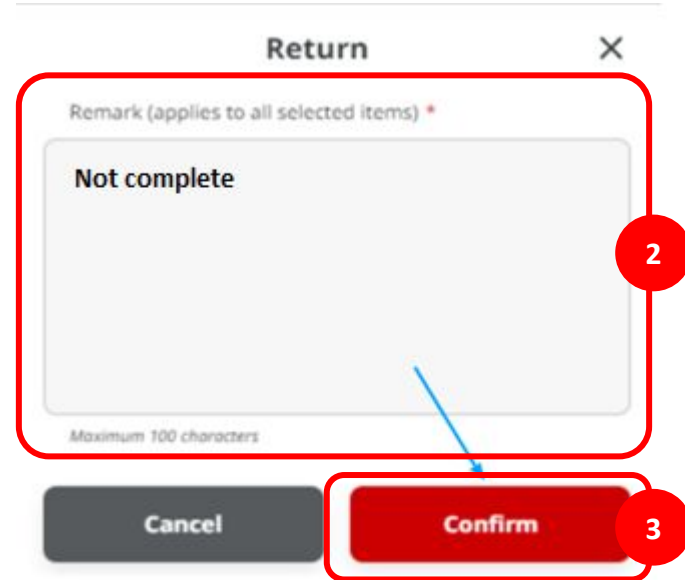
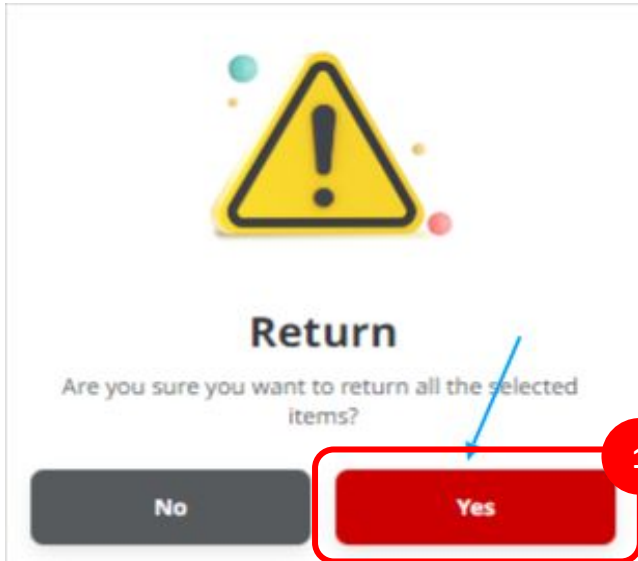


Catatan: Dalam hal Approver mengembalikan tugas yang dikirimkan oleh pembuat. (dapat memilih beberapa tugas)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: [Approver] [1] Klik tombol **Yes** di *pop-up box* > [2] Isi kolom *Remarks* > [3] Klik tombol **Confirm**






# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*return* di *website browser*. [1] Klik **Done**

**Task List > Acknowledgement**

## Transaction(s) returned



2 item(s)

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Reason
Stop Payment IIT231108000000001	151,514.00 13 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete
Stop Payment IBI231108000212224	50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete

**Print** **Done**

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

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[Find Out More](#)

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [1] [*User*] 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 >](#)

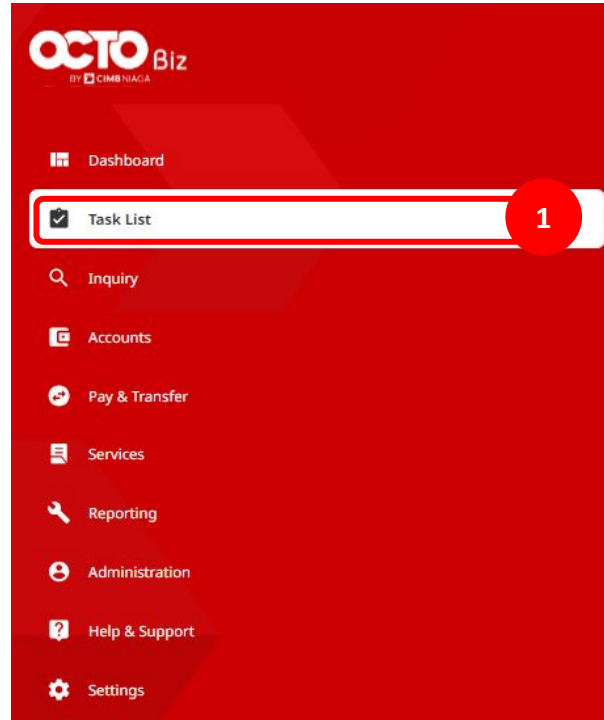
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 11: [*Maker*] Cari transaksi yang sudah di-*return* dari menu *drop down Filter by Status* [1] Pilih **Returned** > [2] Klik **Search**

Langkah 12: [*Maker*] [3] Transaksi yang sudah berstatus **Returned** dapat selanjutnya di-*edit* kembali.

**Task List** Viewing Transactions

6 result(s) Transaction Type Stop Payment Filter by Status Returned Search

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/> <a href="#">Stop Payment</a> IBI231108000212224	IDR 50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100	Returned	Delete
<input type="checkbox"/> <a href="#">Stop Payment</a> IIT231108000000001	IDR 151,514.00 13 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100	Returned	Delete
<input type="checkbox"/> <a href="#">Stop Payment</a> I08231111000000340	IDR 108,000.00 14 Nov 2023	BANK PERMATA 04123234877	BXXXXXXXXXXXXXXXXXX	ANJAR ASMORO HERYANTO 703057606100	Returned	Delete

## Kegunaan Modul *Task List*

### 1. **Daftar *Task List* – dapat untuk *Bulk Approval***

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- ***Recall – (By Maker)***

### 2. **Daftar *Task List Details* – Individual task approval**

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The main login area is on the right, featuring a "Welcome" header, a "Company ID" field with the value "CORPPT200092", a "User ID" field with the value "makerjames", and a prominent red "Next" button. Two red circles with numbers 1 and 2 are overlaid on the form: circle 1 encompasses the input fields, and circle 2 encompasses the "Next" button. At the bottom of the login area are links for "Forgot Password/Unlock User" and "Lost or Damaged Secure Token". A footer contains links for "Privacy Policy", "Security Arrangement", "Client Charter", and "Terms & Conditions", along with copyright information for CIMB Bank Berhad and CIMB Islamic Bank Berhad.

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

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**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

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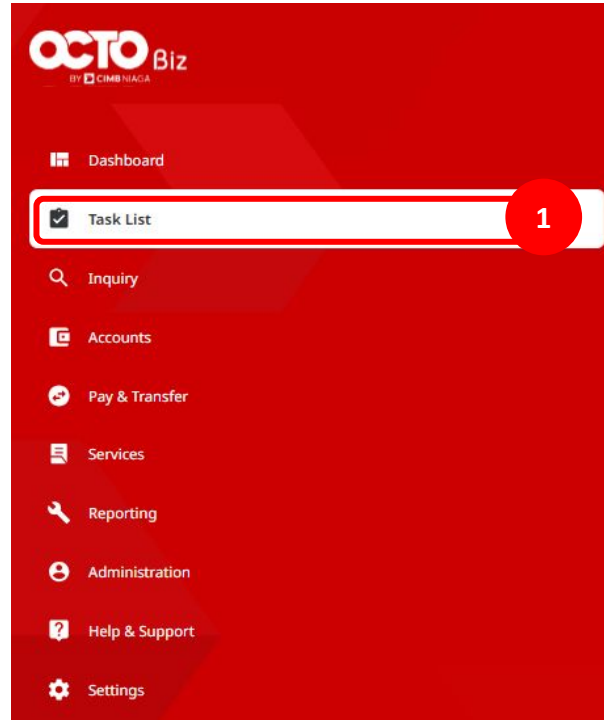
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 4: [Maker] [1] Pilih transaksi yang ingin di-recall > [2] Klik tombol **Recall Selected**

The screenshot displays a web interface for a task list. At the top, it shows '614 result(s)', a 'Function' dropdown set to 'All', and a 'Filter by Status' dropdown set to 'All'. A red 'Search' button is on the right. Below is a table with columns: 'Product/Function', 'Action Type', 'Code', 'Description', 'Status', and 'Action'. Two rows are highlighted with a red box and a red circle containing the number '1'. The first row has a checked checkbox, 'BI-FAST Alias Maintenance' (with a link), 'Edit', 'ANJARINHERE@UHUY.COM', 'BI-FAST Alias Maintenance', 'Pending Approval', and a 'Recall' button. The second row has a checked checkbox, 'BI-FAST Alias Maintenance' (with a link), 'Edit', 'BIFASTFORTS103@GMAIL.COM', 'BI-FAST Alias Maintenance', 'Pending Approval', and a 'Recall' button. Other rows have unchecked checkboxes and various 'Recall' or 'Delete' buttons. At the bottom right, a 'Recall Selected' button is highlighted with a red box and a red circle containing the number '2'. A pagination bar shows '60 >'.

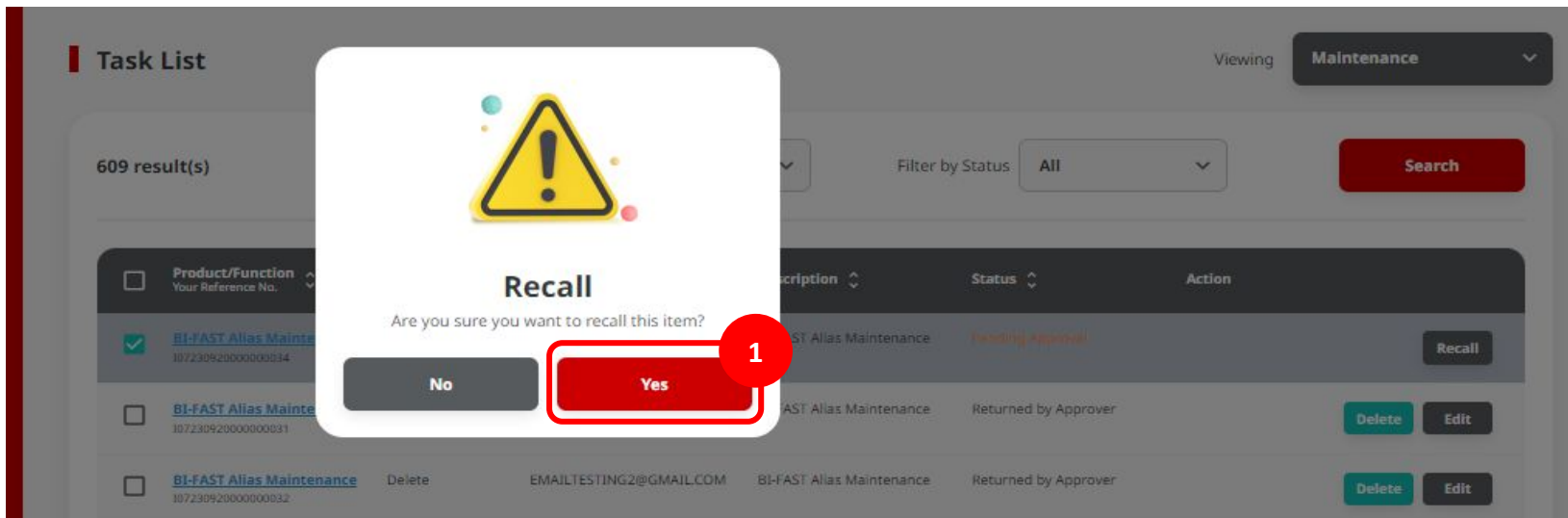
<input type="checkbox"/>	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000008	Edit	ANJARINHERE@UHUY.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000007	Edit	BIFASTFORTS103@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000002	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Recalled	Delete Edit
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000006	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000005	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230921000000004	Edit	EDITMAU@GMAIL.COM	BI-FAST Alias Maintenance	Pending Approval	Recall

Catatan: dapat memilih beberapa *Task* langsung (*Bulk Recall*)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Maker] [1] Klik tombol **Yes** di *pop-up box*



The screenshot displays a 'Task List' interface with a 'Recall' pop-up box. The pop-up box features a yellow warning triangle icon, the title 'Recall', and the question 'Are you sure you want to recall this item?'. Below the question are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and the number '1'. The background shows a table of tasks with columns for 'Product/Function', 'Description', 'Status', and 'Action'. The 'Action' column includes buttons for 'Recall', 'Delete', and 'Edit'.


Product/Function Your Reference No.	Description	Status	Action
<input checked="" type="checkbox"/> BI-FAST Alias Maintenance 1072309200000000314	BI-FAST Alias Maintenance	Pending Approval	Recall
<input type="checkbox"/> BI-FAST Alias Maintenance 1072309200000000031	BI-FAST Alias Maintenance	Returned by Approver	Delete Edit
<input type="checkbox"/> BI-FAST Alias Maintenance 1072309200000000032	BI-FAST Alias Maintenance	Returned by Approver	Delete Edit

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

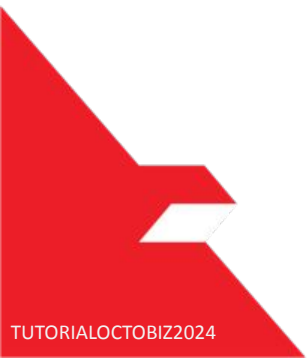
Langkah 6: [*Maker*] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*recall* di *website browser*.

Task List > Acknowledgement

Task(s) recalled 

1 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 10723092000000000034	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	-



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [1] [*User*] Mengakses halaman Login dengan mengisi ***Company ID & User ID*** > [2] Klik tombol ***Next***

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The main login area is on the right, featuring a "Welcome" header, a "Company ID" field with the value "CORPPT200092", a "User ID" field with the value "makerjames", and a prominent red "Next" button. Two red circles with numbers 1 and 2 are overlaid on the form: circle 1 encompasses the input fields, and circle 2 encompasses the "Next" button. At the bottom of the login area are links for "Forgot Password/Unlock User" and "Lost or Damaged Secure Token". A footer contains links for "Privacy Policy", "Security Arrangement", "Client Charter", and "Terms & Conditions", along with copyright information for CIMB Bank Berhad and CIMB Islamic Bank Berhad.

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**Find Out More**

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 8: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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[Find Out More](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

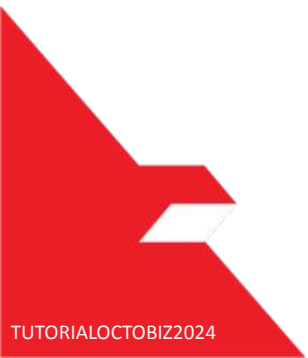
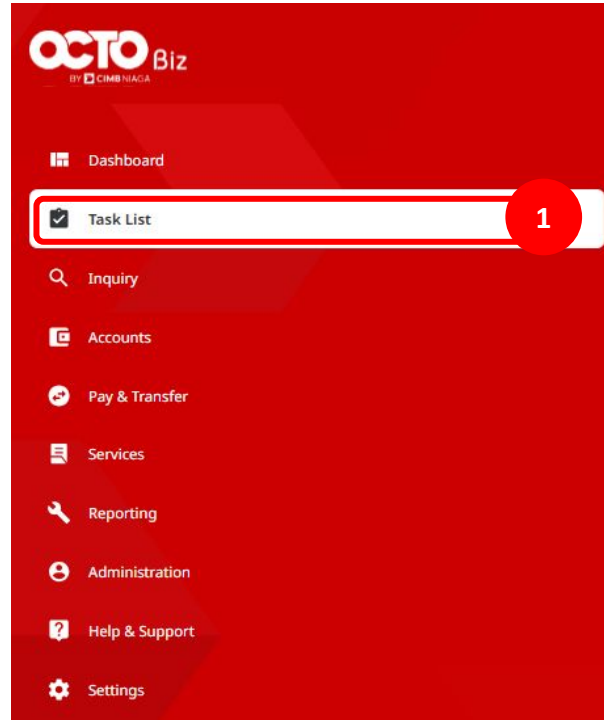
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [Approver] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: *[Maker]* [1] Cari Task pada halaman daftar tugas CFO dengan **status = Recalled**. Selanjutnya Maker dapat mengedit kembali **Task** tersebut.

The screenshot displays the 'Task List' interface. At the top, it shows '609 result(s)' and filters for 'Function: All' and 'Filter by Status: All'. A red 'Search' button is present. Below the filters is a table with the following columns: Product/Function, Action Type, Code, Description, Status, and Action. The first row is highlighted and has a red circle with the number '1' around the 'Recalled' status. The second row has a status of 'Returned by Approver'.

<input type="checkbox"/>	Product/Function Your Reference No.	Action Type	Code	Description	Status	Action
<input checked="" type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230920000000034	Edit	EMAILTESTING3@GMAIL.COM	BI-FAST Alias Maintenance	Recalled	<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107230920000000031	Delete	EMAILTESTING4@GMAIL.COM	BI-FAST Alias Maintenance	Returned by Approver	<a href="#">Delete</a> <a href="#">Edit</a>



## Kegunaan Modul *Task List*

### 1. Daftar *Task List* – dapat untuk *Bulk Approval*

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Daftar *Task List Details* – Individual task approval

- **Approve – (By Approver)**
- Reject - (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Approver] [1] Pilih transaksi yang ingin di-approve dan Klik *hyperlink* transaksi tersebut

**Task List** Viewing Transactions

335 result(s) Transaction Type All Filter by Status All [Advanced Search](#)

<input type="checkbox"/>	Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Action
<input type="checkbox"/>	<a href="#">In House Transfer</a> IIA231112000000018	IDR 1,234.00 12 Nov 2023	- 800035032200	-	ANJAR ASMORO HERYANTO 703057606100	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> IFL231112000000015	IDR 1,888,888.00 23 Nov 2023	-	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> IFL231112000000018	IDR 243,334.00 21 Nov 2023	-	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	<a href="#">In House Transfer</a> IFL231112000000017	IDR 2,345,555.00 20 Nov 2023	-	-	JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ 800035032200	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>

1

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: Sistem akan menavigasikan ke halaman ***Task List Details***

The screenshot displays the 'Task List Details' page with the following information:

- Transaction Status:** Pending Approval
- Creation Date:** 03 Feb 2024 16:28:40 WIB
- Reference No.:** IIA240203000000000
- Transaction Group:** Transfer within CIMB
- Sender Details:**
  - From Account:** 703057606100-IDR ANJAR ASMORO HERYANTO
  - Payment Mode:** Own Account
  - Payment Date:** 03 Feb 2024

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan dari Langkah 6: [Approver] Scroll kebawah [1] Klik **Approve**

### Other Details

---

Customer Reference No. Other Payment Details

- -

### User Activities

---

User	Activities	Date / Time	Remark
ZKMAUSER1	Submit	03 Feb 2024 16:28:40 WIB	

### Remark

---

Remarks

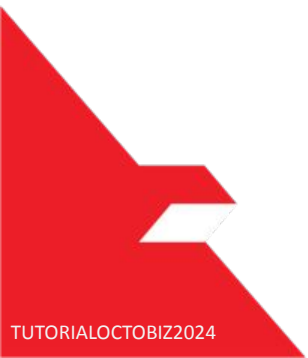
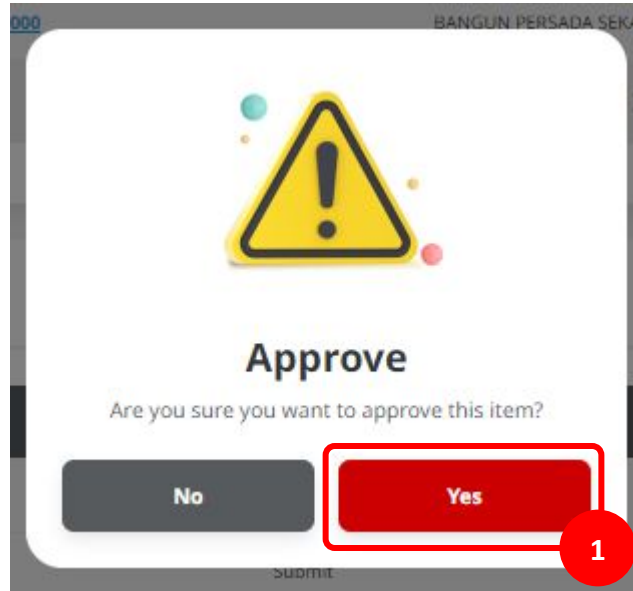
Maximum 100 characters

[Back](#) [Return](#) [Reject](#) [Approve](#) **1**

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [*Approver*] **[1]** Klik **Yes**



# Task List


Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [Approver] Sistem akan menampilkan Halaman **Acknowledgement**

Task List > Acknowledgement

**Transaction(s) approved**

🕒 Reference No. : IIA2402030000000000 🕒 Approved On : 29 Feb 2024 10:17:27 WIB



Status : **Successful**

---

Note: View details on this item via Transaction Status Inquiry.

**Transaction Group**

---

Transaction Group  
**Transfer within CIMB**

**Sender Details**

---

From Account <b>703057606100-IDR ANJAR ASMORO HERYANTO</b>	Payment Mode <b>Own Account</b>
Payment Date <b>29 Feb 2024</b>	

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Lanjutan dari Langkah 8: **Scroll** kebawah [*Approver*] **[1]** Klik **Done**

### Sender Details

---

From Account	Payment Mode
703057606100- <b>IDR ANJAR ASMORO HERYANTO</b>	<b>Own Account</b>
Payment Date	
<b>29 Feb 2024</b>	

### Beneficiary Details

---

To Account
<b>IDR TB LIABILITY 2-70318565500</b>

### Transaction Details

---

Transaction Currency	Amount	Bank Charges
<b>IDR - INDONESIA RUPIAH</b>	<b>12,312,333.00</b>	<b>IDR 0.00</b>

### Other Details

---

Customer Reference No.	Other Payment Details
-	-

Print Done **1**

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [1] [*User*] Mengakses halaman Login dengan mengisi ***Company ID & User ID*** > [2] Klik tombol ***Next***

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The main login area is on the right, featuring a "Welcome" header, a "Company ID" field with the value "CORPPT200092", a "User ID" field with the value "makerjames", and a prominent red "Next" button. Two red circles with numbers 1 and 2 are overlaid on the form: circle 1 encompasses the Company ID and User ID fields, and circle 2 encompasses the Next button. Below the login fields are links for "Forgot Password/Unlock User" and "Lost or Damaged Secure Token". At the bottom, there is a footer with "Privacy Policy", "Security Arrangement", "Client Charter", and "Terms & Conditions", along with a copyright notice for CIMB Bank Berhad.

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**Find Out More**

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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[Find Out More](#)

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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 >](#)

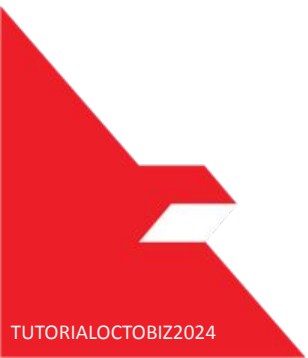
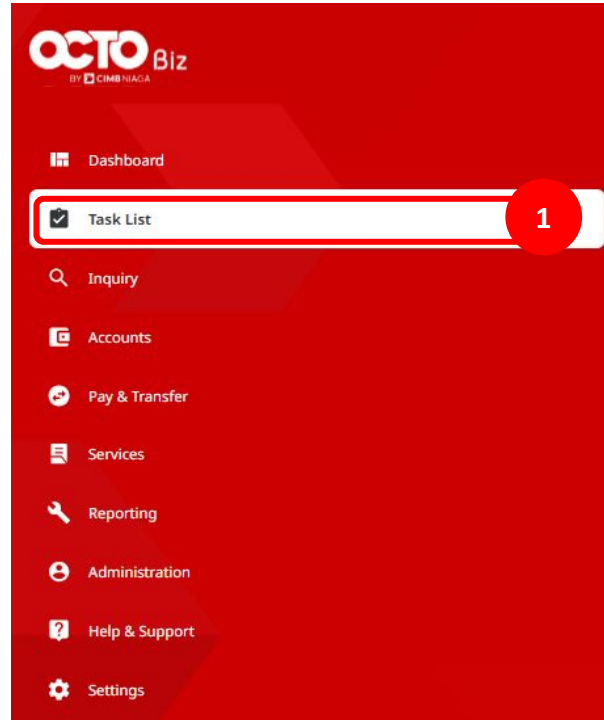
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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 11: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 12: Sistem akan menavigasikan ke halaman **Transaction Status Inquiry [Maker] [1]** Pilih **Transfer Within CIMB Niaga** sebagai **Transaction Group** > [2] Klik **Search**, lalu system akan memberikan **Task Listing** > [User] [3] dapat melihat **Successful Task**

The screenshot shows the 'Transaction Status Inquiry' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Transactions'. The main form contains several input fields and a search button. A red circle with the number '1' highlights the 'Transaction Group' dropdown menu, which is currently set to 'Transfer within CIMB Niaga'. A red circle with the number '2' highlights the 'Search' button. A red circle with the number '3' highlights the 'Successful' status in the transaction list below.

**Transaction Status Inquiry** Viewing **Transactions**

**Search**

Payment Date From \* 29 Feb 2024 To \* 29 Feb 2024 Reference No. Enter

Transaction Group \* **Transfer within CIMB Niaga** Payment Mode Select

Debit Account No. Enter Beneficiary Account No. Enter

Beneficiary Name Enter Beneficiary Bank Enter

Currency All Amount From Enter To Enter File Name Enter

Filter by Status \* All

**Search** 2

**2 item(s)**

Transaction Group Payment Mode	Amount	Beneficiary Bank Account No.	Beneficiary Name Reference No.	Payment Date Transaction Mode	Created Date	Status
Transfer within CIMB Niaga Other CIMB Niaga Account	IDR 199,000.00	-	IFL240229000000001	29 Feb 2024 Immediate	29 Feb 2024	Successful

3

## Kegunaan Modul *Task List*

### 1. Daftar *Task List* – dapat untuk *Bulk Approval*

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Daftar *Task List Details* – Individual task approval

- Approve – (By Approver)
- ***Reject - (By Approver)***
- ***Return – (By Approver)***
- Recall – (By Maker)

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Approver] [1] Pilih transaksi yang ingin di-reject (a) atau ingin di-return dan Klik *hyperlink* transaksi tersebut

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000316	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000317	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000318	Create	6281977899992	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000319	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000320	Create	62325355555	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000321	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000322	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000323	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000324	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230616000000326	Create	93932258411368	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230615000000328	Create	6281977899992	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG230616000000329	Create	gomobile2@cimbniaga.co.id	BI-FAST Alias Registration	Pending Approval	<a href="#">Return</a> <a href="#">Reject</a> <a href="#">Approve</a>

1

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: [Approver] [1] Tinjau ulang *Task List Details*, Klik tombol **Reject (a)** atau **Return (b)**

**Task List > Details**

Transaction Status : **Pending Approval**

Creation Date: 16 Jun 2023 05:18:30 PM      Workflow Type: Create

**Details**

Account No.: 1231231234-IDR Industrial ACCT 123      Alias Type: Mobile No.      Alias Name: 6281977899992

**User Activities**

User	Activities	Date / Time	Remark
MAKER7	Submit	16 Jun 2023 05:18:30 PM	


**Remark**

Remarks

Enter

Maximum 100 characters

**Back**      **Return**      **Reject**      **Approve**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [Approver] [1] Klik tombol **Yes** di *pop-up box* [a] 'Reject' [b] 'Return'

The screenshot displays a web application interface for a 'Task List > Details' page. The page shows transaction details for a 'Pending Approval' status, including creation date (16 Jun 2023 05:18:30 PM) and workflow type (Create). It also lists account and alias information. A 'User Activities' table shows a user named 'MAKER7' who submitted the task. A 'Remark' section contains the text 'test reject'. A 'Reject' pop-up dialog box is centered on the screen, asking 'Are you sure you want to reject this item?' with 'No' and 'Yes' buttons. A red circle with the number '1' highlights the 'Yes' button. At the bottom right, there are buttons for 'Return', 'Reject', and 'Approve'.

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 9: [Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*reject* (a) atau di-*return* (b) di *website browser*.

**a. Reject**

The screenshot shows a web interface for 'Task List > Acknowledgement'. At the top, a teal banner displays 'Request successfully rejected' with a circular icon containing a checkmark and a ribbon. Below the banner, two status items are listed: 'Reference No.: IDBFASST\_ALIAS\_REG2306160000000333' and 'Rejected on : 16 Jun 2023 05:26:04 PM'. A 'Details' section follows, containing account information: 'Account No. 1231231234-IDR Industrial ACCT 123', 'Alias Name 62819777899992', 'Alias Type', and 'Mobile No.'. At the bottom right, there are 'Print' and 'Done' buttons.

**b. Return**

The screenshot shows a web interface for 'Task List > Acknowledgement'. At the top, a teal banner displays 'Request successfully returned' with a circular icon containing a checkmark and a ribbon. Below the banner, two status items are listed: 'Reference No.: IDBFASST\_ALIAS\_REG2306190000000346' and 'Returned on : 19 Jun 2023 10:49:01 AM'. A 'Details' section follows, containing account information: 'Account No. 222333333-IDR GL ACCT 03', 'Alias Name 628123456598988', 'Alias Type', and 'Mobile No.'. At the bottom right, there are 'Print' and 'Done' buttons.



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 10: [1] [*User*] Mengakses halaman Login dengan mengisi ***Company ID & User ID*** > [2] Klik tombol ***Next***

The screenshot shows the OCTO Biz login interface. At the top left is the OCTO Biz logo. Below it, a banner reads "Important Notices | CIMB is available 7 days a week, from 12.15am to 12am". The main content area features a large image of a person in a suit looking out a window at a city at night. Overlaid on this image is a graphic with a gear, a 24-hour clock, and a document icon, with the text "Need to submit your OCTO Biz Maintenance Request? Just email us." and "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." A red button labeled "Find Out More" is positioned below the text. In the bottom left corner, there is a warning icon and a message: "Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link." On the right side, there is a white login form with a red border. The form has a "Welcome" header. Below the header, there are two input fields: "Company ID" with the value "CORPPT200092" and "User ID" with the value "makerjames". A red circle with the number "1" is placed over the input fields. Below the input fields is a red button labeled "Next", with a red circle and the number "2" placed over it. At the bottom of the form, there are two links: "Forgot Password/Unlock User >" and "Lost or Damaged Secure Token >". At the bottom of the page, there is a footer with "Privacy Policy", "Security Arrangement", "Client Charter", and "Terms & Conditions" on the left, and "All rights reserved. Copyright © 2024. CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)" on the right.

# Task List

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Langkah 11: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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[Find Out More](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

**Welcome**

**SpaceMan**

Only proceed if this is your SecureWord

Password

Back Proceed

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

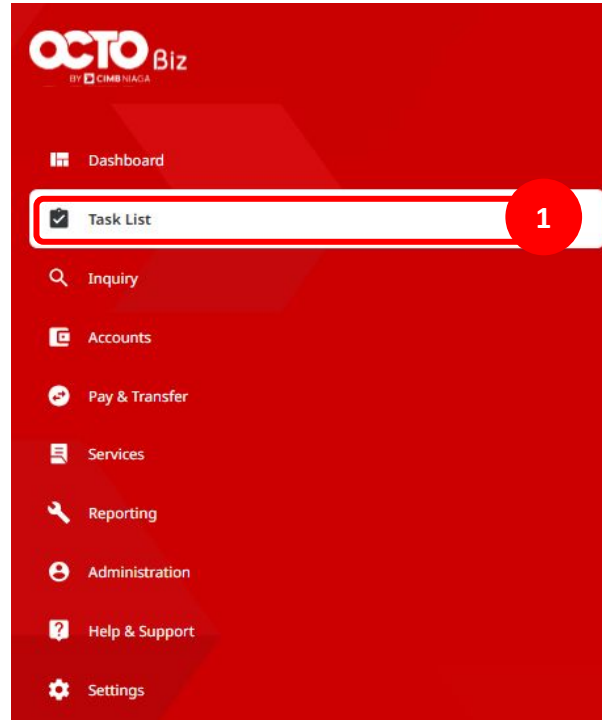
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Langkah 11: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

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Langkah 13: *[Maker]* Cari transaksi yang sudah di *reject* dari menu *drop down Filter by Status* [1] Pilih **Rejected atau Returned** > [2] Klik **Search**

The screenshot displays the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Maintenance'. Below this, the main content area shows '791 result(s)'. There are two dropdown menus: 'Function' set to 'All' and 'Filter by Status' set to 'All'. A red box labeled '2' highlights a 'Search' button. A dropdown menu is open from the 'Filter by Status' menu, showing options: 'Search', 'All', 'Draft', 'Recalled', 'Resubmission Needed', and 'Rejected'. A red box labeled '1' highlights the 'Rejected' option. Below the dropdown, a table of transactions is visible with columns for checkboxes, Product/Function Reference No., Action Type, Code, Description, and Action. The table contains four rows of data.

<input type="checkbox"/>	Product/Function Reference No.	Action Type	Code	Description	Action
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231120000000010	Edit	EMAILTESTING12@GMAIL.COM	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231120000000009	Edit	6281372333631	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> 107231120000000011	Delete	6281234567899	BI-FAST Alias Maintenance	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Manage Beneficiary</a> 103231120000000529	Create	-	Test Bene Add	<input type="button" value="Recall"/>

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 12: [*Maker*] Transaksi yang sudah berstatus **Rejected (a)** atau **Returned (b)** dapat selanjutnya di-*edit* kembali.

<input type="checkbox"/>	<a href="#">BI-FAST Alias Maintenance</a> I07231122000000009	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	Rejected	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Submit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306190000000346	Create	628123456598988	BI-FAST Alias Registration	Returned by Approver	<a href="#">Delete</a>	<a href="#">Edit</a>	

## Kegunaan Modul *Task List*

### 1. Daftar *Task List* – dapat untuk *Bulk Approval*

- Approve – (By Approver)
- Reject – (By Approver)
- Return – (By Approver)
- Recall – (By Maker)

### 2. Daftar *Task List Details* – Individual task approval

- Approve – (By Approver)
- Reject - (By Approver)
- Return – (By Approver)
- ***Recall – (By Maker)***

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

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# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

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

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Only proceed if this is your SecureWord

Password

Back Proceed

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

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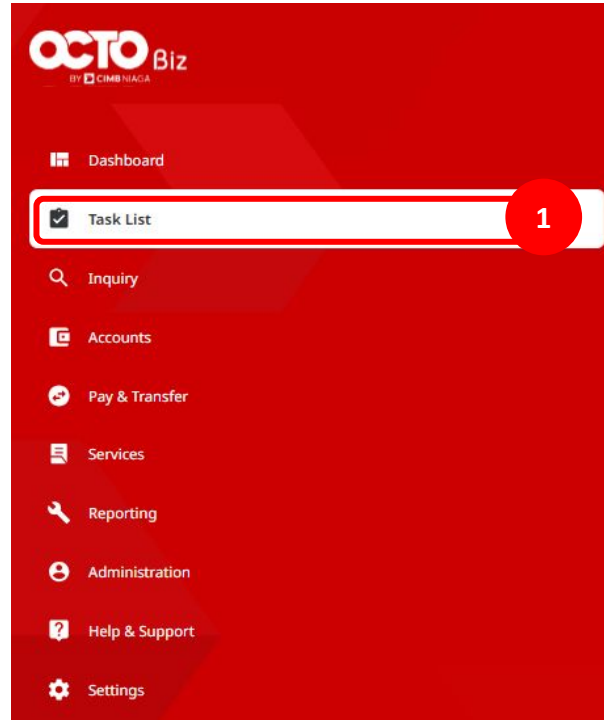
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Langkah 11: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**



# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 4: [Maker] [1] Pilih transaksi yang ingin di-reject (a) atau ingin di-return dan Klik *hyperlink* transaksi tersebut

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306150000000325	Create	93932258411368	BI-FAST Alias Registration	Returned by Approver	<a href="#">Delete</a>	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000326	Create	93932258411368	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000328	Create	62819777899992	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000329	Create	gomobile2@cimbniaga.co.id	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>
<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> IDBFAST_ALIAS_REG2306160000000330	Create	628123456598988	BI-FAST Alias Registration	Pending Approval		<a href="#">Recall</a>

< 1 of 17 >

Delete Selected

Recall Selected

Submit Selected

Reject Selected

Approve Selected

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 5: [Maker] [1] Tinjau ulang *Task List Details*, Klik tombol **Recall**

## Task List > Details

Transaction Status : **Pending Approval**

---

Creation Date  
19 Jun 2023 09:18:38 AM

Workflow Type  
Create

---

### Details

Account No.  
2222999985-IDR GL ACCT 10D

Alias Type  
Mobile No.

Alias Name  
628123456598988

---

### User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	19 Jun 2023 09:18:38 AM	

[Back](#) [Recall](#) **1**

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 6: [Maker] [1] Klik tombol **Yes** di *pop-up box*

**Task List > Details**

Transaction Status : **Pending Approval**

Creation Date: 16 Jun 2023 04:01:51 PM | Workflow Type: Create

**Details**

Account No.: 1111999993-IDR GL ACCT 20C | Alias Type: Mobile No | Alias Name: 628123456598988

**User Activities**

User	Activities	Date / Time	Remark
MAKER7	Submit	16 Jun 2023 04:01:51 PM	

**Recall**

Are you sure you want to recall this item?


**Back** **Recall**

# Task List

Menu : Inquiry > Tasklist | Deskripsi: Fungsi ini menunjukkan *User* untuk melihat daftar transaksi yang sedang berlangsung yang memerlukan tindakan sebelum diserahkan ke Bank

Langkah 7: [Maker] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*recall* di *website browser*. **[1]** Klik **Done**

**Task List > Acknowledgement**

**Request successfully recalled** 

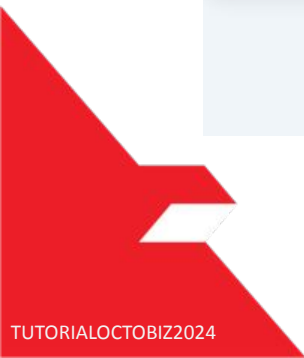
🕒 Reference No.: IDBFAST\_ALIAS\_REG2306160000000330    🕒 Recalled on : 16 Jun 2023 04:11:35 PM

**Details**

---

Account No. <b>1111999993-IDR GL ACCT 20C</b>	Alias Type <b>Mobile No.</b>
Alias Name <b>628123456598988</b>	

**Print**    **Done** **1**



# Task List

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

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[Find Out More](#)

**Welcome**

Company ID  
CORPPT200092

User ID  
makerjames

**Next**

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

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Langkah 9: [1] [*User*] Memasukan kata sandi > [2] Klik tombol **Proceed**

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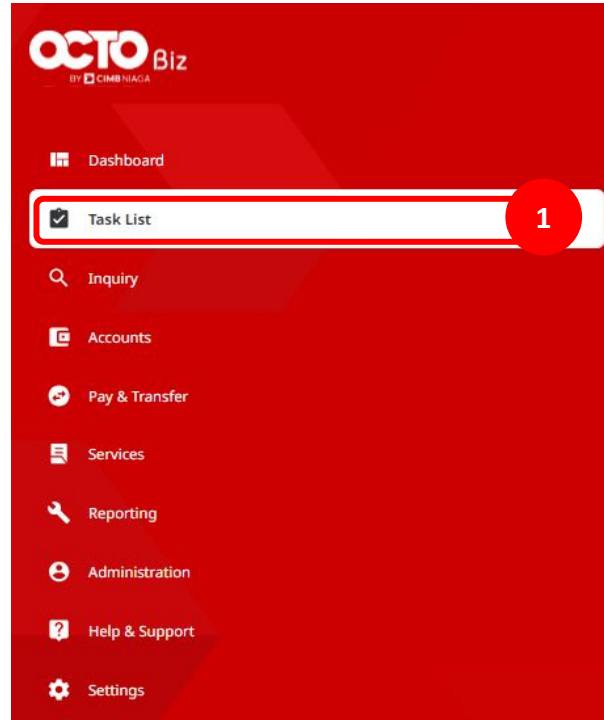
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Langkah 10: [*Approver*] Pada menu samping, [1] Arahkan kursor ke **Task List**





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Langkah 11: Sistem menavigasikan ke Halaman **Task List** [Maker] [1] Navigasi ke *Filter by Status*, Klik **Recalled** > [2] Klik **Search**

The screenshot displays the 'Task List' interface. At the top right, there is a 'Viewing' dropdown menu set to 'Maintenance'. Below this, the page shows '42 result(s)' and a 'Function' dropdown set to 'All'. A 'Filter by Status' dropdown is open, showing options: 'All', 'Draft', 'Recalled', 'Resubmission Needed', and 'Rejected'. The 'Recalled' option is highlighted with a red box and a red circle containing the number '1'. To the right of the filter dropdown, a red 'Search' button is highlighted with a red box and a red circle containing the number '2'. Below the filter, a table of transactions is visible with columns: 'Product/Function Reference No.', 'Action Type', 'Code', 'Description', and 'Action'. The table contains several rows, including 'BI-FAST Alias Maintenance', 'Manage Beneficiary', and 'Test demo'.

Product/Function Reference No.	Action Type	Code	Description	Action
<input type="checkbox"/> <a href="#">BI-FAST Alias Maintenance</a> 107231123000000003	Delete	NEWEMAILTESTING01@GMAIL.COM	BI-FAST Alias Maintenanc	<input type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">Manage Beneficiary</a> 103231031000000477	Create	-	Uat 1.1	<input type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">Manage Beneficiary</a> 103231122000000535	Create	-	Test demo	<input type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> <a href="#">Manage Beneficiary</a> 103231101000000486	Create	-	Test Mba Rachel	<input type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>

# Task List

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Langkah 12: [*Maker*] [1] Cari **Task** pada halaman **Task List** dengan **Status = Recalled**. *Maker* dapat melakukan pengeditan ulang pada **Task**

<input type="checkbox"/>	<a href="#">BI-FAST Alias Registration</a> I07231120000000011	Delete	6281234567899	BI-FAST Alias Registration	Recalled	Delete	Edit
--------------------------	--	--------	---------------	----------------------------	----------	--------	------

