

yokke!

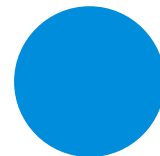
GUIDE

**Member Bank Approval
BNI & Upload Merchant**



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Roles RTL 1



Untuk Bank BNI jika status merchant nya pending approval maka status pada bank nya akan menjadi Document Check

Edit Merchant Registration

Apply Sequence No : Y0000001711

State : Pending Approval

Sales Representative : ALFAN INDRA LUTFIANA

Assignment Group : MY-APPLICATION APPROVA

View

Assigned To :

ADO : ADO JAKARTA JATINEGARA

State WO :

Category : Non LHF

State WR :

Created By : ADMIN DOC REGISTRATION

State Pemasangan :

Created Date : 06-06-2023 08:06:23

Complete Date :

Short Description : MERCHANT 1

Description :

Blacklist :

Save

Back

Pickup

Print

< Document Review Bank New/Existing Merchant Merchant Official Owner Others Member Bank Termina >

+ Add Bank Existing

Edit Bank Existing


Delete Bank Existing

Check Doc Signed

Bank	Existing/New	Approval Status	State	MID
<input type="checkbox"/> BANK BNI	New	Requested For Approval	Document Check	
<input type="checkbox"/> BANK BRI	New	Requested For Approval	MB-Member Bank Approval BRI	

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Login Sebagai User dari Group RTL 1



Welcome to
YOE

Selamat datang di YOE (**Yokke Operasional Excellence**).

YOE Dashboard adalah alat yang disediakan untuk seluruh karyawan Yokke.

Dashboard ini dapat diakses selama 24/7 sesuai kebutuhan masing-masing penggunaanya.

Welcome to YOE

Username


Password

➔ Login

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Yokke!

User pada Group Member Bank Approval 1 (RTL 1) bisa melakukan cek dokumen dengan memilih menu **Member Bank Document Check**

Yokke!

HIMBARA

My Ticket0

My Assignment0

Assignment Group0

Reschedule Ticket0

MB-Member Bank Approval BNI

<<

Q

↺

My Homepage

Merchant Registration

Member Bank Approval

Member Bank Document Check

Member Bank Maintenance

Member Bank Approval

All Bank Approval

Show Bank Existing

Data Filter

Q Search

↺ Clear

✎ Edit

✖ Delete

<input type="checkbox"/>	Number	Approval Set	Bank	Existing	State	Appr
<input type="checkbox"/>	Y0000001711	22 May 2023 09:25:21	BANK BNI	New	Document Check	Req
<input type="checkbox"/>	Y0000001712	22 May 2023 09:25:21	BANK BNI	New	Document Check	Req
<input type="checkbox"/>	Y0000001708	22 May 2023 09:25:21	BANK BNI	New	Document Check	Req
<input type="checkbox"/>	Y0000001687	05 Jun 2023 08:48:28	BANK BNI	New	Document Check	Req

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Yokke!

5

User pada Group Member Bank Approval 1 (RTL 1) bisa **Submit** tiket setelah melakukan pengecekan dokumen

Edit Bank Existing

Category Bank : HIMBARA

Bank : 009 - BANK BNI

Payment Acc Branch : BANK BNI-SEMARANG

User PIC :

Name PIC : dicky

Mobile Number : 012345688

Email : dicky@gmail.

NIK : 320156488

Register : ☐ Yes ☐ No

Merchant : Y0000001711

SPK :

Signed : ☐

Maintenance :

Existing/New : New

MID Existing :

TID Existing :

State : Document Check

Member Bank Approval B

Member Bank Approval B

%

ed For Approval

Approve Date :

Register

View M

Save

Back

Print

Action

Approval

Member Bank

MDR

Feature

SLA

User

Status

Result

Approval Date

Approval Set

Confirm

Stage : Document Check

Result : None

Return Reason : Submit

Return To : None

Comments :

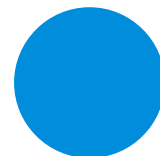
Submit

Back


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Roles AFR



Login Sebagai User dari Group AFR



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Yokke!

User pada Group **AFR 1** bisa melakukan Rekomendasi Approve atau Reject dengan memilih menu **Risk And Check Recommendation**

Yokke!

HIMBARA

My Ticket0

My Assignment0

Assignment Group0

Reschedule Ticket0

AFR Bank BNI

My Homepage

Merchant Registration

Member Bank Approval

Risk And Check Recommendation

All Bank Approval

Show Bank Existing

Data Filter

Search

Clear

Edit

Delete

	Number	Approval Set	Bank	Existing	State	Approval State
<input type="checkbox"/>	Y0000001750	22 May 2023 09:25:21	BANK BNI	New	Risk Check And Recommendation	Requested For Approval
<input type="checkbox"/>	Y0000001755	22 May 2023 09:25:21	BANK BNI	New	Risk Check And Recommendation	Requested For Approval

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[1 - 2 / 2]

User pada Group **AFR 1** bisa melakukan **Rekomendasi Approve** atau **Reject**

Edit Bank Existing

Category Bank : HIMBARA

Bank : 009 - BANK BNI

Payment Acc Branch : BANK BNI-SEMARANG

User PIC :

Name PIC :

Mobile Number :

Email :

NIK :

Register : ☐ Yes ☐ No

Merchant : Y0000001750

SPK :

Signed : ☐

Maintenance :

Existing/New : New

MID Existing :

TID Existing :

State : Risk Check And Recommendation

Assignment Group : AFR

%

ed For Approval

Register

View M

Save

Back

Print

Action

Approval

Member Bank

MDR

Feature

SLA

User	Status	Result	Approval Date	Approval Set
RTL 1 Bank BNI	Submit	ok	09 Jun 2023 10:47:33	22 May 2023 09:25:21

Confirm

Stage : Risk Check And Recommendation

Result : None

Return Reason : Rekomendasi Approve

Return To : None

Comments :

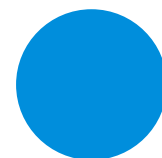
Submit

Back


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Roles RTL 2



Login Sebagai User dari Group **Member Bank Approval BNI**



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Welcome to YOE

Username


Password

➔ Login

[Forgot your Password?](#)

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Yokke!

User pada Group Member Bank Approval 1 bisa melakukan Approve tiket, Extract tiket yang sudah approved, Submit Maintenance

«

Q

↺

► My Homepage

▼ Merchant Registration

▼ Member Bank Approval

Member Bank Approval

Member Bank Maintenance

All Bank Approval

Show Bank Existing

Data Filter

Q Search

↺ Clear

✎ Edit

✖ Delete

⬇ Extract

<input type="checkbox"/>	Number	Approval Set	Bank	Existing	State	Approval State
<input type="checkbox"/>	Y0000001691	26 May 2023 09:09:54	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval
<input type="checkbox"/>	Y0000001696	26 May 2023 09:26:06	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval
<input type="checkbox"/>	Y0000001663	22 May 2023 09:25:21	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval
<input type="checkbox"/>	Y0000001693	26 May 2023 09:07:18	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval
<input type="checkbox"/>	Y0000001695	30 May 2023 14:49:33	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval

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[1 - 5 / 5]

Extract tiket : Tiket yang di extract hanya tiket-tiket bank BNI yang sudah di Approved dan MID nya sudah diinput

Show Bank Existing

Data Filter

Search

Clear

Edit

Delete

Extract

	Number	Approval Set	Bank	Approval State
<input type="checkbox"/>	Y0000001691	26 May 2023 09:09:54	BANK BNI	Requested For Approval
<input type="checkbox"/>	Y0000001696	26 May 2023 09:26:06	BANK BNI	Requested For Approval
<input type="checkbox"/>	Y0000001663	22 May 2023 09:25:21	BANK BNI	Requested For Approval
<input type="checkbox"/>	Y0000001693	26 May 2023 09:07:18	BANK BNI	Requested For Approval
<input type="checkbox"/>	Y0000001695	30 May 2023 14:49:33	BANK BNI	New MB-Member Bank Approval BNI Requested For Approval

Confirmation

0 ticket MID is null
3 ticket MID is not null
Are you sure want to extract this data?

Yes

No

<< < 1 / 1 > >>

[1 - 5 / 5]

Dari jumlah list bank yang ada ketika ingin melakukan extract akan ada pop up confirmation dengan informasi jumlah tiket yang MID nya kosong dan tidak kosong

Extract tiket : Tiket yang di extract hanya tiket-tiket bank BNI yang sudah di Approved dan MID nya sudah diinput

My Homepage

Merchant Registration

Member Bank Approval

Member Bank Approval

Member Bank Maintenance

All Bank Approval

Show Bank Existing

Data Filter

Search

Clear

Edit

Delete

Extract

	Number	Approval Set	Bank	Existing	State	Approval State
<input type="checkbox"/>	Y0000001802	22 May 2023 09:25:21	BANK BNI	New	MB-Member Bank Approval BNI	Requested For Approval

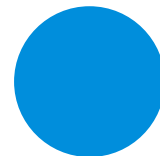
V_TR_BANK_EXISTI....xlsx

Show all

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Roles DGO



Admin BNI (DGO) bisa melakukan import TID secara massal

My Ticket0My Assignment0Assignment Group0Reschedule Ticket0Admin BNI

Show Bank Existing

Data Filter

SearchClearEditDeleteImport TID

Number	Approval Set	Bank	Existing	State	Approval State
<input type="checkbox"/> Y0000001762	09 Jun 2023 10:52:39	BANK BNI	New	MB-Admin BNI	Approved Bank

Import TID

Upload Your XLSX file.

Browse

Export Data

Back

<<<1/1>>>

[1 - 1 / 1]

Sebelum melakukan import, lakukan Export data terlebih dahulu untuk mendapatkan list tiket yang ingin di input TID nya

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Upload Massal Document Merchant

User yang memiliki kewenangan upload massal ada MY Doc

The screenshot shows the 'Import Data' form in the Yokke! HIMBARA application. The left sidebar contains a menu with options: My Homepage, Measurement & Reporting, Merchant Registration, SR, YokkeBiz, Export/Import (expanded), Export Data, and Import Data (selected). The top navigation bar includes links for My Ticket (99+), My Assignment (99+), Assignment Group (25), Reschedule Ticket (0), and admin doc registration. The main form area is titled 'Import Data' and contains the following settings:

- Date Format: dd-MM-yyyy
- Replace: ☐ Yes ☒ No
- Workflow SLA Approval: ☒ Yes ☐ No
- VisibleTo: Replace To All: ☐ Yes ☒ No
- Multiple Sheet: ☒ Yes ☐ No

Below these settings are two tabs: 'Data' and 'Document'. The 'Data' tab is active, showing a text input field for 'Upload Your XLSX file.' and a 'Browse' button.

Jika ingin melakukan import massal, hal yang perlu diperhatikan adalah value dari radio button nya :

1. Replace : No
2. Workflow SLA Approval : Yes
3. VisibleTo Replace To All : No
4. Multiple Sheet : Yes

User yang memiliki kewenangan upload massal ada MY Doc

Import Data

Date Format : Replace : ☐ Yes ☒ No

Workflow SLA Approval : ☒ Yes ☐ No

VisibleTo : Replace To All : ☐ Yes ☒ No

Multiple Sheet : ☒ Yes ☐ No

Data **Document**

Upload Your XLSX file.

TR_MERCHANT_REGISTRATION (Template) - NEW.xlsx

Import Data

Date Format : Replace : ☐ Yes ☒ No

Workflow SLA Approval : ☒ Yes ☐ No

VisibleTo : Replace To All : ☐ Yes ☒ No

Multiple Sheet : ☒ Yes ☐ No

Data **Document**

Upload Your ZIP file.

DOC_MERCHANT.zip

- Tab Data untuk melampirkan file excel merchant yang sudah di buat
- Tab Document untuk melampirkan document dengan format **ZIP**
- Kemudian klik button **import**

Berikut tata cara membuat folder yang akan dijadikan file

Zip :

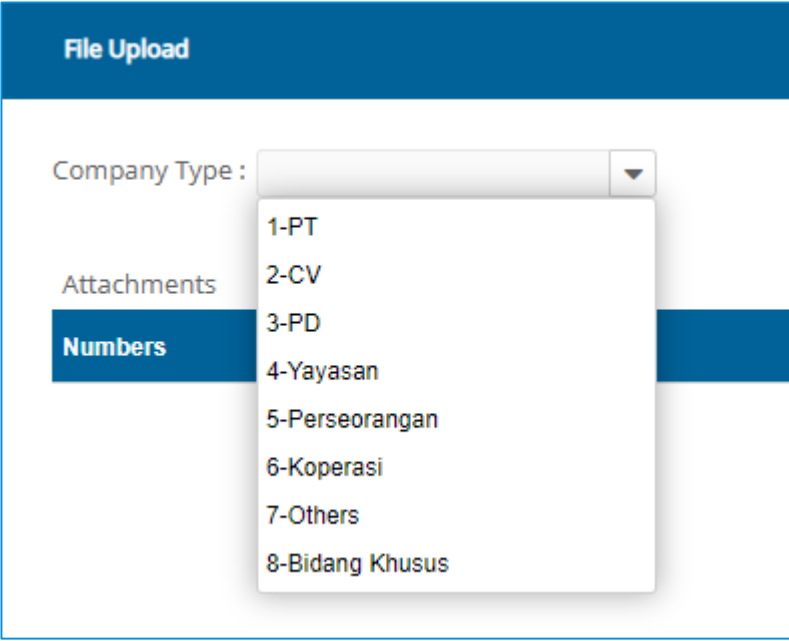
Level 1 diisi dengan NO_ID_TR_MERCHANT sesuai dengan inputan di excel.



Table Name :	TR_MERCHANT_REGISTRATION		
Key Field :	SYS_ID_TR_MERCHANT_REGISTRATION		
Key Sheet :	NO_ID_TR_MERCHANT_REGISTRATION		
SYS_ID_TR_MERCHANT_REGISTRATION	NO_ID_TR_MERCHANT_REGISTRATION	ACTIVE	SALES_REPRESENTATIVE
	1	Y	FAESAL ALI RAMADHAN
	2	Y	FAESAL ALI RAMADHAN
	3	Y	FAESAL ALI RAMADHAN
	4	Y	FAESAL ALI RAMADHAN
	5	Y	FAESAL ALI RAMADHAN
	6	Y	FAESAL ALI RAMADHAN

Level 2 nama folder sama dengan Company Type document

-  1-PT
-  2-PT
-  3-PD
-  4-Yayasan
-  5-Perseorangan
-  6-Koperasi
-  7-Others
-  8-Bidang Khusus



File Upload

Company Type :

Attachments

Numbers

- 1-PT
- 2-CV
- 3-PD
- 4-Yayasan
- 5-Perseorangan
- 6-Koperasi
- 7-Others
- 8-Bidang Khusus

Level 3 nama folder sama dengan Type file nya

 01-MERCHANT AGREEMENT / PKS

 02-KTP/PASSPORT/KITAS/KITAP

 Dst

Attachments			
Numbers	File	Upload	Name File
<input type="text"/>	01-MERCHANT AGREEMENT / PK		
<input type="text"/>	02-KTP/PASSPORT/KITAS/KITAP		
<input type="text"/>	04-NPWP		
<input type="text"/>	05-SIUP		
<input type="text"/>	06-TANDA DAFTAR PERUSAHAAN		
<input type="text"/>	07-ANGGARAN DASAR PERUSAHAAN		
<input type="text"/>	08-ANGGARAN PERUBAHAN		
<input type="text"/>	10 - PENDAFTARAN PADA DEPT I		

Note : Jika nama file nya ada symbol “/” diganti dengan “_”

Contoh : 01 – Merchant Agreement/PKS → 01 – Merchant Agreement_PKS

Level 4 adalah file dokumen yang di simpan masing-masing folder sesuai type file nya, contoh :



01-MERCHANT AGREEMENT / PKS



01-MERCHANT AGREEMENT / PKS



02-KTP/PASSPORT/KITAS/KITAP



02-KTP/PASSPORT/KITAS/KITAP

Untuk folder yang dijadikan ZIP di folder yang penamannya menggunakan angka

Name	Date modified	Type	Size
1	08-Jun-23 10:47 AM	File folder	
2	09-Jun-23 2:56 PM	File folder	
3	09-Jun-23 2:57 PM	File folder	
sample dari mti	13-Jun-23 11:09 AM	File folder	
DOC_MERCHANT	13-Jun-23 11:16 AM	WinRAR ZIP archive	264 KB
TR_MERCHANT_REGISTRATION (Templat...	09-Jun-23 10:44 AM	Microsoft Excel W...	23 KB