

Security Admin

User Guide - Kopra by Mandiri

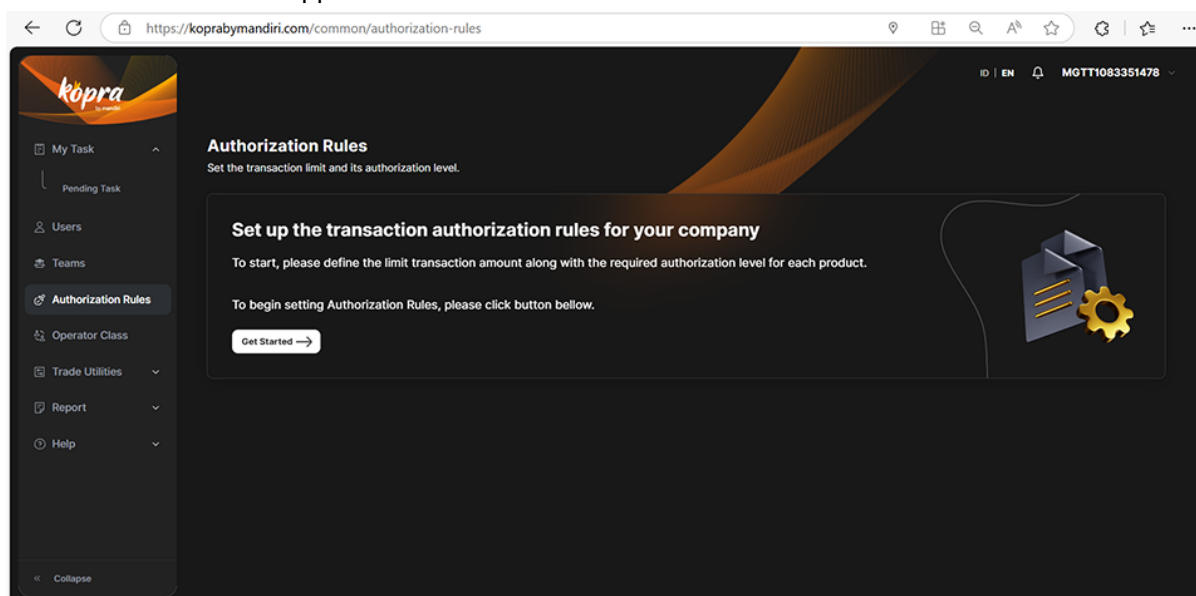
1. Add Authorization Rules

This function is used to create *Authorization Rules* or Matrix Access authority for companies. The *Add Authorization Rules* process requires a release by *Approver* using the *Pending Task function*. *Authorization rules* are applied when a user processes transactions for a specific company. *Authorization rules* must be established for each trade product provided to the company.

Maker

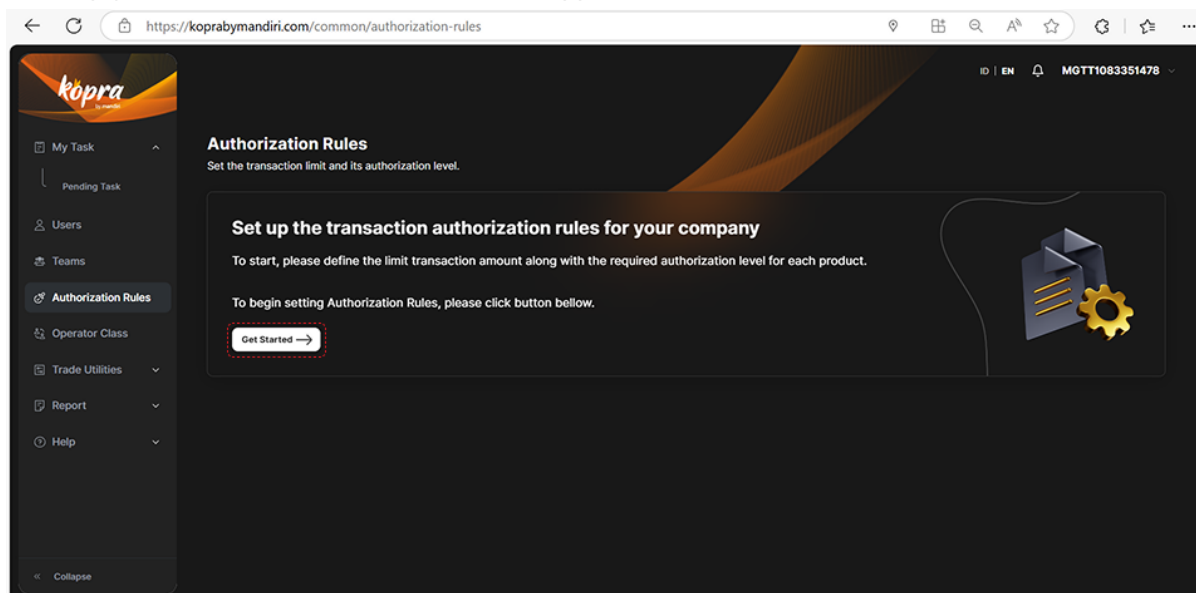
- Log in to Kopra via www.koprabymandiri.com
- Click the *Authorized menu*

The transaction screen appears as follows:



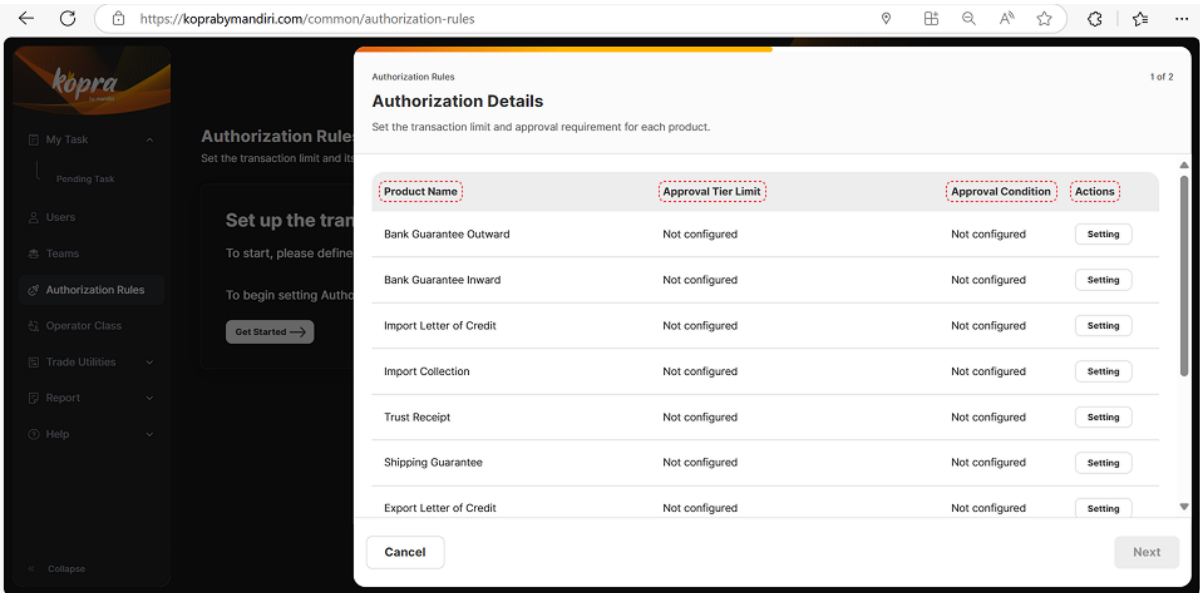
- Click the 'Get Started' button

The empty state screen of the transaction will appear as follows:



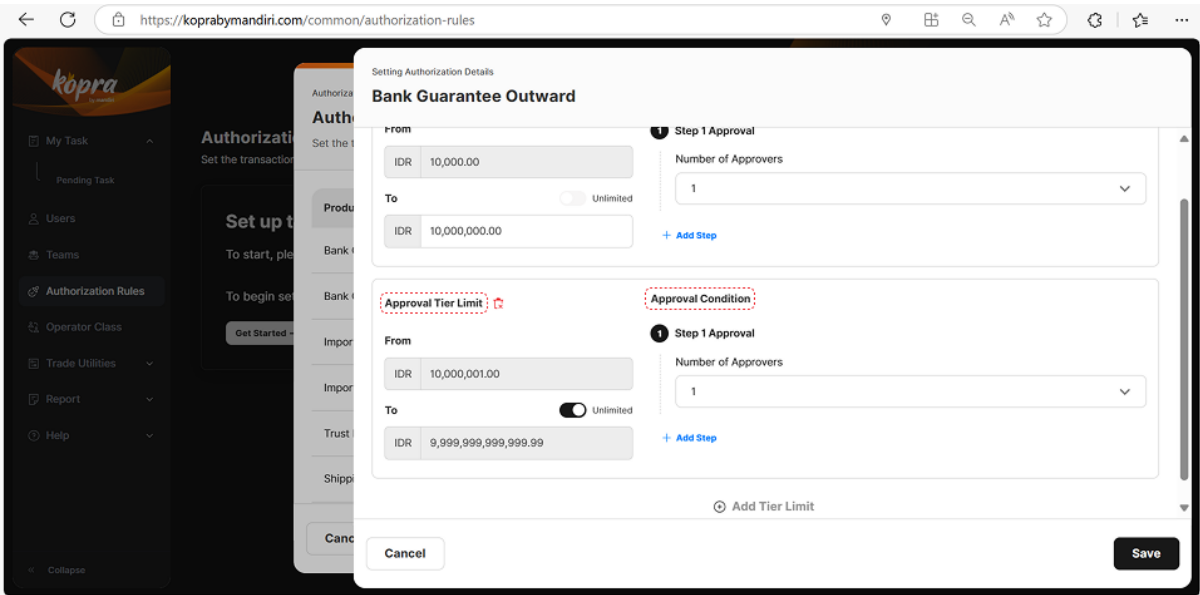
- Click the 'Settings' button

The transaction screen overlay appears as follows:



Fields Name	Description
Product Name	Filled with FAP Company
Approval Tier Limit	Filled with tier limit level authorization
Approval Condition	Filled with hyperlink details setting for each product
Action	-If you haven't done the setting : Displaying the 'Settings' button -When the setting has been done : Populated with Edit, Delete & Duplicate actions of authorizations per module

-Select the product -> click the 'Settings' button to make the settings

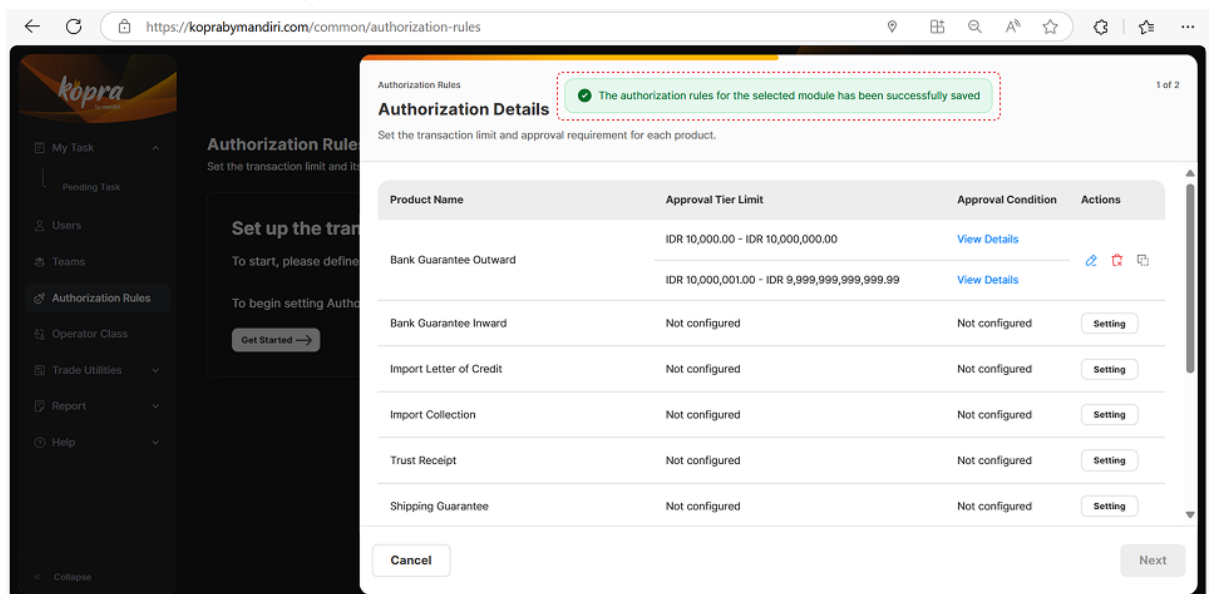


Fields Name	Description
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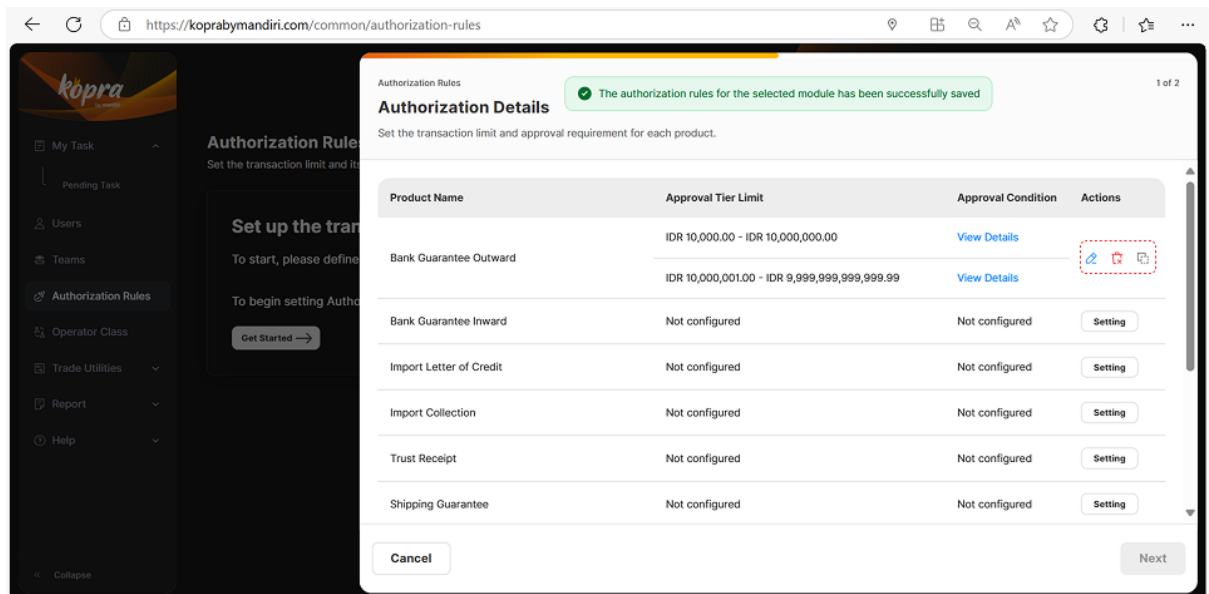
<i>From</i>	The nominal amount of the minimum limit for the release of the transaction.
<i>Your</i>	The nominal amount of the maximum limit of the transaction release conditions.
<i>Step Approval</i>	<i>The level of the approver operator</i> in releasing transactions, starting from <i>Step 1 Approval</i> to <i>Step 8 Approval</i> .
<i>Number of Approvers</i>	The number of <i>approver</i> needed to release a transaction.
<i>Add Step</i>	The number of levels required (<i>Step 1 Approval</i> to <i>Step 8 Approval</i>) by the company in releasing transactions.
<i>Add Tier Limit</i>	The number of nominal limit levels in releasing transactions.
<i>Toggle Unlimited</i>	When <i>the toggle is active</i> , the ' <i>To</i> ' field will be automatically filled with the final maximum amount of IDR 9,999,999,999.99

e. Click button 'Save'

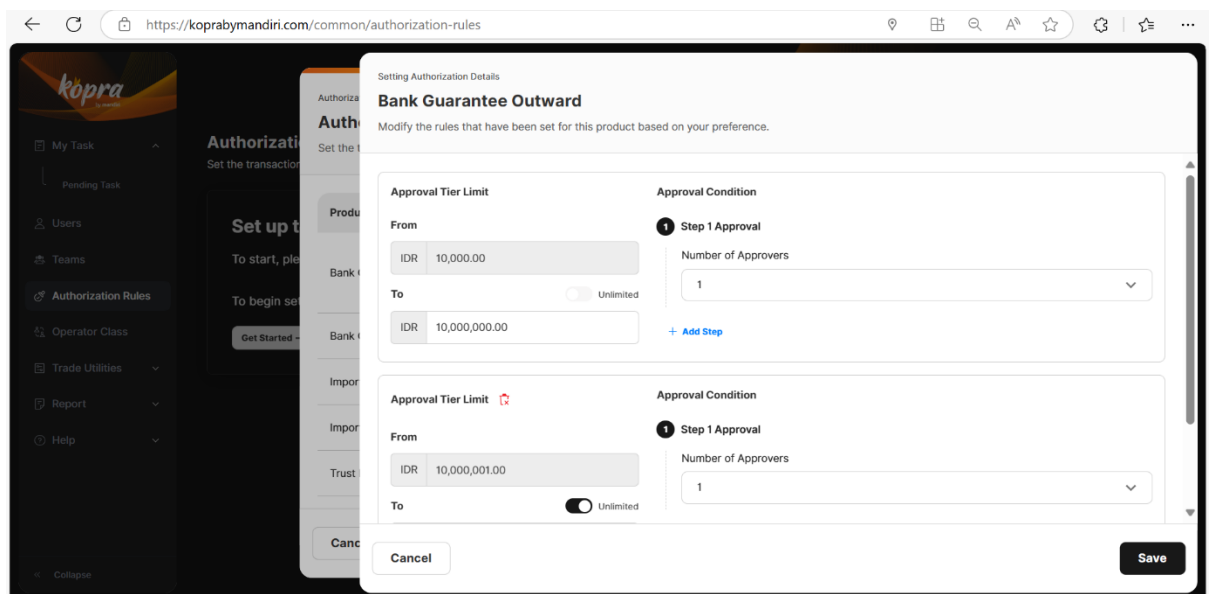
The transaction screen appears as follows:



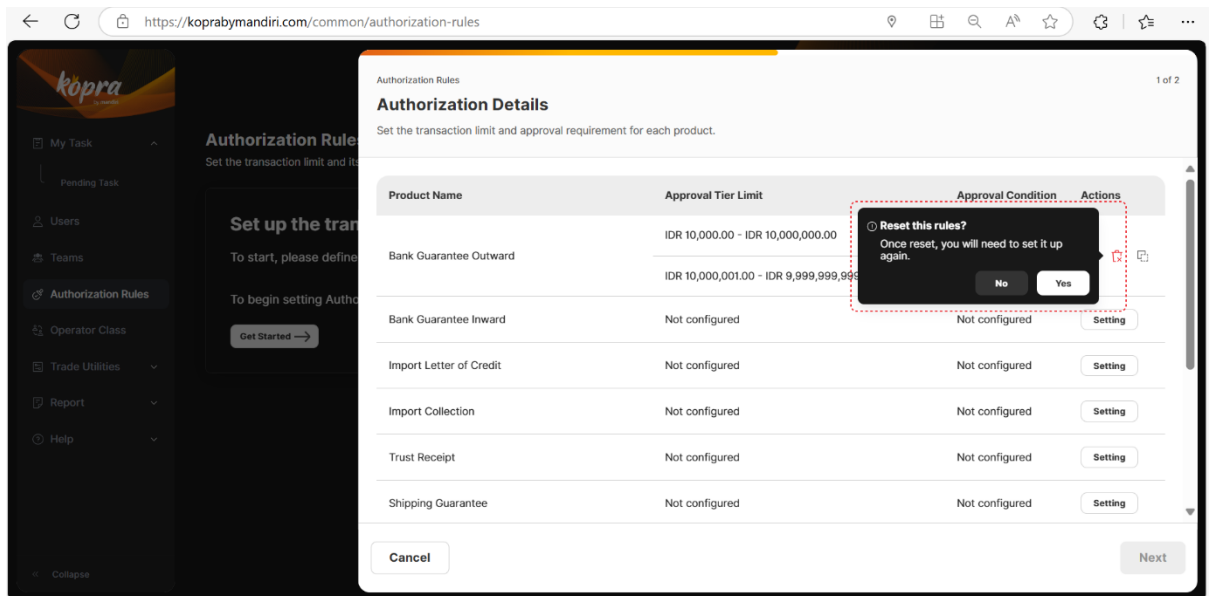
f. Users can perform the same actions for other modules. Then *the user* can do *Edit, Delete & Duplicate* with the following details:



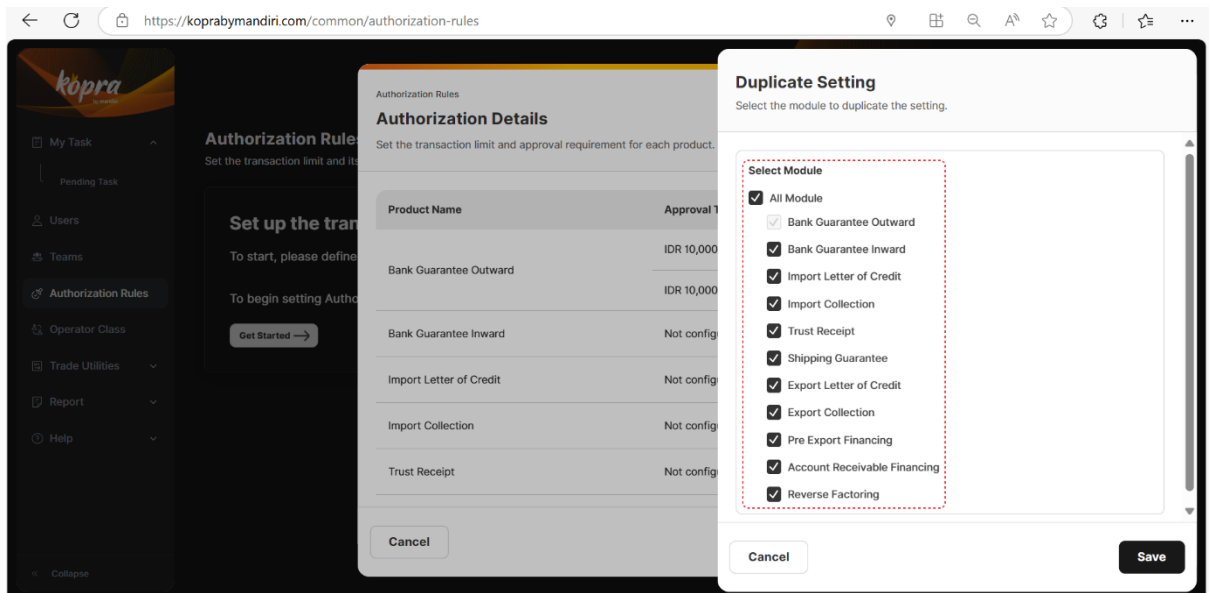
-User click the *Edit* icon, the transaction screen appears as follows. The Flow Edit Authorization Rules have the same flow as above.



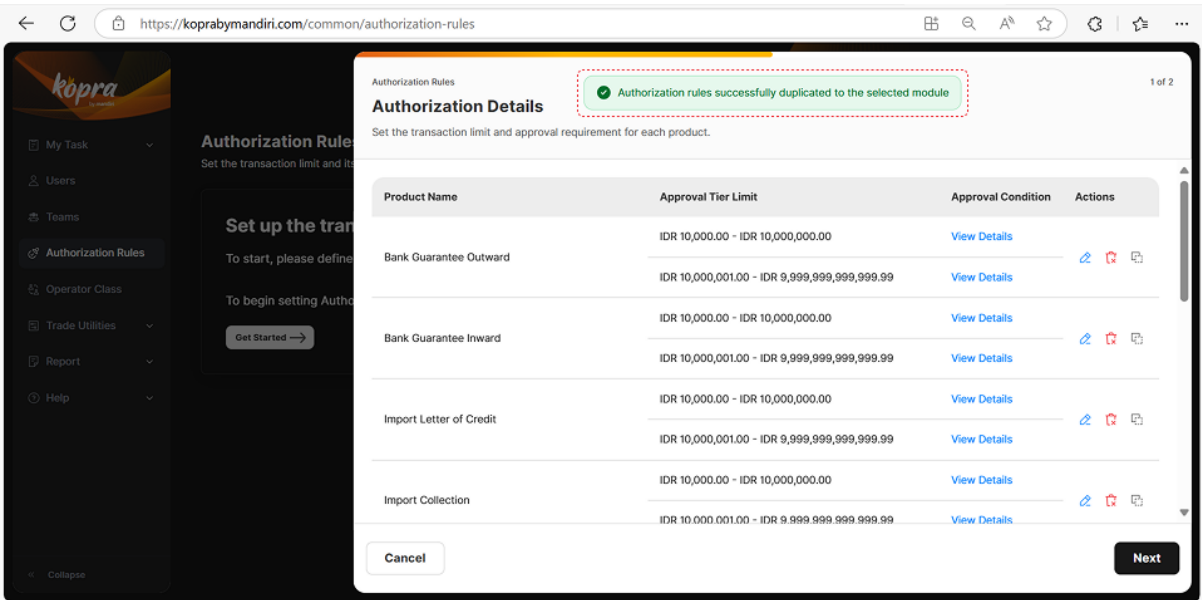
-User click the *Delete* icon, the transaction screen appears as follows. To perform the Reset Authorization Rules, users can click the 'Yes' button on the confirmation popover.



-User click the *Duplicate* icon, the transaction screen appears as follows. To perform *Duplicate Authorization Rules*, users can tick the check box on the level 2 overlay on the module that they want to duplicate the *Authorization Rules*.

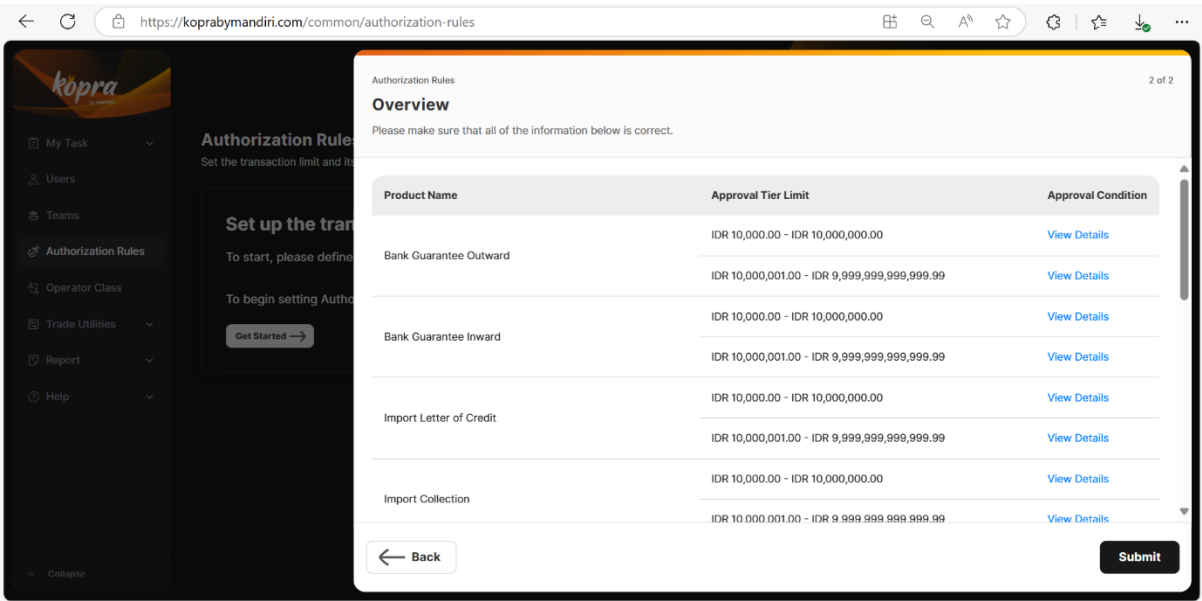


-Then click the 'Save' button on the *confirmation popover*. The transaction screen appears as follows.



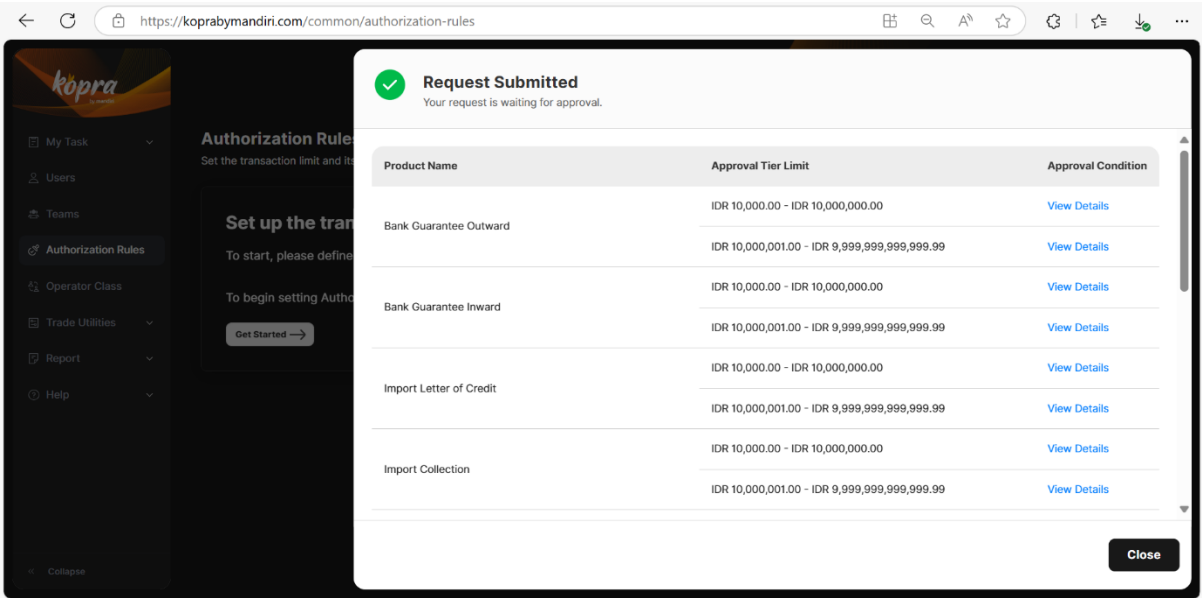
g. Click button 'Next'

The Overview screen appears as follows:



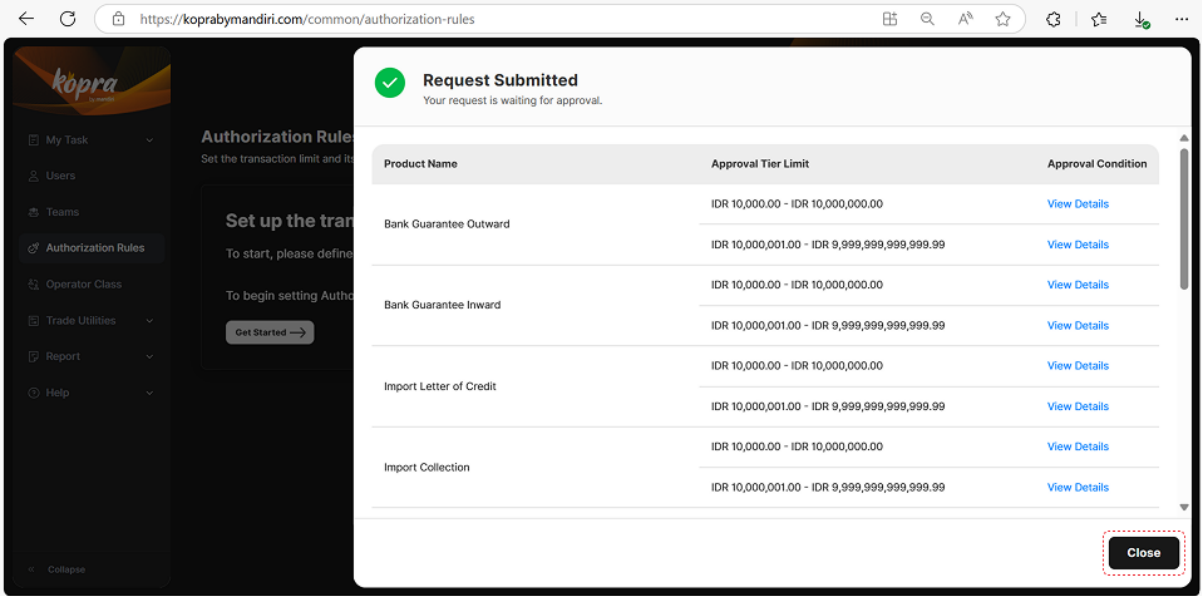
h. Click the 'Submit' button

The transaction screen appears as follows:

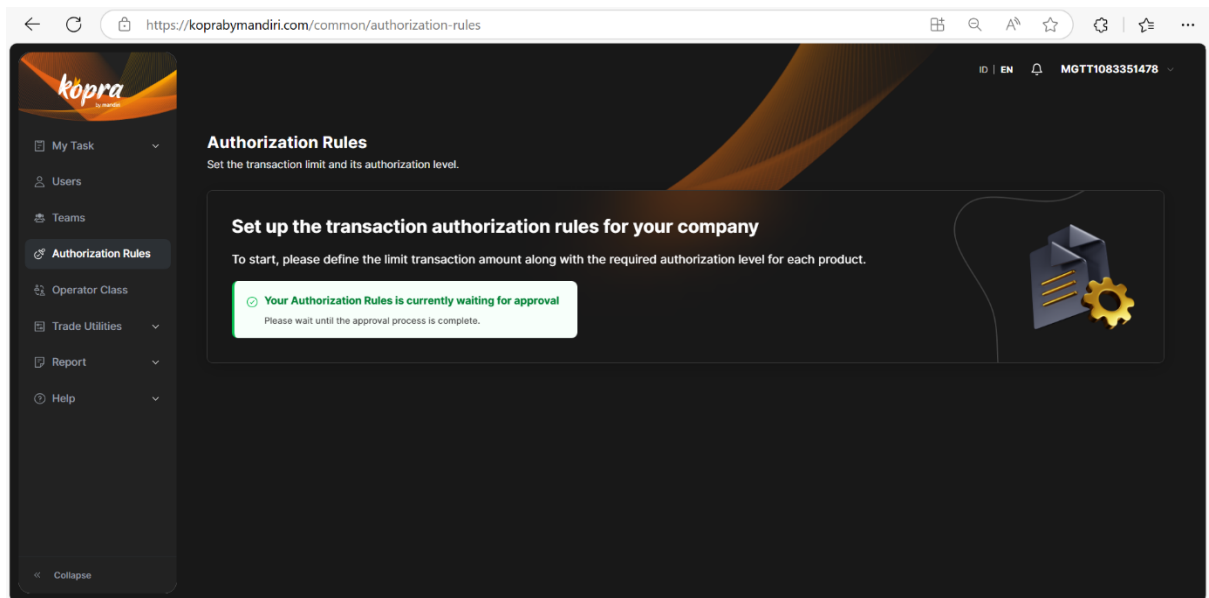


-Click button 'Close'

The Waiting for Approval screen appears as follows:



-The Waiting for Approval screen appears as follows:



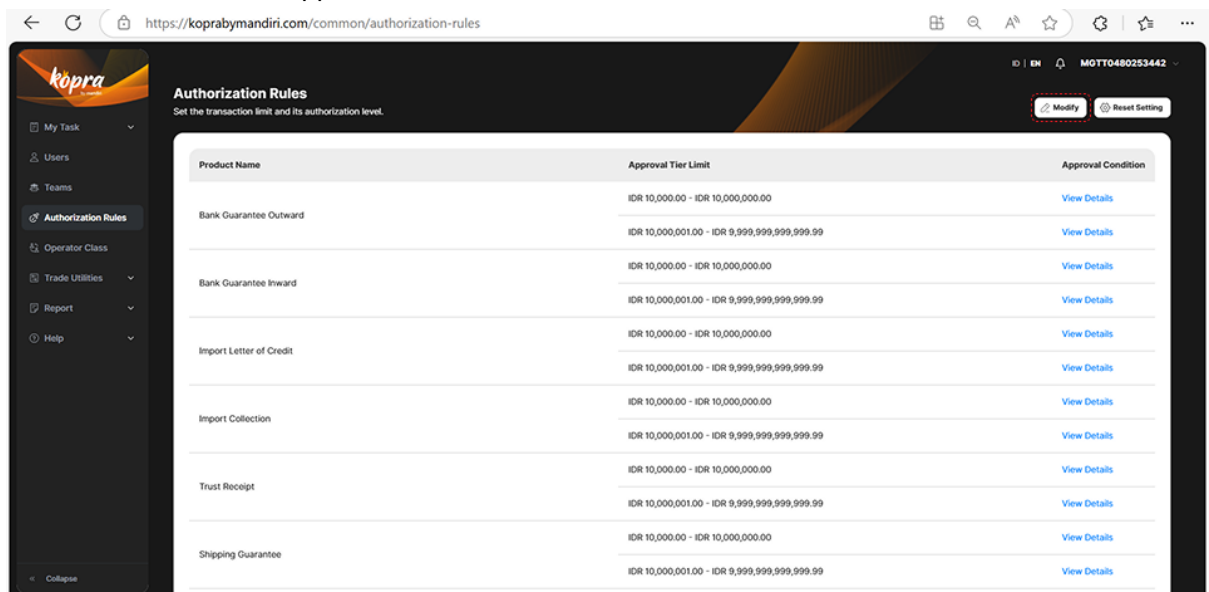
2. Modify Authorization Rules

This function is used to modify the *Authorization Rules* or Matrix Access authority for companies. The *Modify Authorization Rules* process requires a release by *Approver* using the *Pending Task* function.

Maker

- Log in to Kopra via www.koprabymandiri.com
- Click the *Authorized* menu

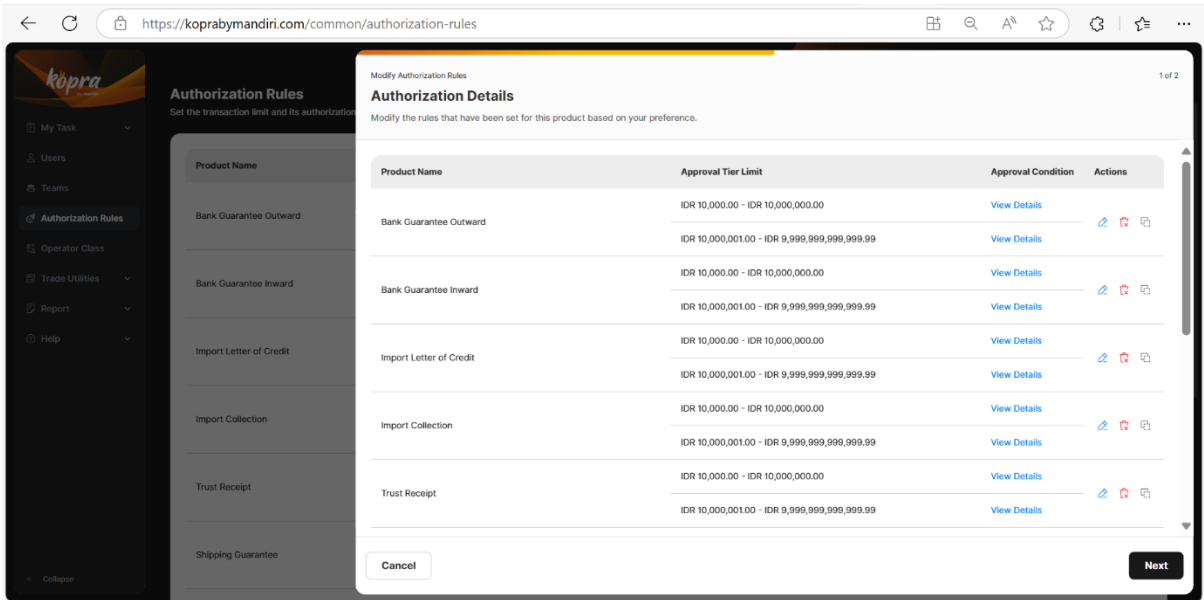
The transaction screen appears as follows:



Product Name	Approval Tier Limit	Approval Condition
Bank Guarantee Outward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details
Bank Guarantee Inward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details
Import Letter of Credit	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details
Import Collection	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details
Trust Receipt	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details
Shipping Guarantee	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999.99	View Details

- Click button 'Modify'

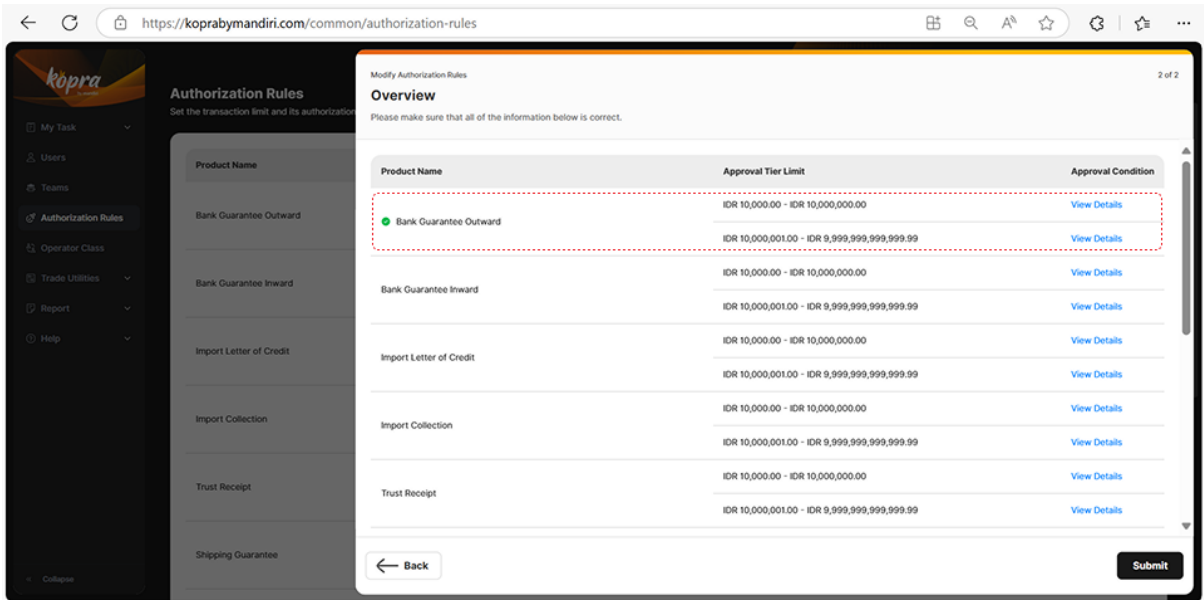
The transaction screen appears as follows:



d. Perform the necessary *field* modifications.

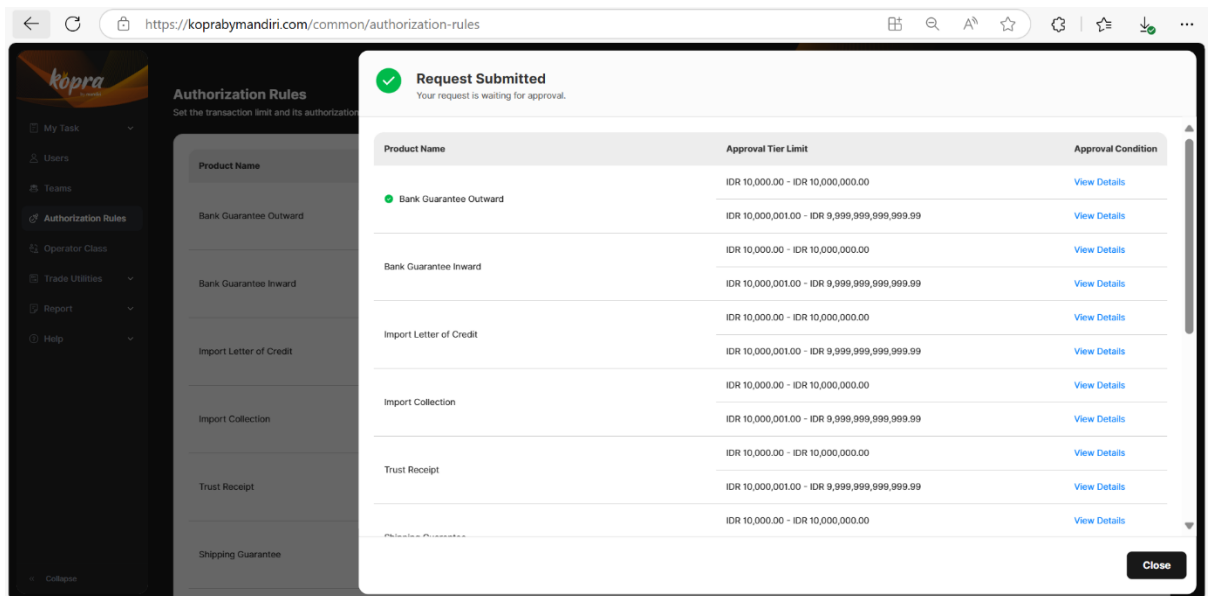
e. Click *button* 'Next'

The *Overview* screen appears as follows:

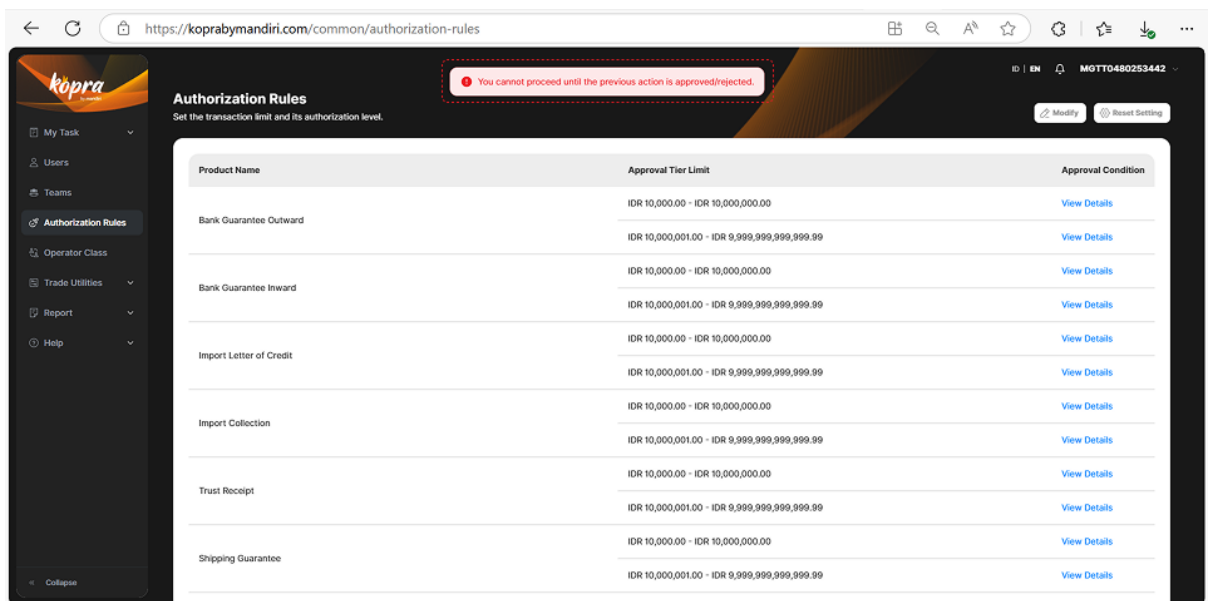


f. Click the 'Submit' button

The *transaction screen* appears as follows:



-If you have done *Modify/Reset* , the button will be disabled and the following screen appears:



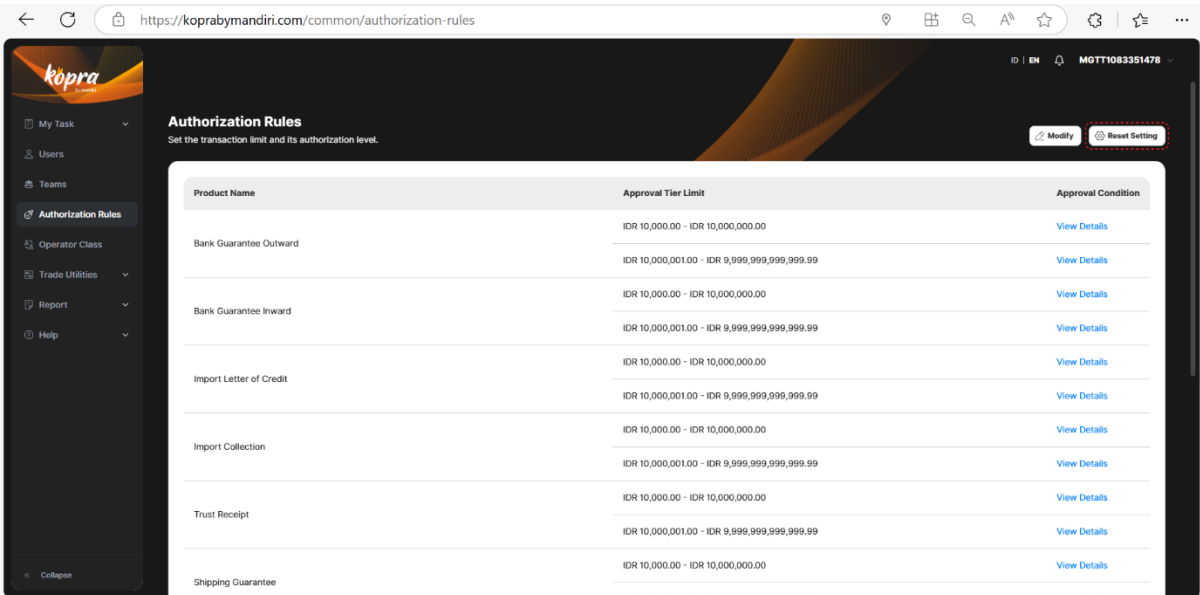
3. Reset Authorization Rules

This function is used to reset the *Authorization Rules*. The *Reset Authorization Rules* process requires a release by *Approver* using the *Pending Task* function.

Maker

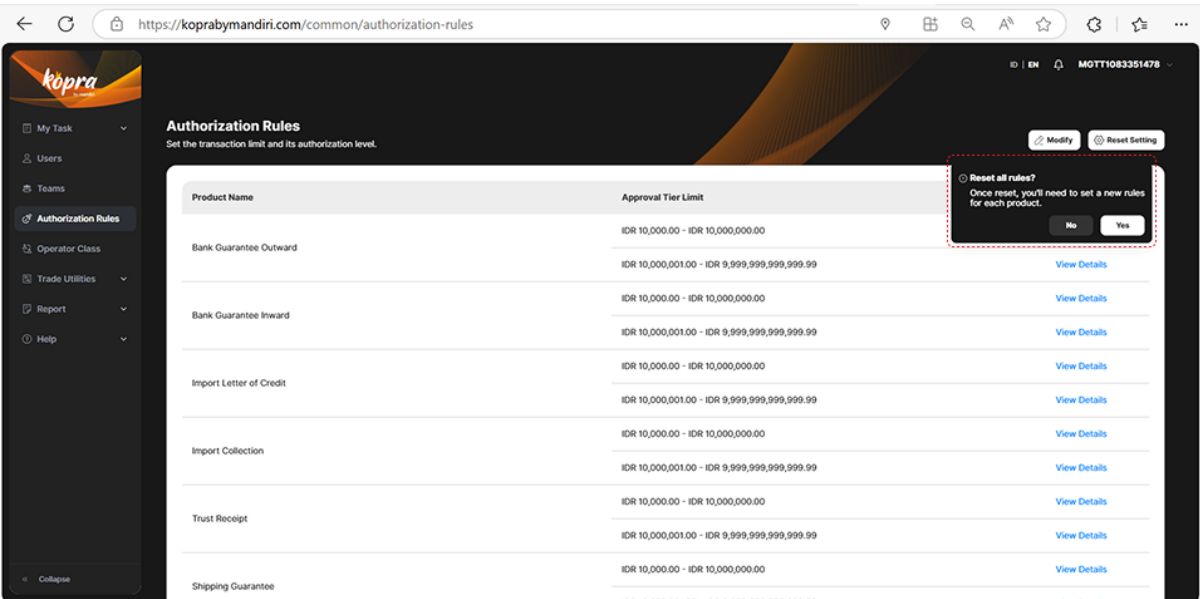
- Log in to Kopra via www.koprabymandiri.com
- Click the *Authorized* menu

The transaction screen appears as follows:



c. Click the 'Reset Settings' button

The screen appears as follows:



d. Click the 'Yes' button on the delete confirmation popover

The transaction screen appears as follows:

The screenshot shows the 'Authorization Rules' page in the Kopra Mandiri system. A green notification banner at the top states: 'Authorization Rules reset request has been successfully submitted'. The page title is 'Authorization Rules' with a subtitle 'Set the transaction limit and its authorization level.' On the right, there are buttons for 'Modify' and 'Reset Setting'. The main content is a table with three columns: 'Product Name', 'Approval Tier Limit', and 'Approval Condition'. The table lists various products and their corresponding approval limits and conditions.

Product Name	Approval Tier Limit	Approval Condition
Bank Guarantee Outward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Bank Guarantee Inward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Import Letter of Credit	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Import Collection	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Trust Receipt	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Shipping Guarantee	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details

-If you have done *Modify/Reset* , the button will be disabled and the following screen appears:

The screenshot shows the 'Authorization Rules' page in the Kopra Mandiri system. A red notification banner at the top states: 'You cannot proceed until the previous action is approved/rejected.' The page title is 'Authorization Rules' with a subtitle 'Set the transaction limit and its authorization level.' On the right, the 'Modify' and 'Reset Setting' buttons are disabled. The main content is a table with three columns: 'Product Name', 'Approval Tier Limit', and 'Approval Condition'. The table lists various products and their corresponding approval limits and conditions.

Product Name	Approval Tier Limit	Approval Condition
Bank Guarantee Outward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Bank Guarantee Inward	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Import Letter of Credit	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Import Collection	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Trust Receipt	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details
Shipping Guarantee	IDR 10,000.00 - IDR 10,000,000.00	View Details
	IDR 10,000,001.00 - IDR 9,999,999,999,999.99	View Details

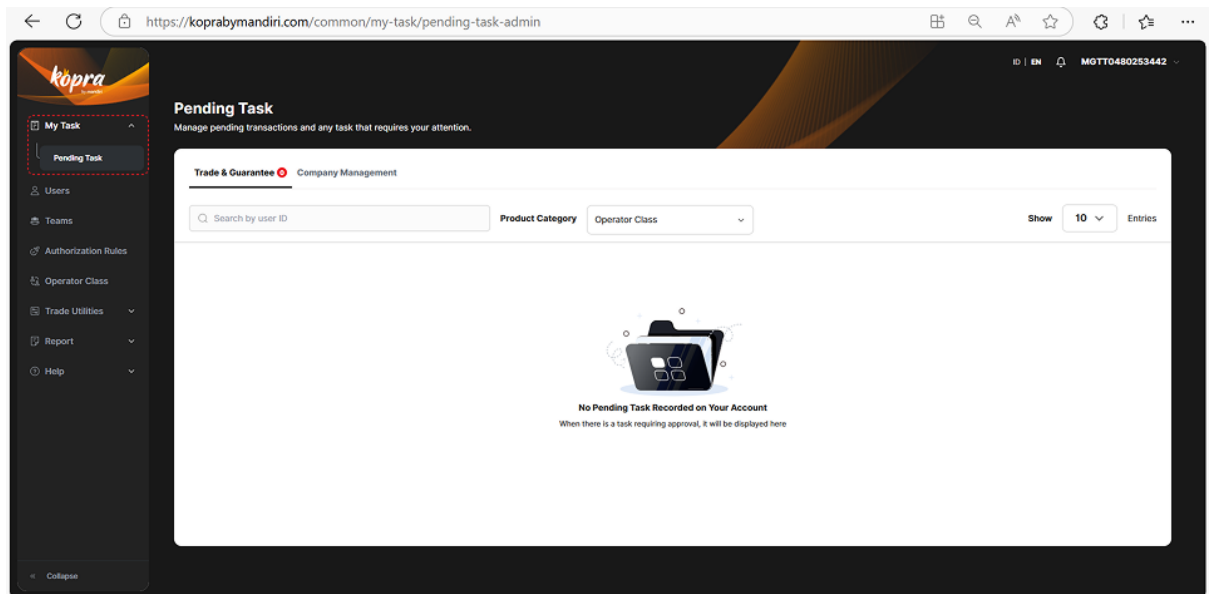
4. Pending Task Authorization Rules

This function is used for *Approver* to perform *Authorization Rules* when other sysadmins request *Add/Modify/Reset Authorization Rules*.

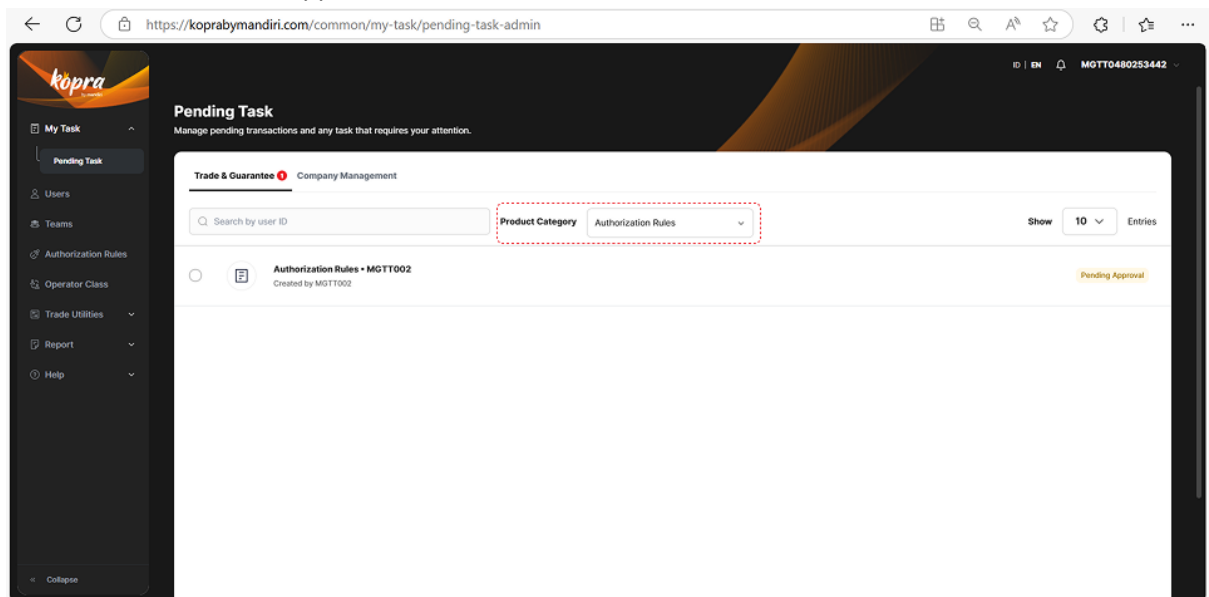
Maker

- Log in to Kopra via www.koprabymandiri.com
- Click the *My Task* menu -> click the *Pending Task* menu

The transaction screen appears as follows:

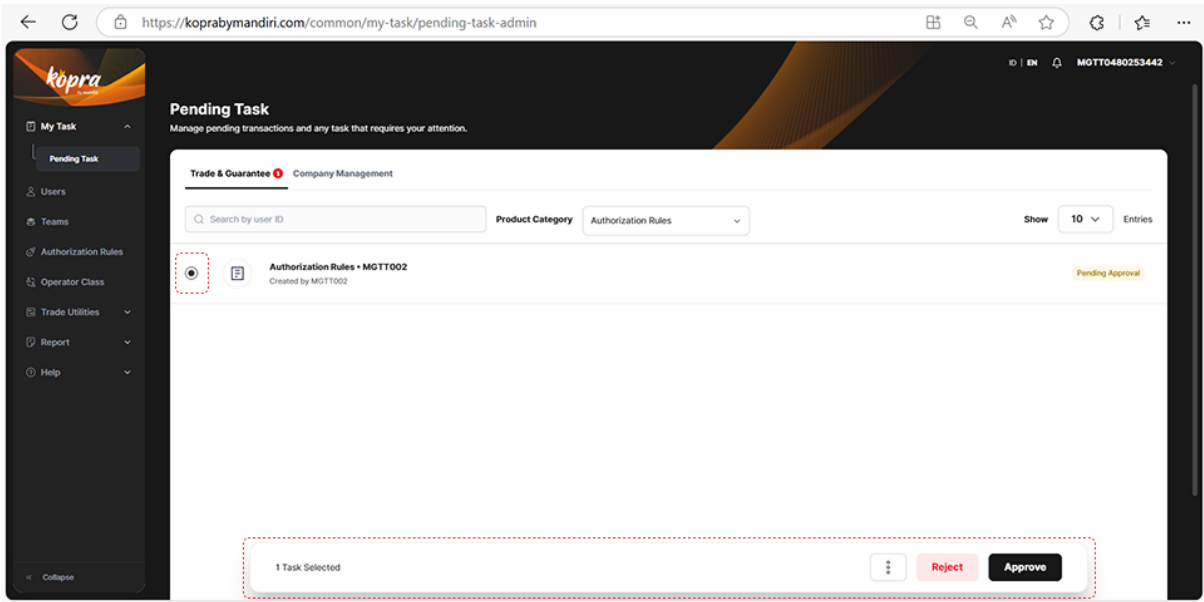


- c. Select the *Trade & Guarantee* tab, then select *Product Category* 'Authorization Rules'
The transaction screen appears as follows:



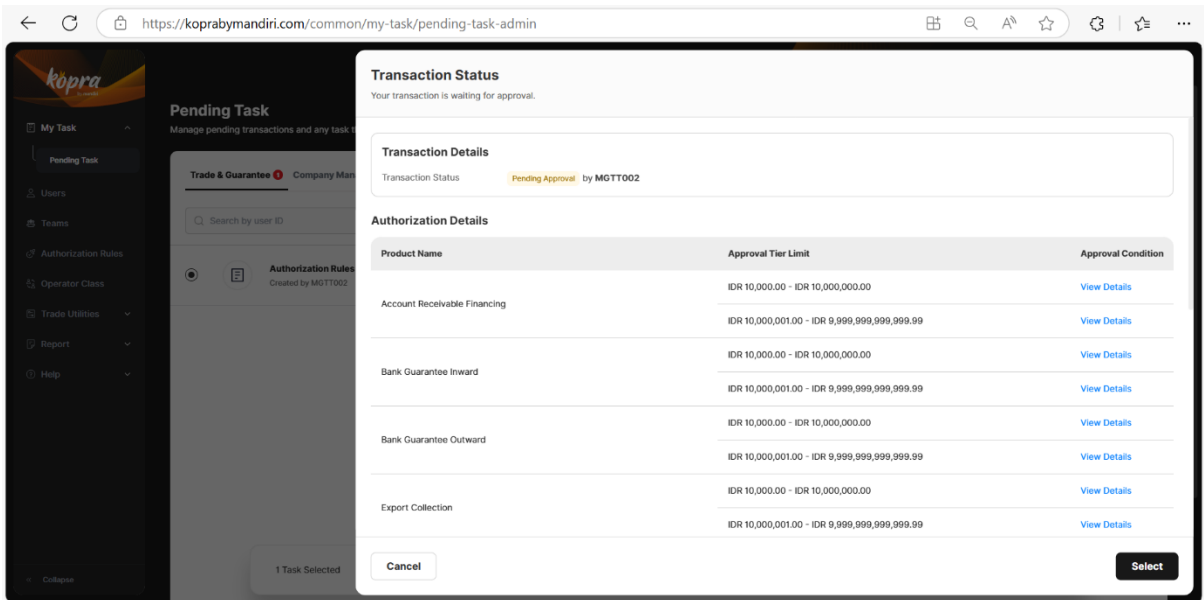
- d. Select the *Authorization Rules* action

The transaction screen appears as follows:

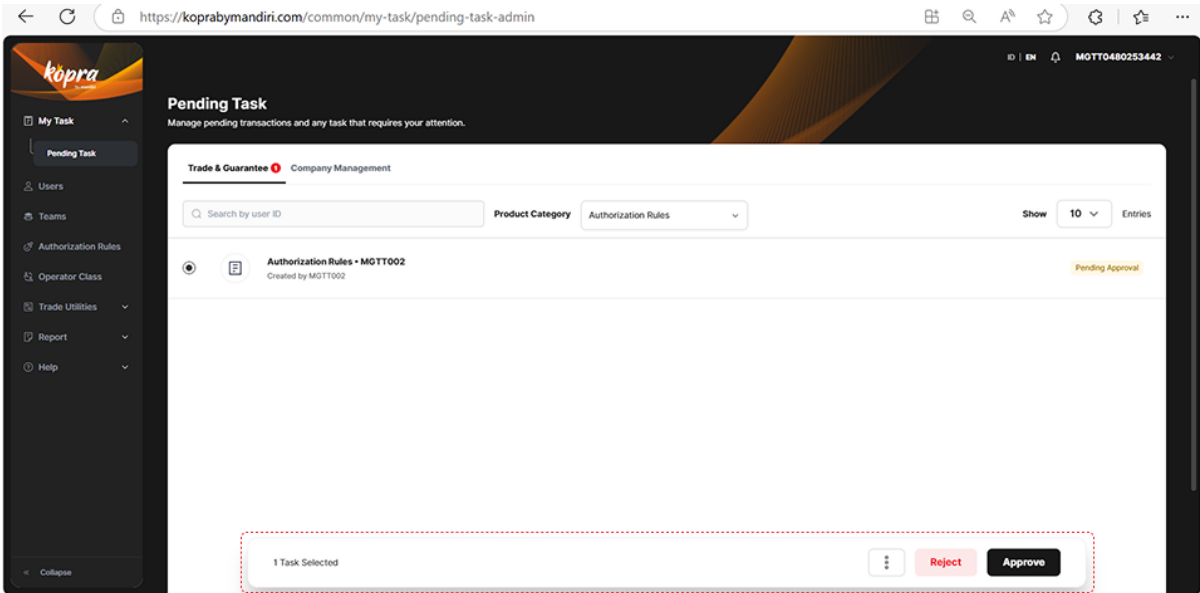


- e. Users can click on *the card list* to view the *Authorization Rules* that have been done by other admins (*Add/Modify/Reset Authorization Rules*)

The transaction screen appears as follows

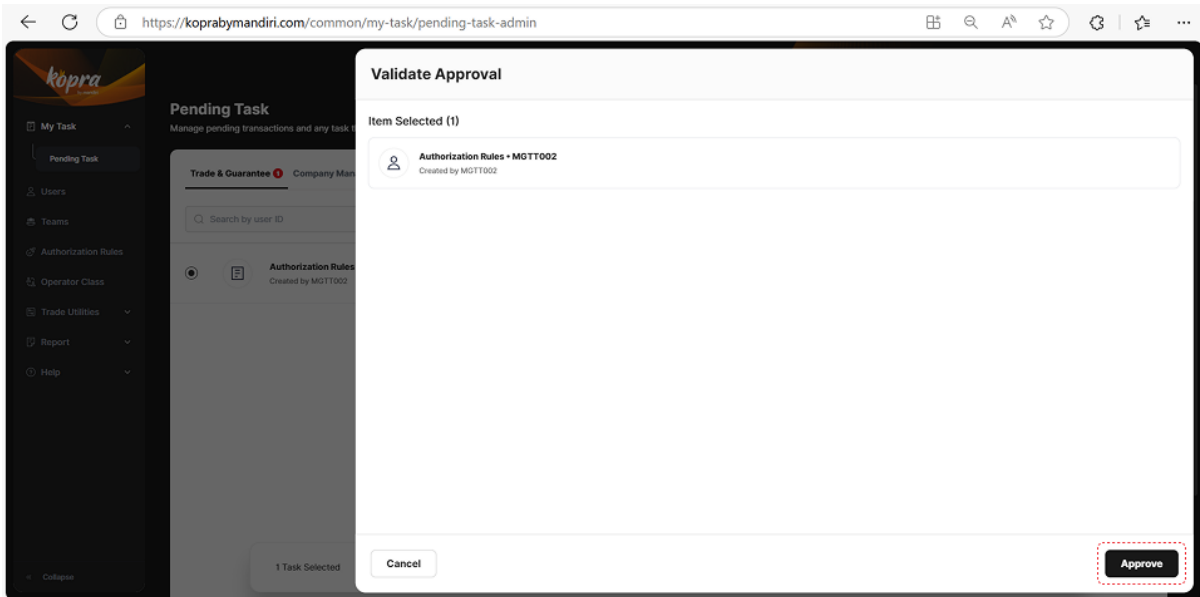


- f. If Approver wants to Approve/Reject related to the actions of other sysadmins. Approver can click the 'Approve' or 'Reject' button on the button. The transaction screen appears as follows:

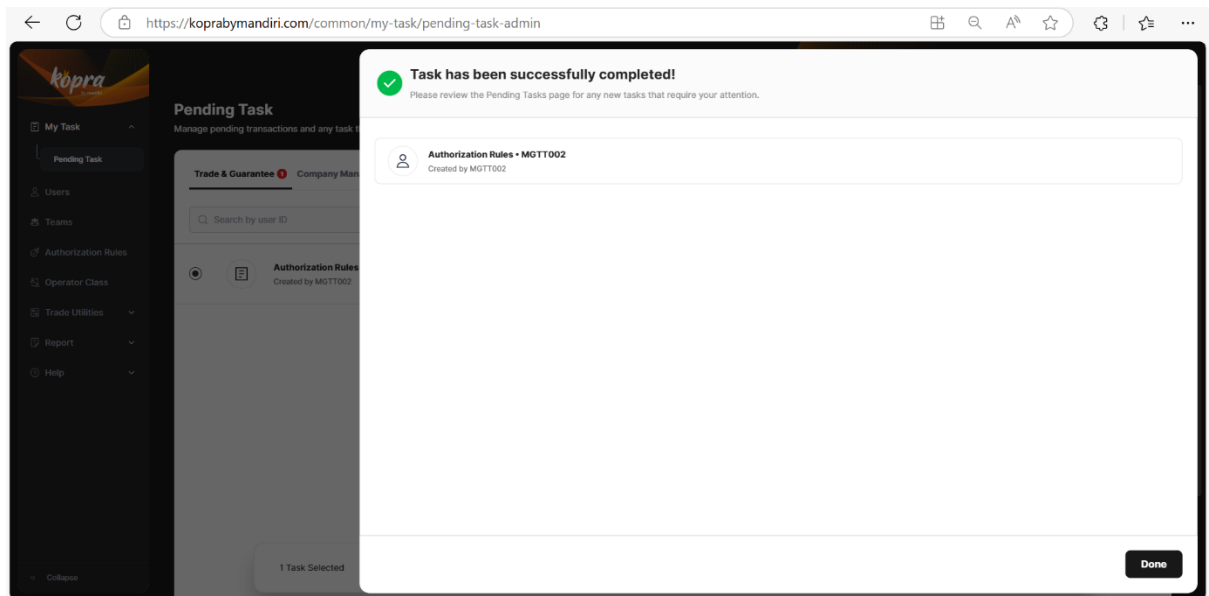


Fields Name	Description
Approve	This option is used for the release of a submitted transaction
Rejection	This option is used to reject a submitted transaction. The reason for the rejection can be written in the text area provided.

-Approver can click the 'Approve' button on the floating bar
The screen will appear as follows:



- Approver can click the 'Approve' button on the Validate Approval screen
And the screen appears as follows:



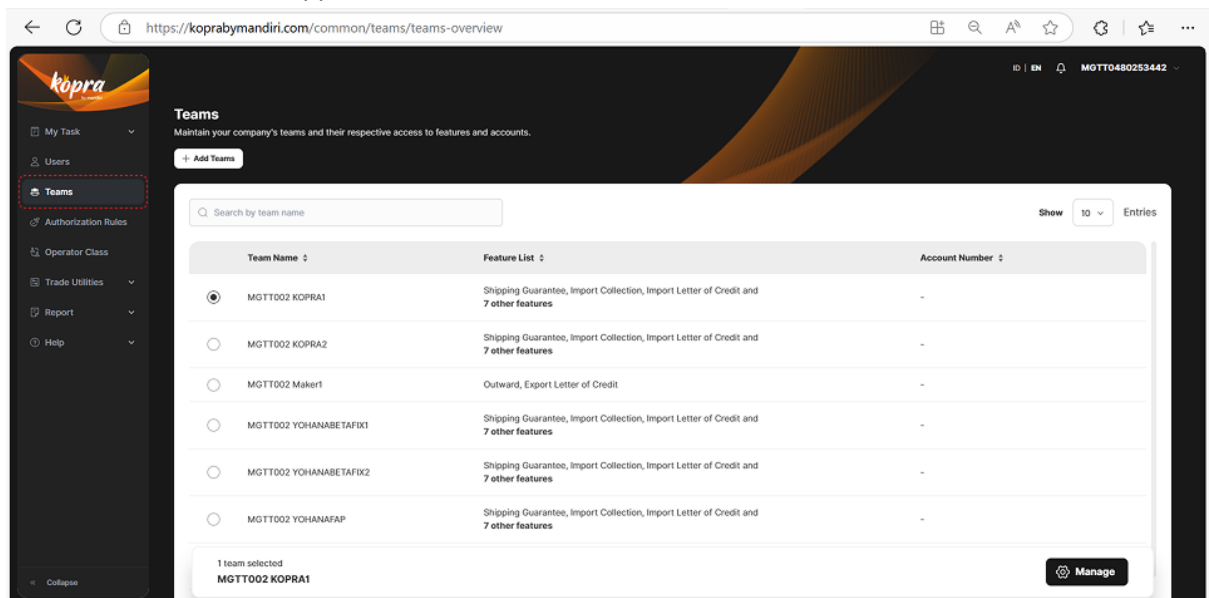
5. Add Teams

This function is used to create a team that will determine the features that its members/users can access. Members of the relevant team will have a menu/access to any features selected within the created team. The *Add Teams* process requires a release by *Approver* using the *Pending Task* function. *Teams* is implemented when a *user* is going to process a transaction for a specific company.

Maker

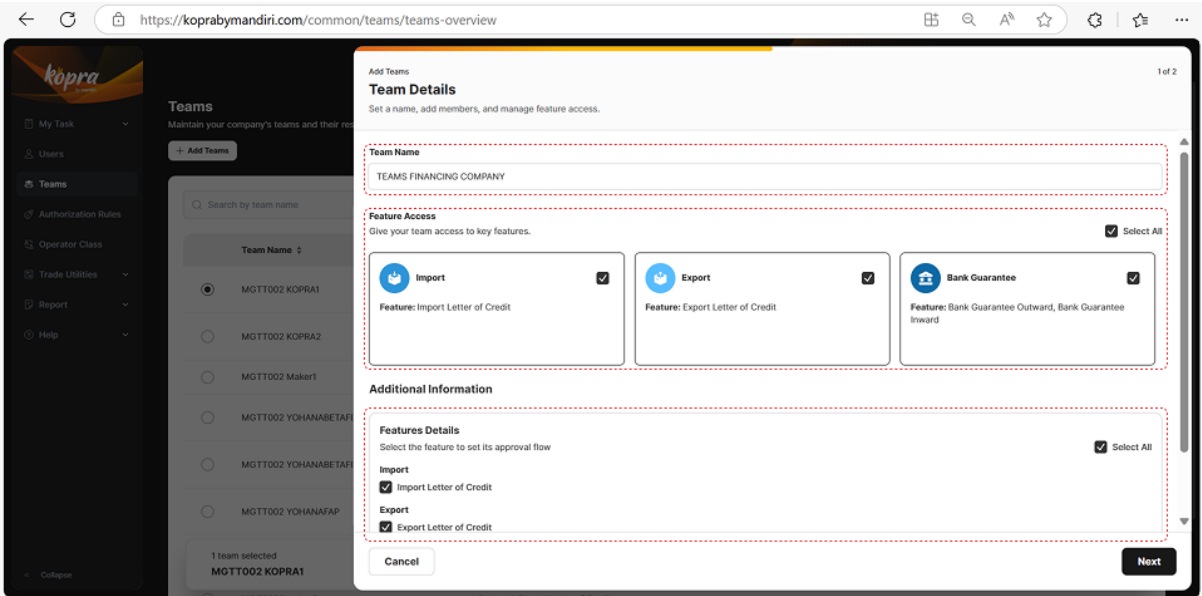
- Log in to Kopra via www.koprabymandiri.com
- Click the *Teams* menu

The transaction screen appears as follows:



- Click button 'Add Teams'

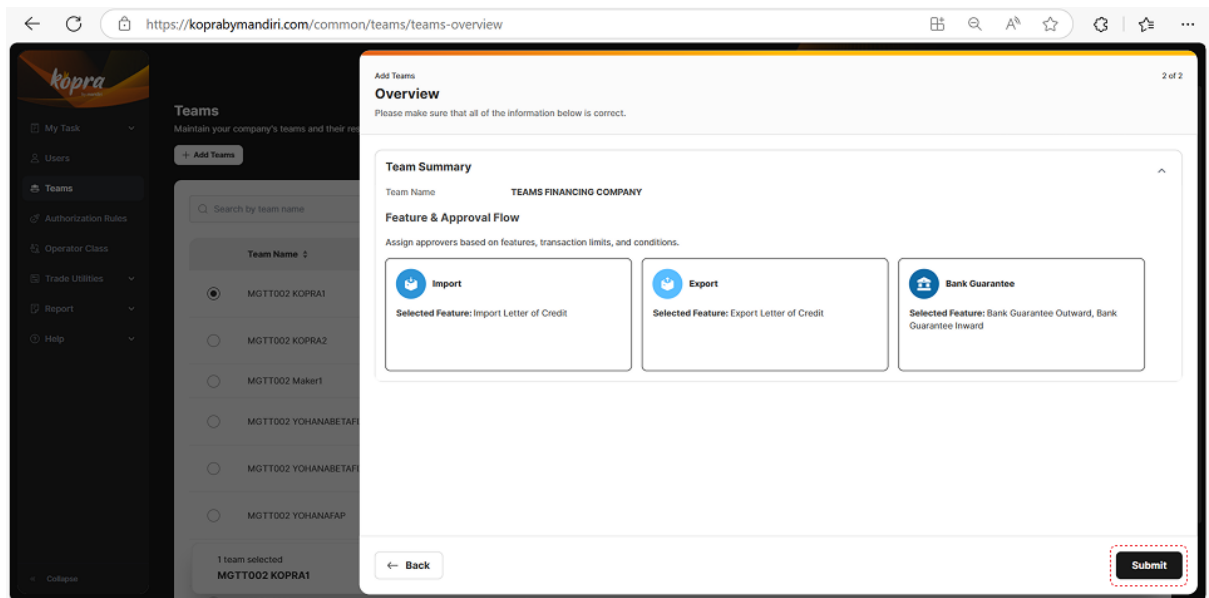
The transaction screen appears as follows:



Fields Name	Description
Team Name	Specific Teams <i>naming</i> .
Featured Access	The amount of the <i>Trade & Guarantee feature is shared</i> .
Additional Information	Product details in every feature. Users can select all or select only a few features. <i>Bank Guarantee</i> <i>Bank Guarantee Outward</i> <i>Bank Guarantee Inward</i> <i>Import</i> <i>Import Letter of Credit</i> <i>Import Collection</i> <i>Trust Receipt</i> <i>Shipping Guarantee</i> <i>Export</i> <i>Export Letter of Credit</i> <i>Export Collection</i> <i>Account Receivable Financing</i> <i>Reverse Factoring</i>

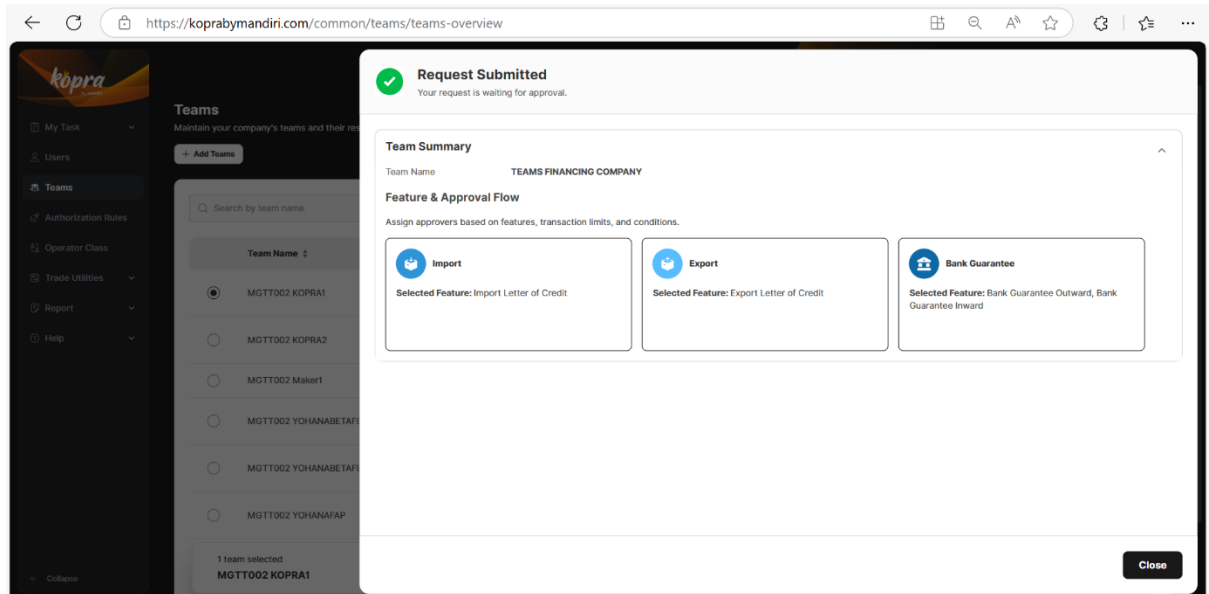
d. Click button 'Next'

The Overview screen appears as follows:



e. Click the 'Submit' button

The transaction screen appears as follows:

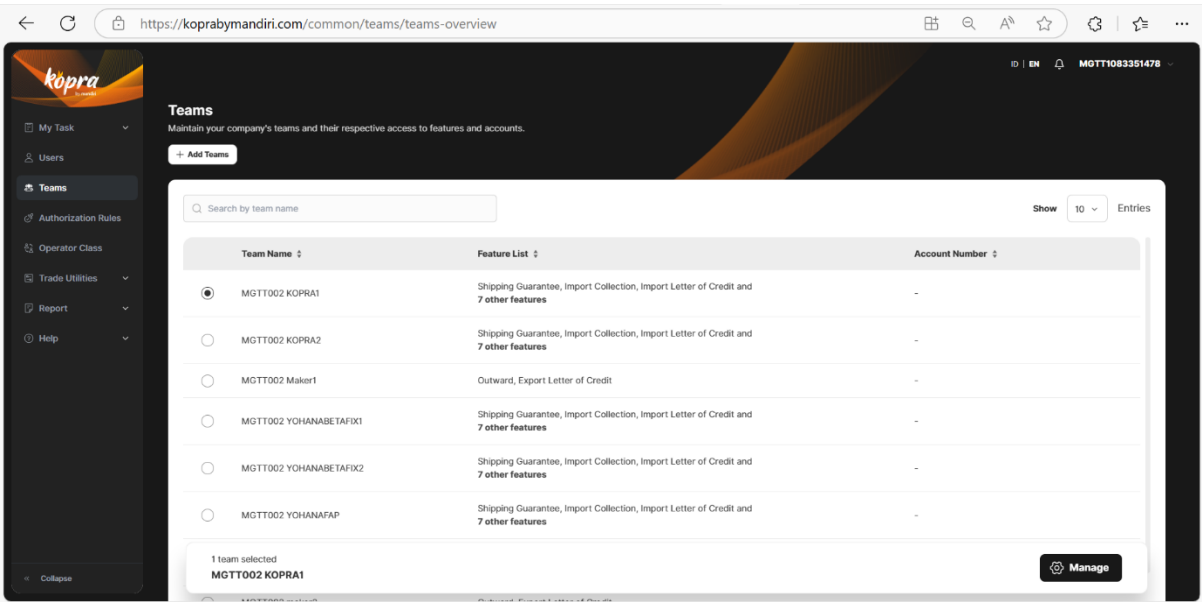


6. Edit Teams

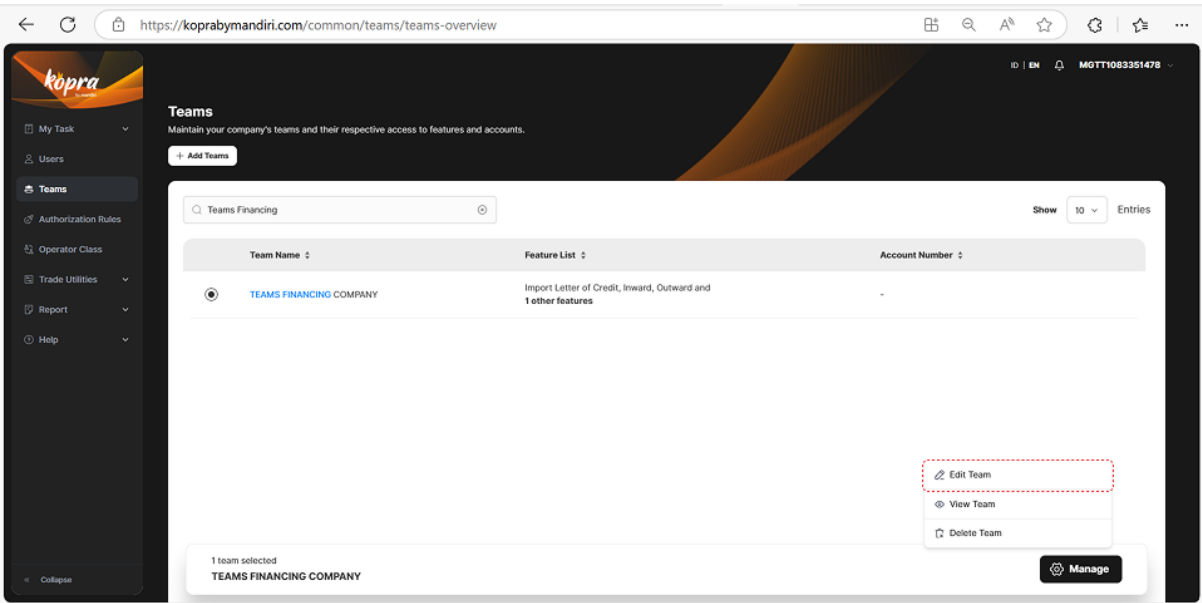
Maker

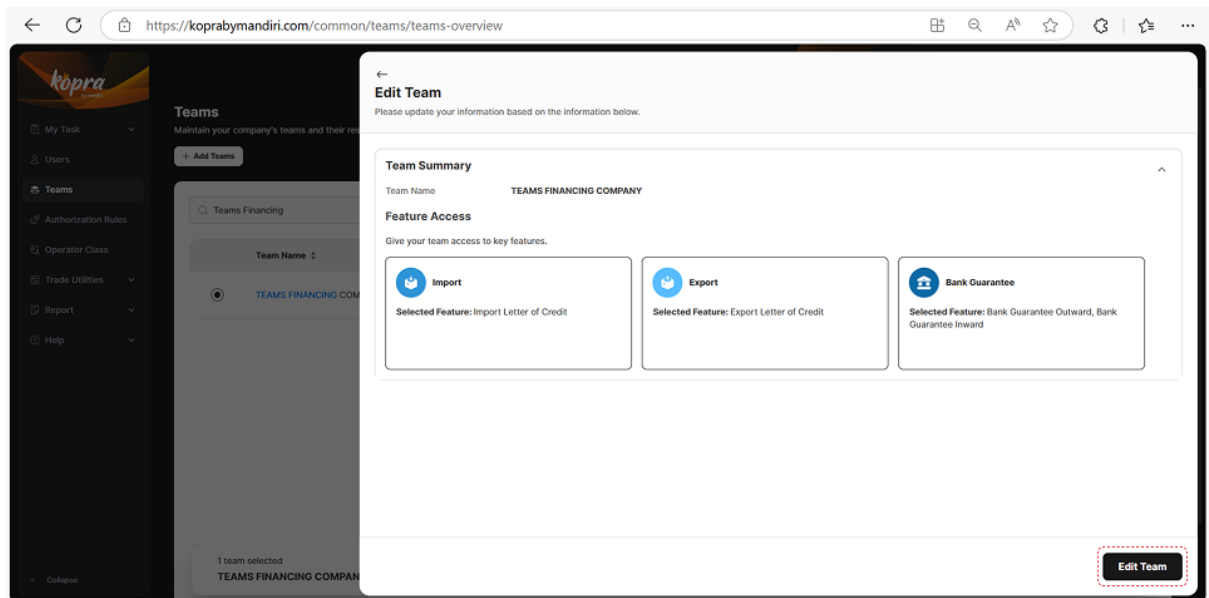
- Log in to Kopra via www.koprabymandiri.com
- Click the *Teams* menu

The transaction screen appears as follows:



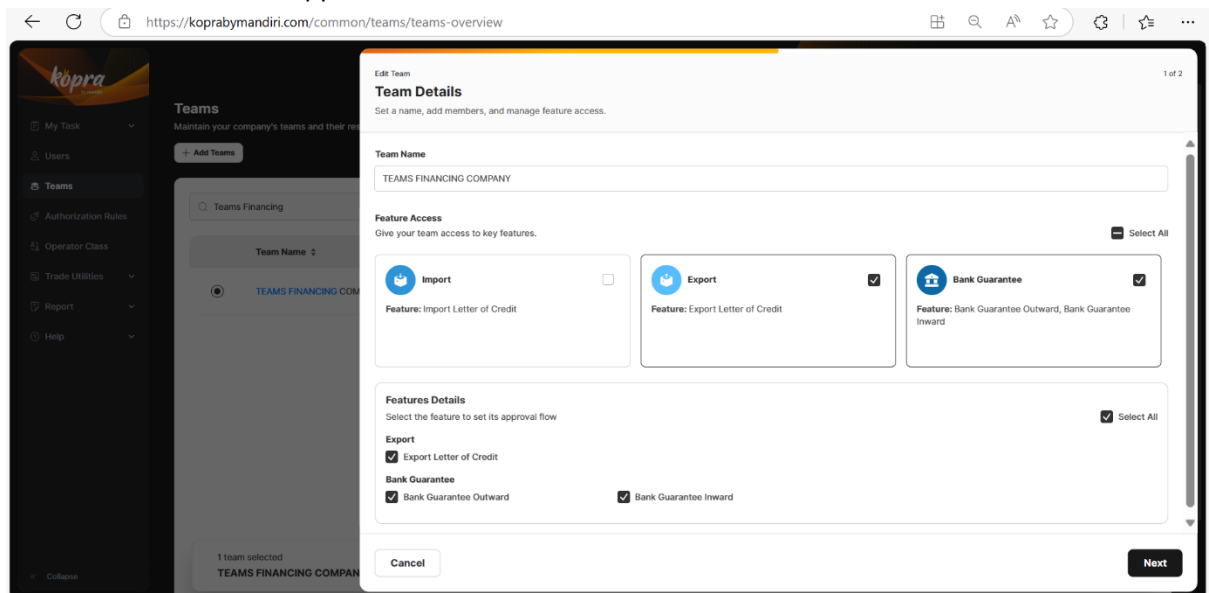
c. Click the 'Manage' button -> click the Edit Team option
The transaction screen appears as follows:





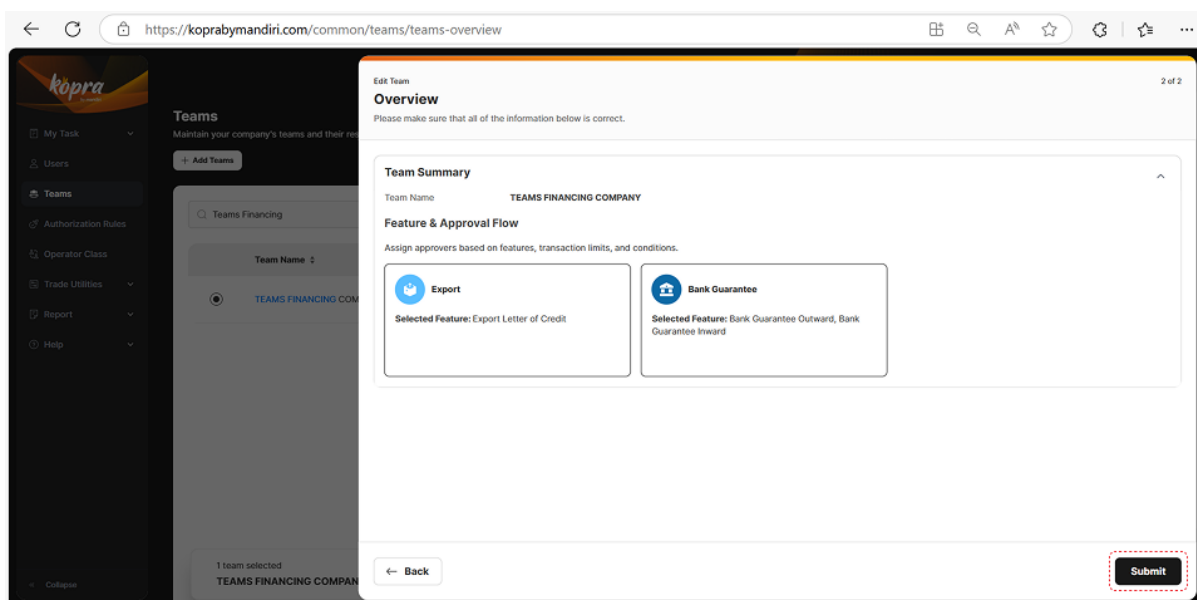
d. Perform the necessary *field* modifications.

The 'Edit Teams' screen appears as follows:



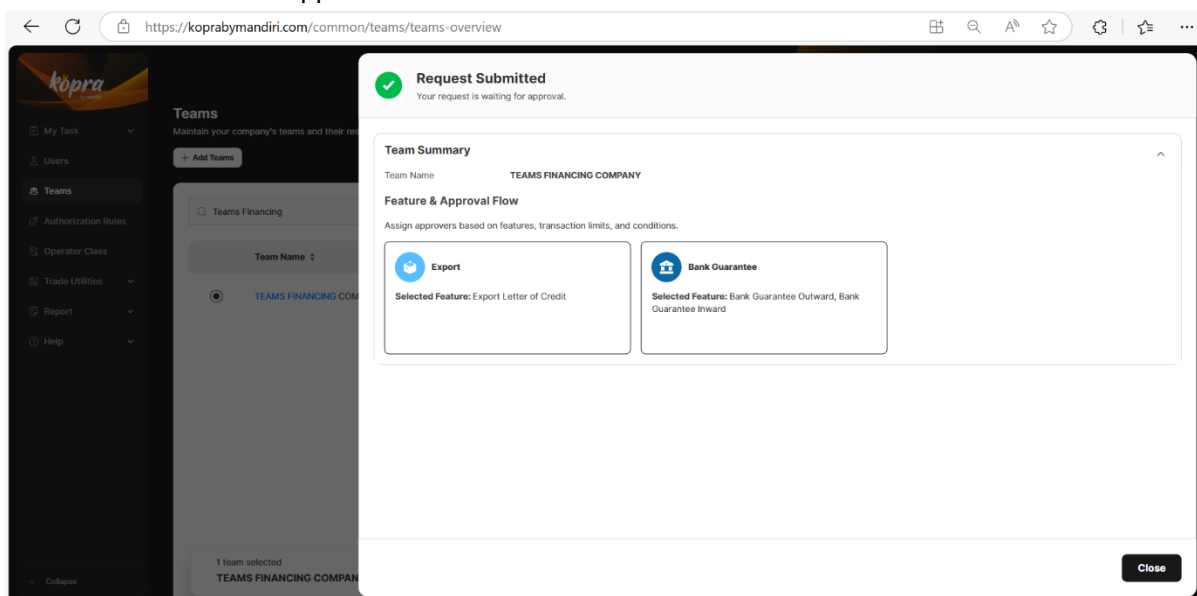
e. Click button 'Next'

The Overview screen appears as follows:



f. Click the 'Submit' button

The transaction screen appears as follows:

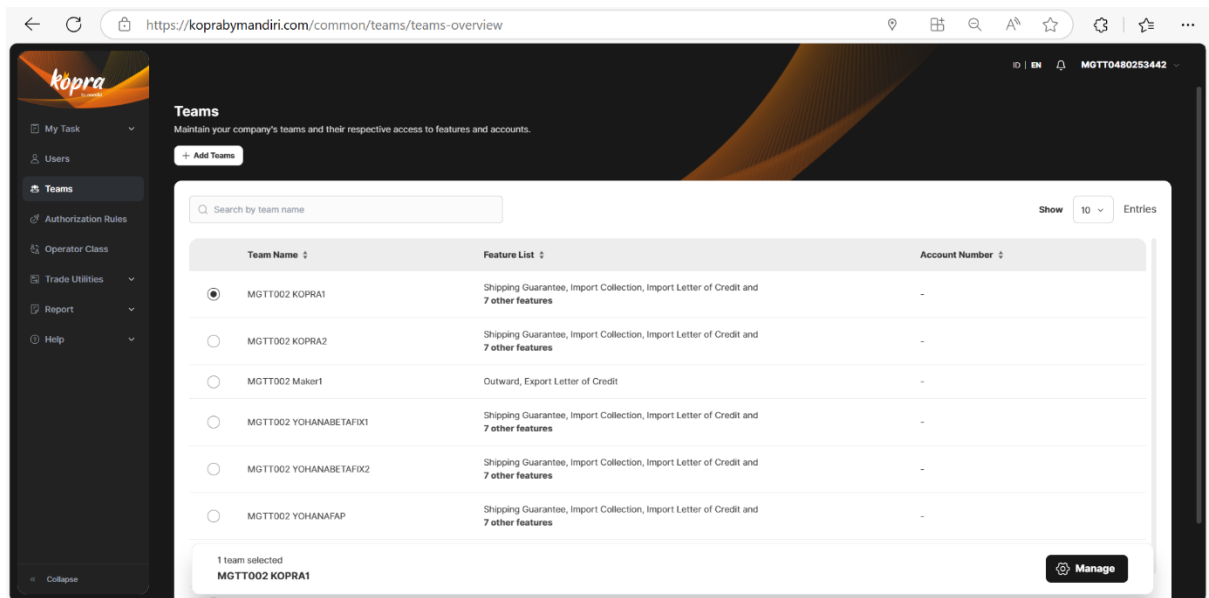


7. Delete Teams

Maker

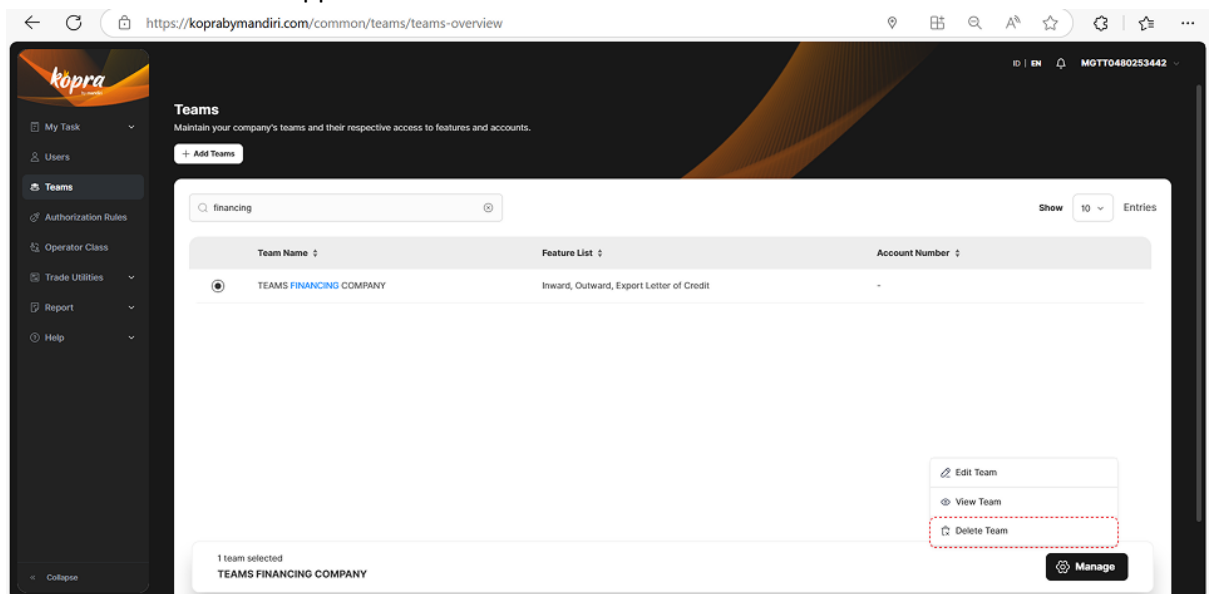
- Log in to Kopra via www.koprabymandiri.com
- Click the *Teams* menu

The transaction screen appears as follows:



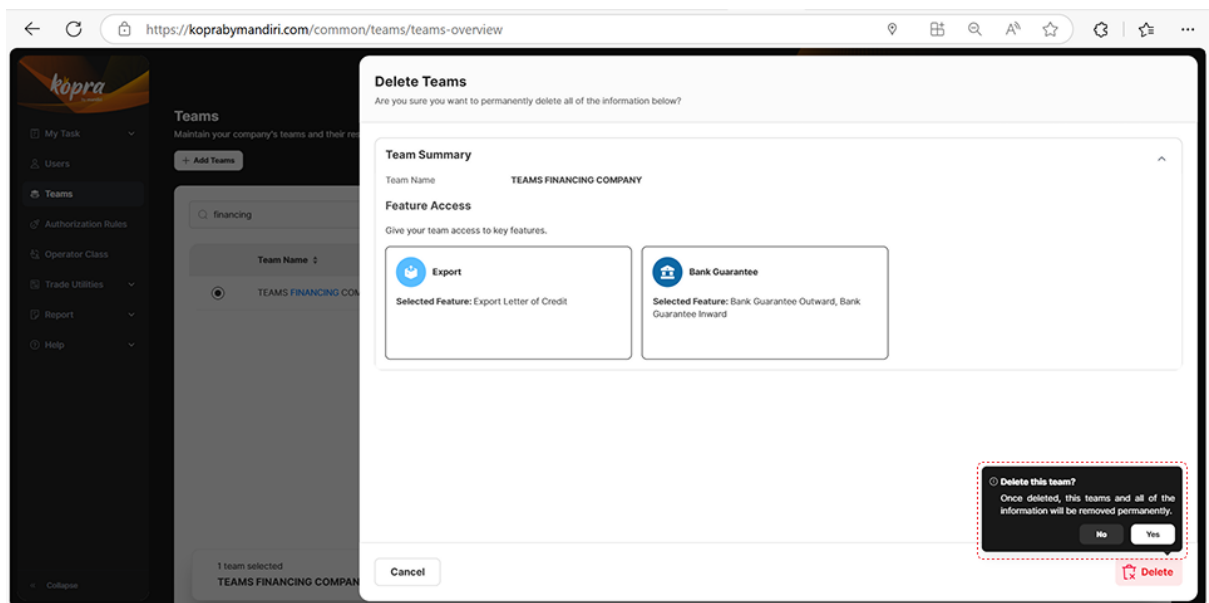
c. Click the 'Manage' button -> click the Delete Team option

The transaction screen appears as follows:

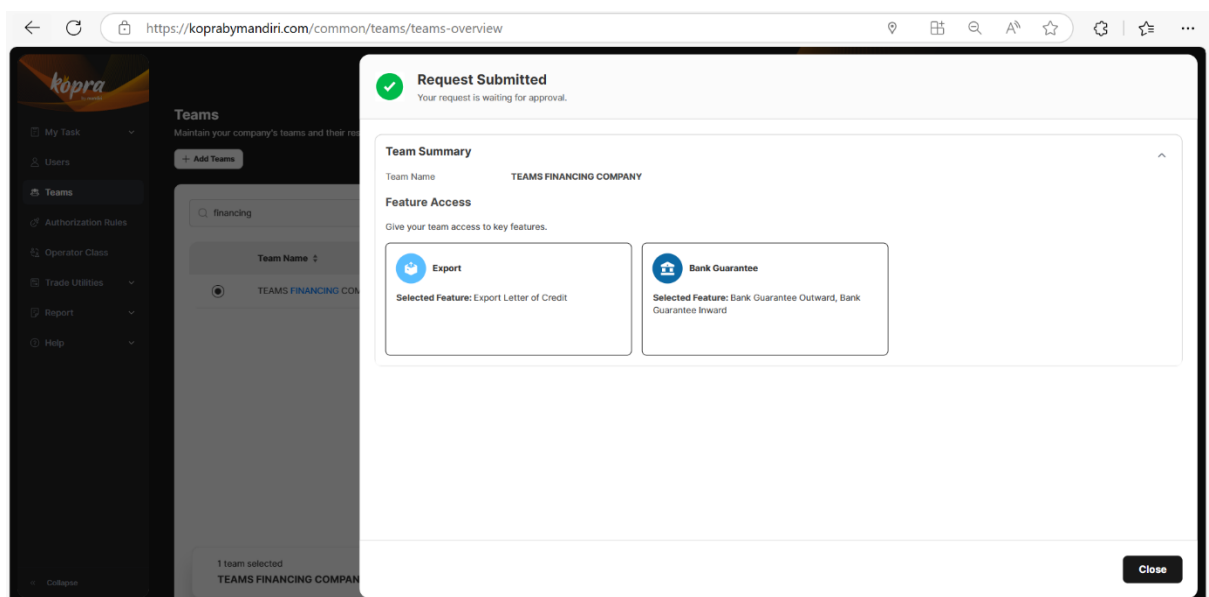


e. Click the 'Delete' button -> click 'Yes' on the delete confirmation popover

The transaction screen appears as follows:



-If you have clicked the 'Yes' button, the following screen will appear:



8. View Teams

Maker

- Log in to Kopra via www.koprabymandiri.com
- Click the *Teams* menu
- A list of *Teams* that have been created appears
- Select the *Team* to be inquired about
- Click the *Manage* button on the floating bar
- Perform the *View Teams* option

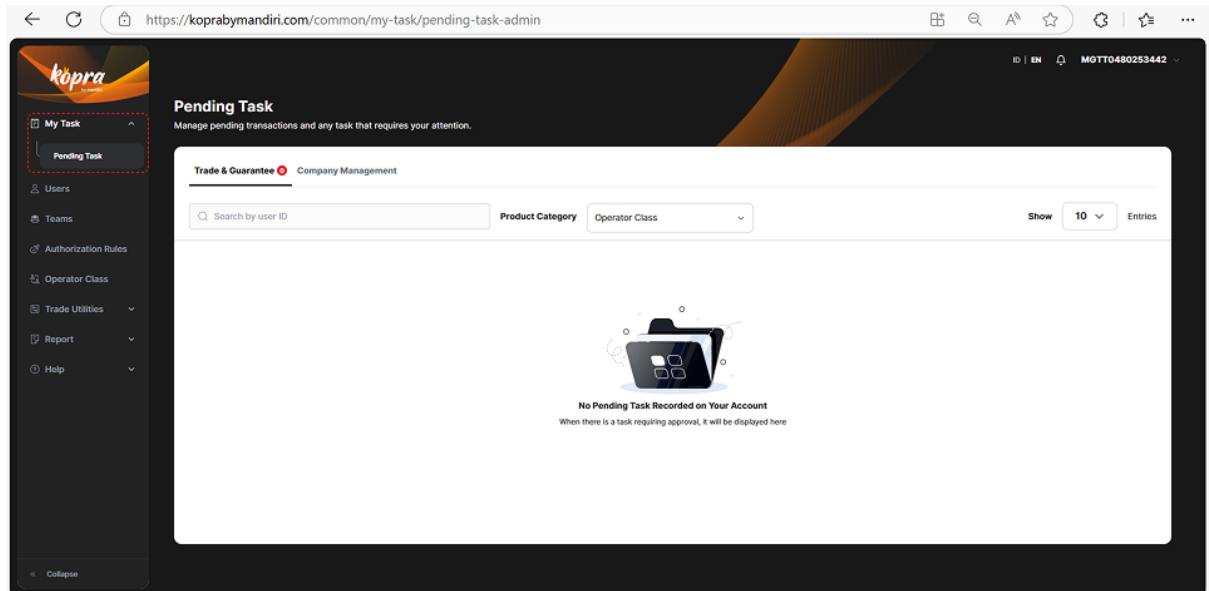
9. Pending Task Teams

This function is used for *Approver* to authorize *Teams* when other sysadmins request *Add/Edit/Delete Teams*.

Maker

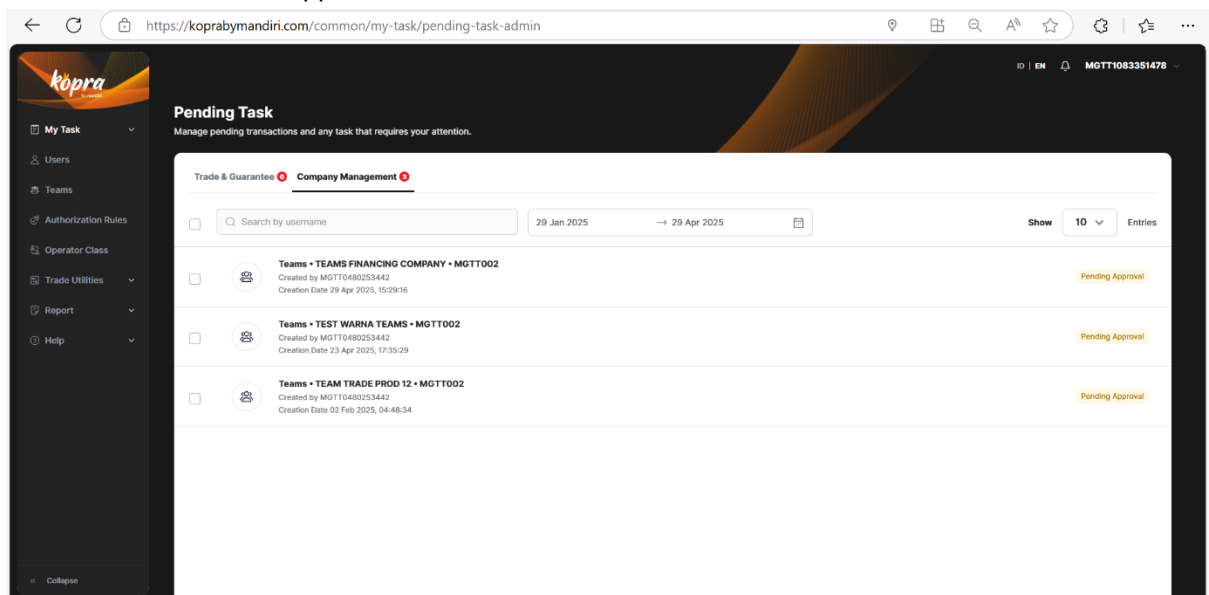
- Log in to Kopra via www.koprabymandiri.com
- Click the *My Task* menu -> click the *Pending Task* menu

The transaction screen appears as follows:



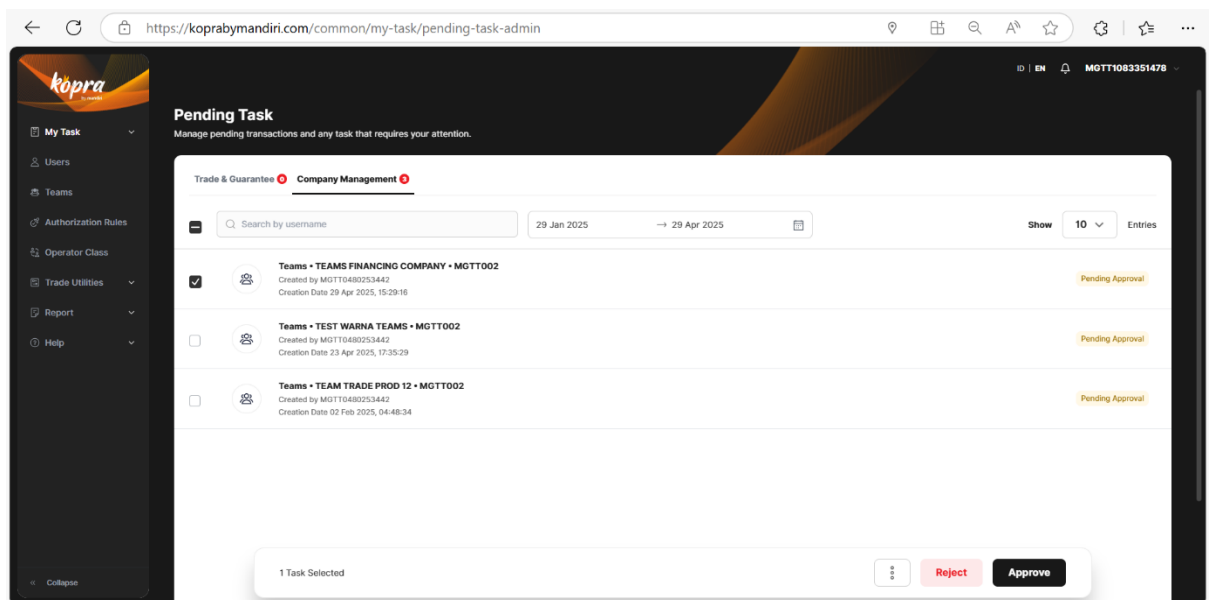
- Select the *Company Management* tab

The transaction screen appears as follows:



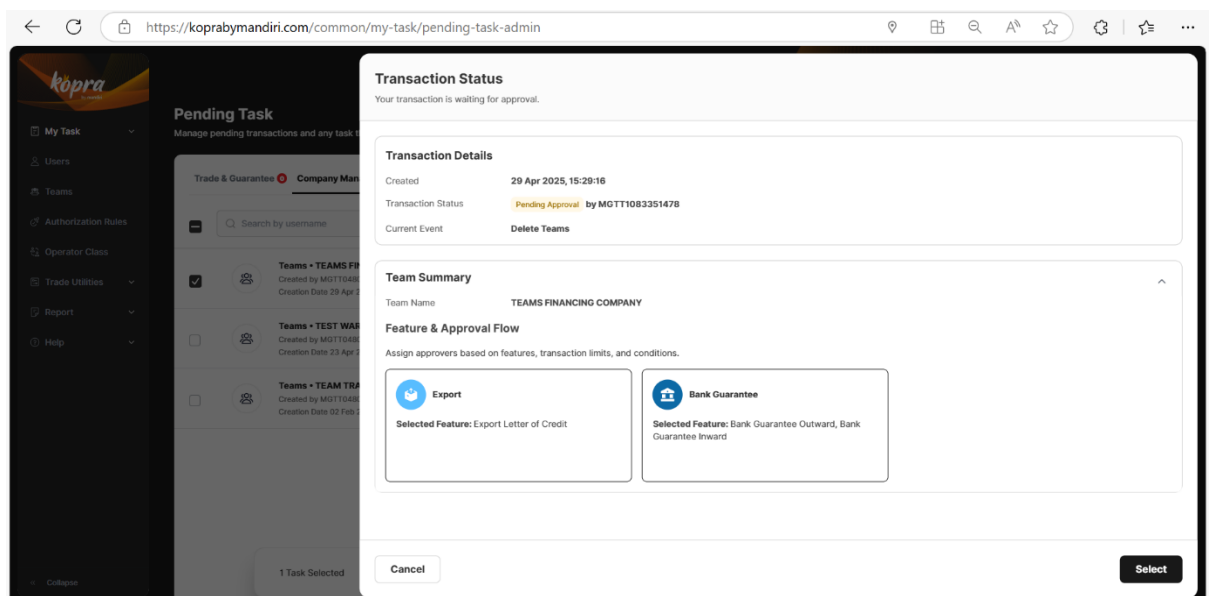
- Select the *Teams* to authorize

The transaction screen appears as follows:

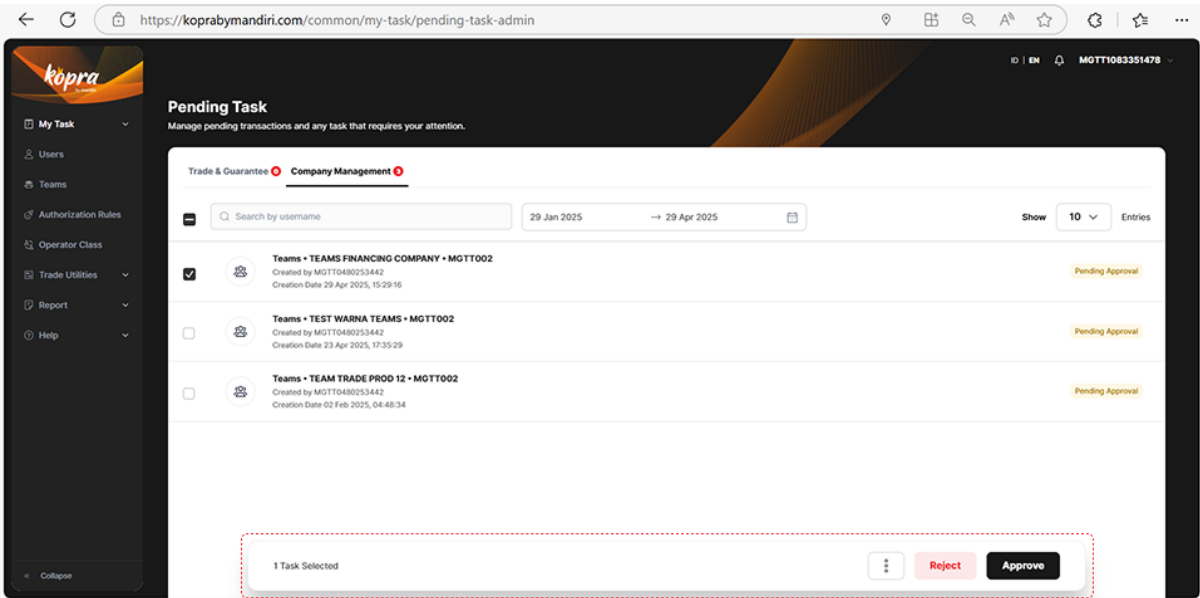


- e. Users can click on the card list to view Teams that have been done by other admins (Add/Edit/Delete Teams)

The transaction screen appears as follows

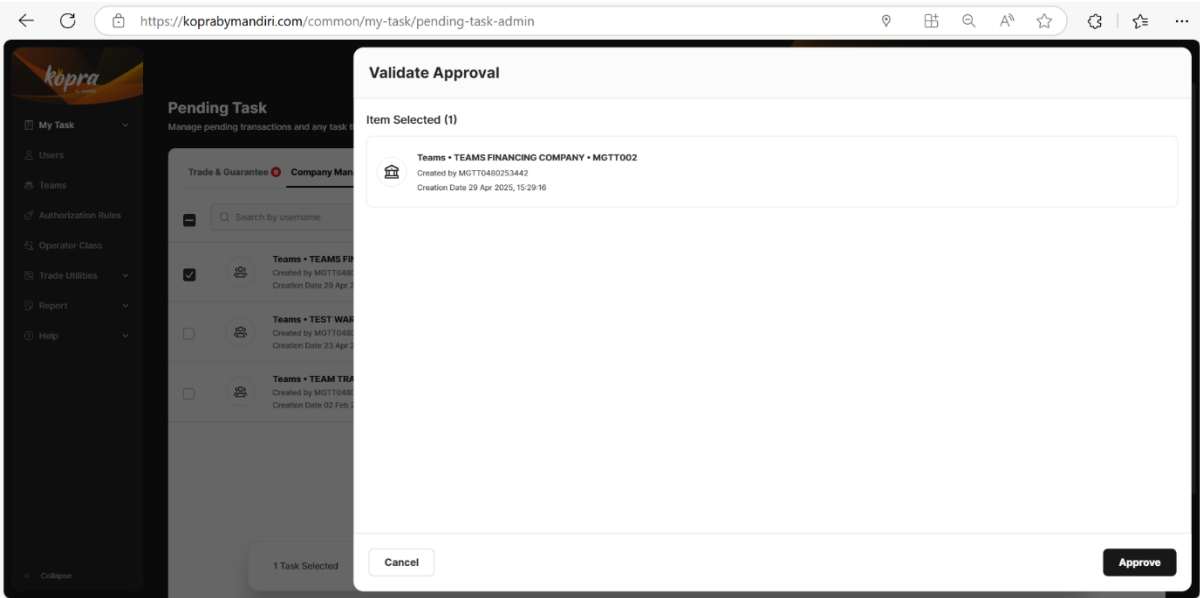


- f. If Approver wants to Approve/Reject related to the actions of other sysadmins. Approver can click the 'Approve' or 'Reject' button on the button.
The transaction screen appears as follows:

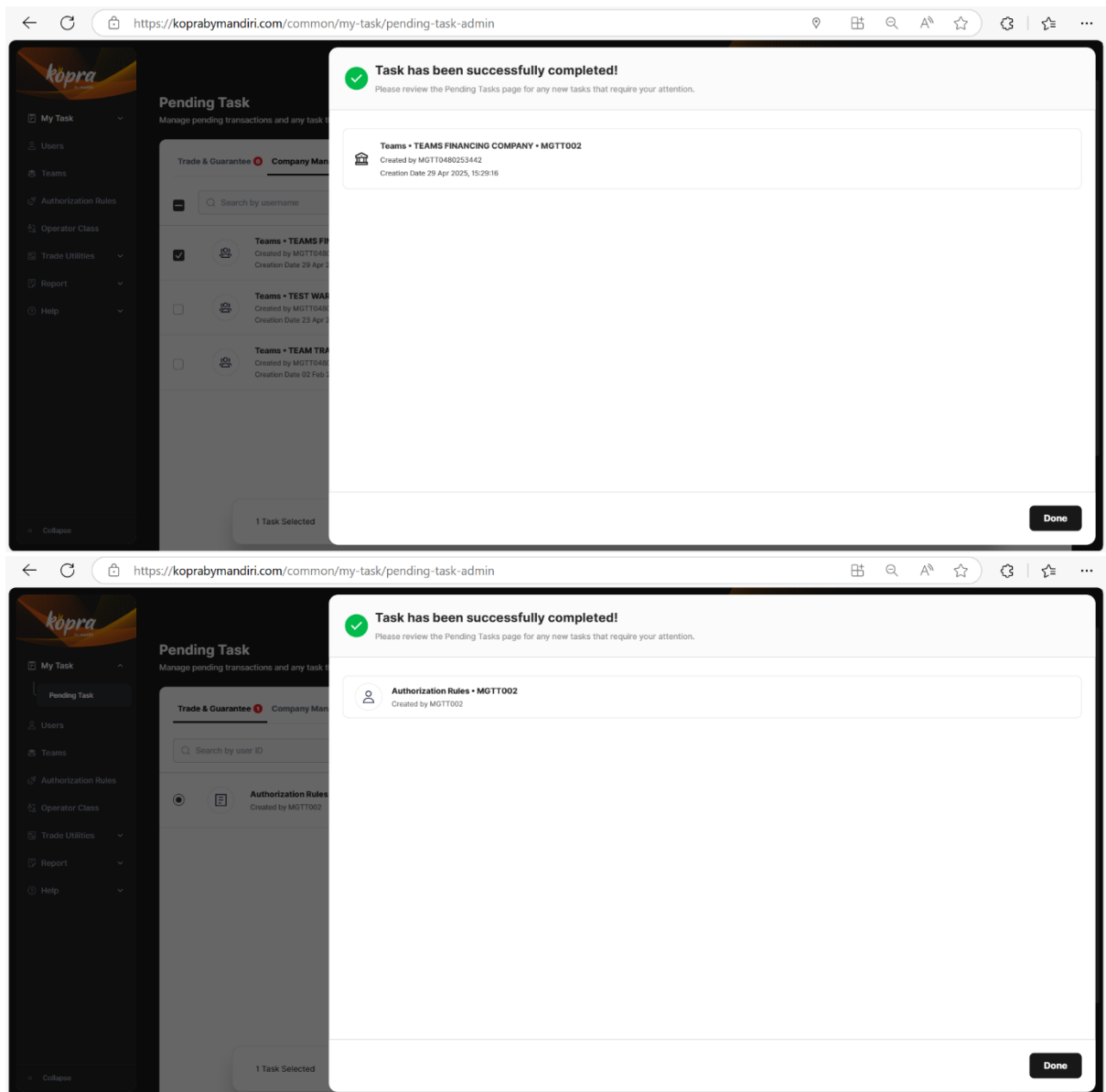


Fields Name	Description
Approve	This option is used for the release of a submitted transaction
Rejection	This option is used to reject a submitted transaction. The reason for the rejection can be written in the text area provided.

-Approver can click the 'Approve' button on the floating bar
The screen will appear as follows:



- Approver can click the 'Approve' button on the Validate Approval screen
And the screen appears as follows:



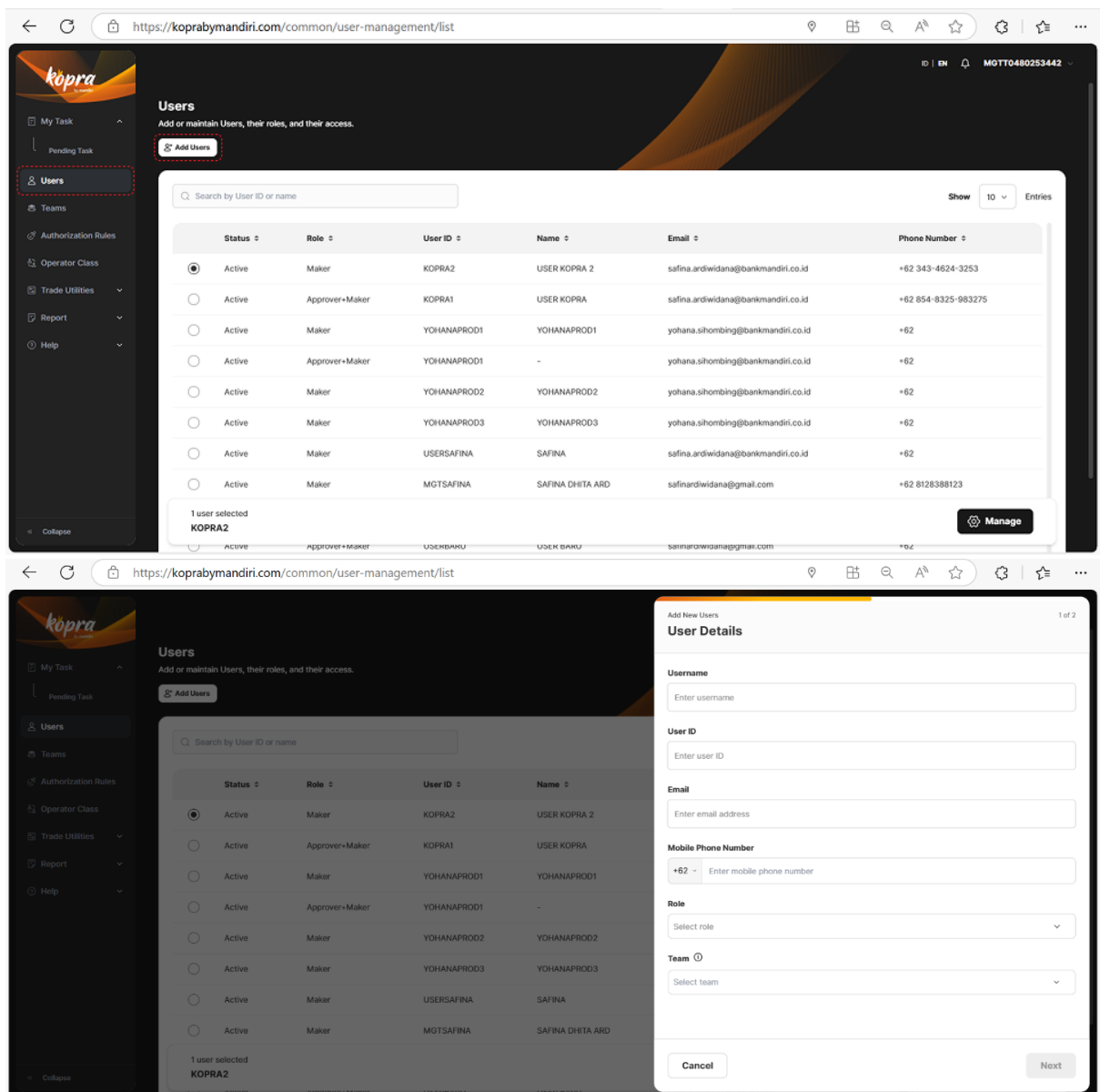
10. Add Users

This function is used to create an *Operator user* profile who will later have access to transactional features, be it as a *Maker* or *Approver*. The *Add User* process requires a release by *Approver* using the *Pending Task* function. Users are applied for companies to be able to process transactions.

Maker

- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu* -> click the *Add User button*

The transaction screen appears as follows:



Fill in the required fields as follows:

Fields Name	Description
Powered by E-Mail	Specific Username
E-Mail	User ID for the Operator's user specific and unique to the system
Email	This field shows the user's e-mail address. Temporary password to create an initial password or reset password sent to the user via this e-mail.
Mobile Phone Number	This field shows the phone address of the user operator.
Role	This file indicates the role of the associated user. There is a mapping of the assigned function for each role. List of carrier types: Maker Operators who have access to the creation of transactions.

	• Approver Operators who have access related to the release of the transaction. • Maker + Approver Operators who have access related to transaction creation and transaction release, but it should be noted that operators with <i>the Maker + Approver</i> type cannot authorize transactions that have been created themselves.
Team	<i>This field</i> shows what features will be provided to the relevant user.

c. Check the correctness of filling in the fields in Add User

https://koprabymandiri.com/common/user-management/list

Add New Users 1 of 2

User Details

Username: YOHANAPROD400

User ID: YOHANAPROD400

Email: yohana.sihopmbing@bankmandiri.co.id

Mobile Phone Number: +62 - 852-7791-2667

Role: Maker & Approver

Team: Teams Financing Company

Cancel Next

d. Click Next button

The transaction screen appears as follows:

https://koprabymandiri.com/common/user-management/list

Add New Users 2 of 2

Overview

Please make sure that all of the information below is correct.

User Summary

Username: YOHANAPROD400

User ID: YOHANAPROD400

Email: yohana.sihopmbing@bankmandiri.co.id

Mobile Phone Number: +62 852-7791-2667

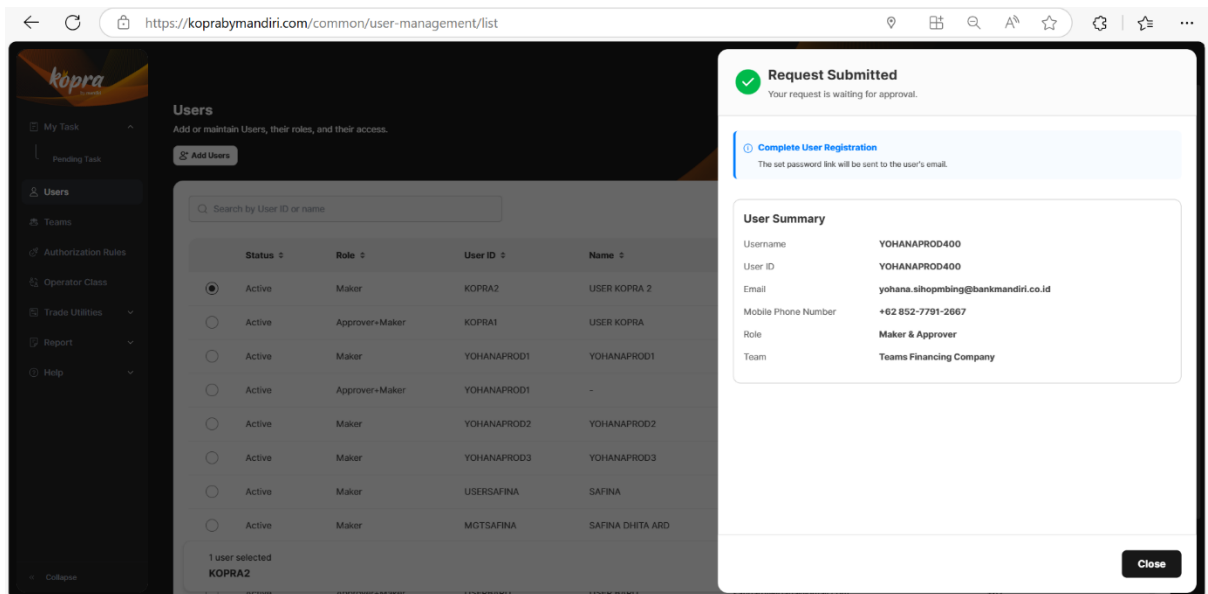
Role: Maker & Approver

Team: Teams Financing Company

Cancel Submit

e. Click the *Submit* button

The transaction screen appears as follows:



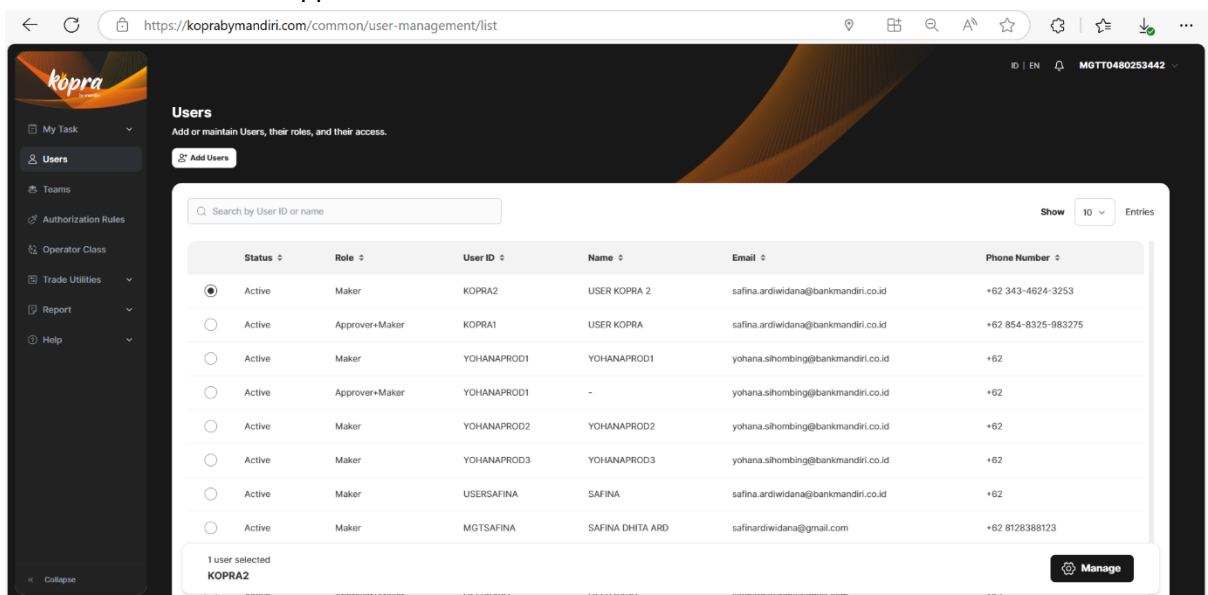
11. Edit Users

This function is used to *edit Operator users* who will later have access to transactional features, either as *Makers* or *Approvers*.

Maker

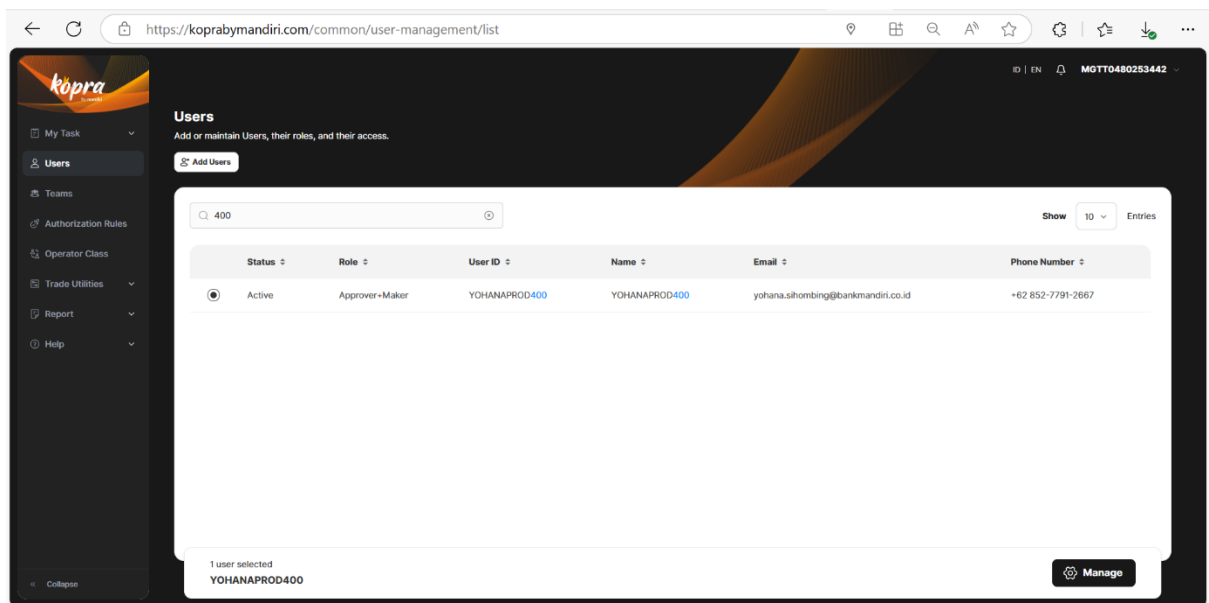
- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*

The transaction screen appears as follows:



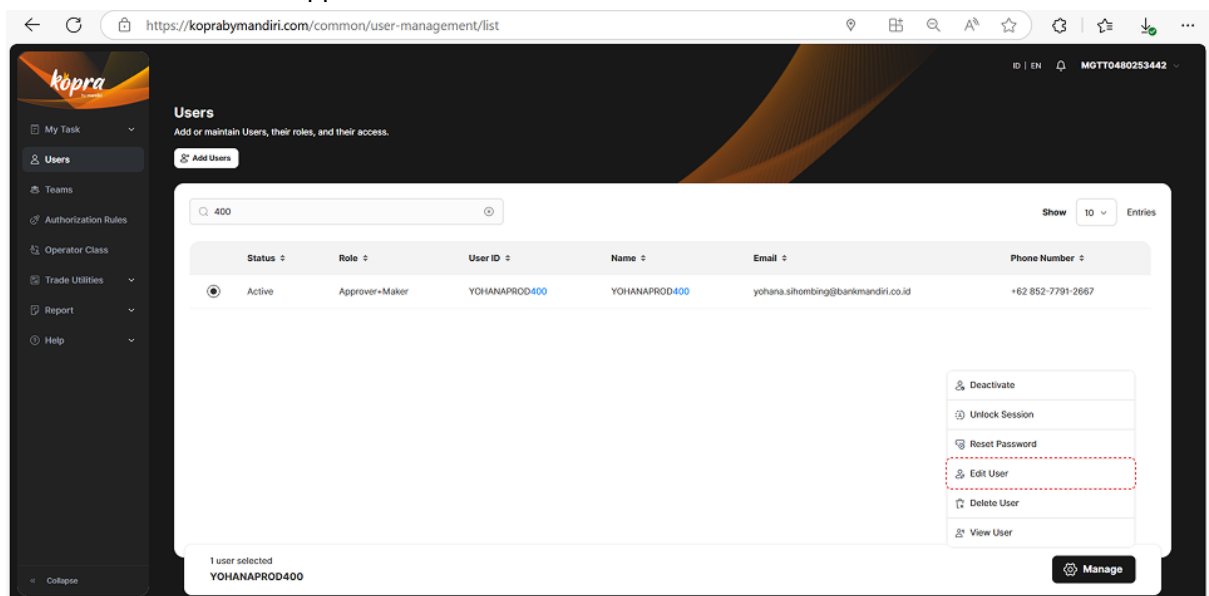
c. Select or search for *the user* you want to make changes to

The transaction screen appears as follows:



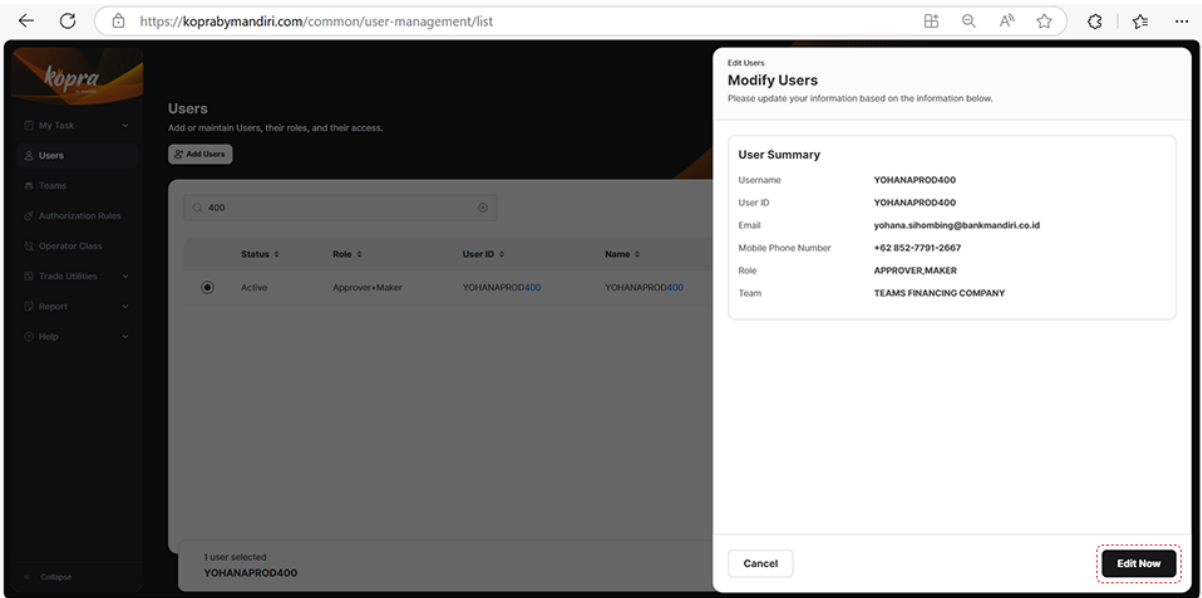
d. Click the *Manage* button -> Click the Edit User option

The transaction screen appears as follows:

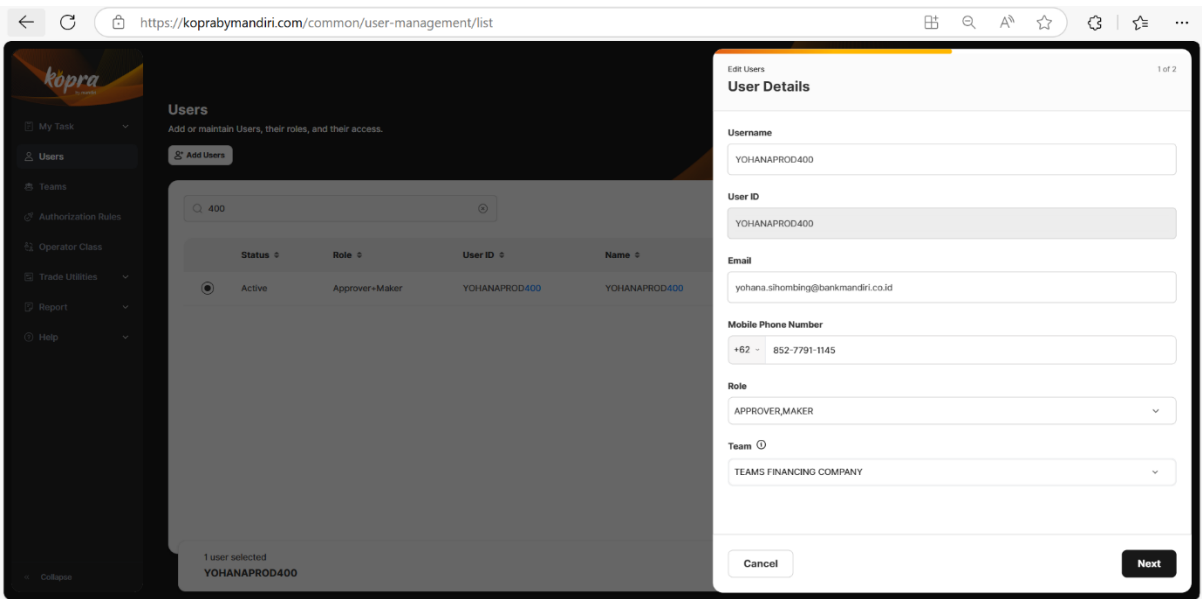


e. Click the *Edit Now* button

The transaction screen appears as follows:



f. Modify the required *fields* as follows:



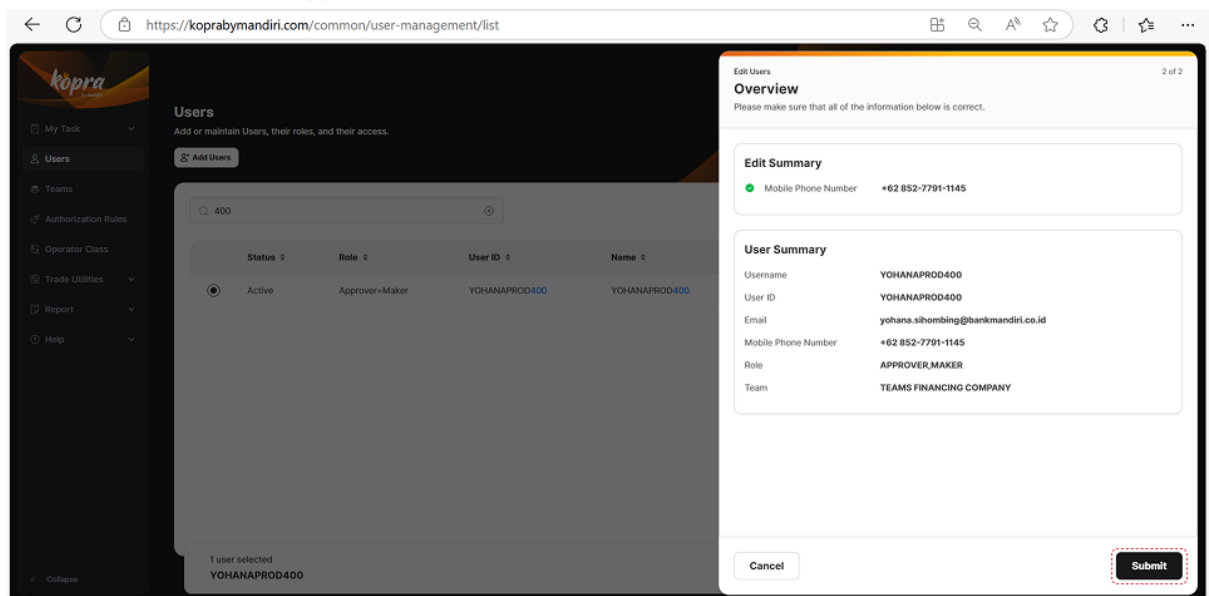
Fields Name	Field	Description
Powered by E-Mail	M	Specific Username
E-Mail	M	User ID for the Operator 's user specific and unique to the system
Email	M	This field shows the user's e-mail address. Temporary password to create an initial password or reset password sent to the user via this e-mail.
Mobile Phone Number	M	This field shows the phone address of the user operator .
Role	M	This file indicates the role of the associated user. There is a mapping of the assigned function for each role. List of carrier types: • Maker

		Operators who have access to the creation of transactions. • Approver Operators who have access related to the release of the transaction. • Maker + Approver Operators who have access related to transaction creation and transaction release, but it should be noted that operators with <i>the Maker + Approver</i> type cannot authorize transactions that have been created themselves.
<i>Team</i>	M	<i>This field shows what features will be provided to the relevant user.</i>

g. Check again the correctness of the field modification in *Edit User*

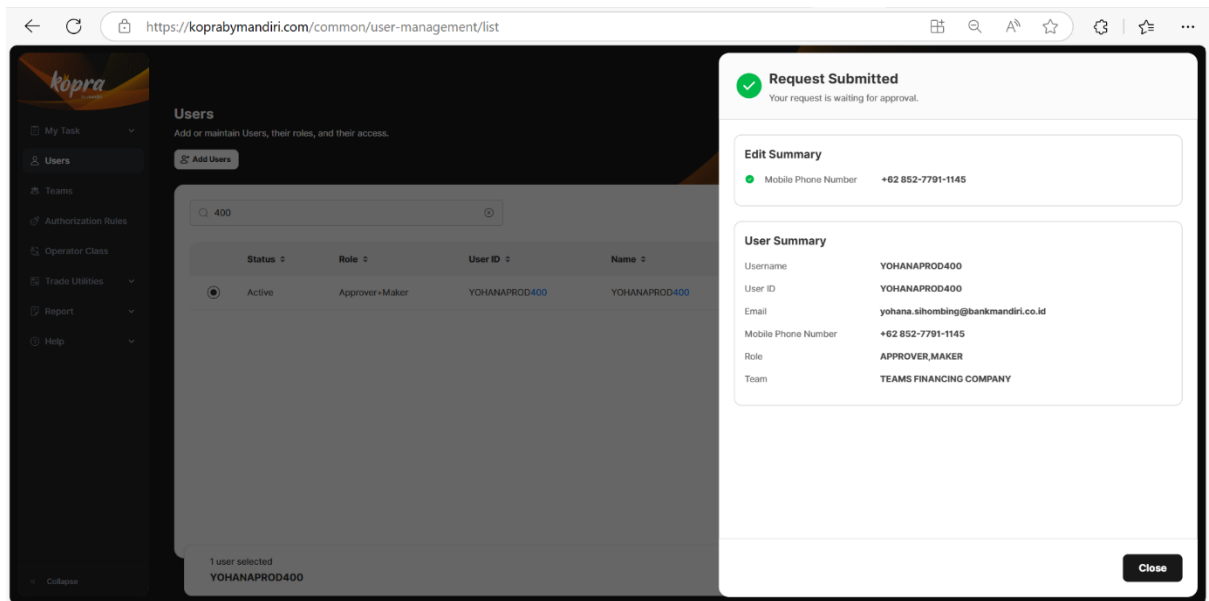
h. Click button *Next* -> Click button *Submit*

The transaction screen appears as follows:



g. Click the 'Submit' button

The transaction screen appears as follows:



12. Lost your password?

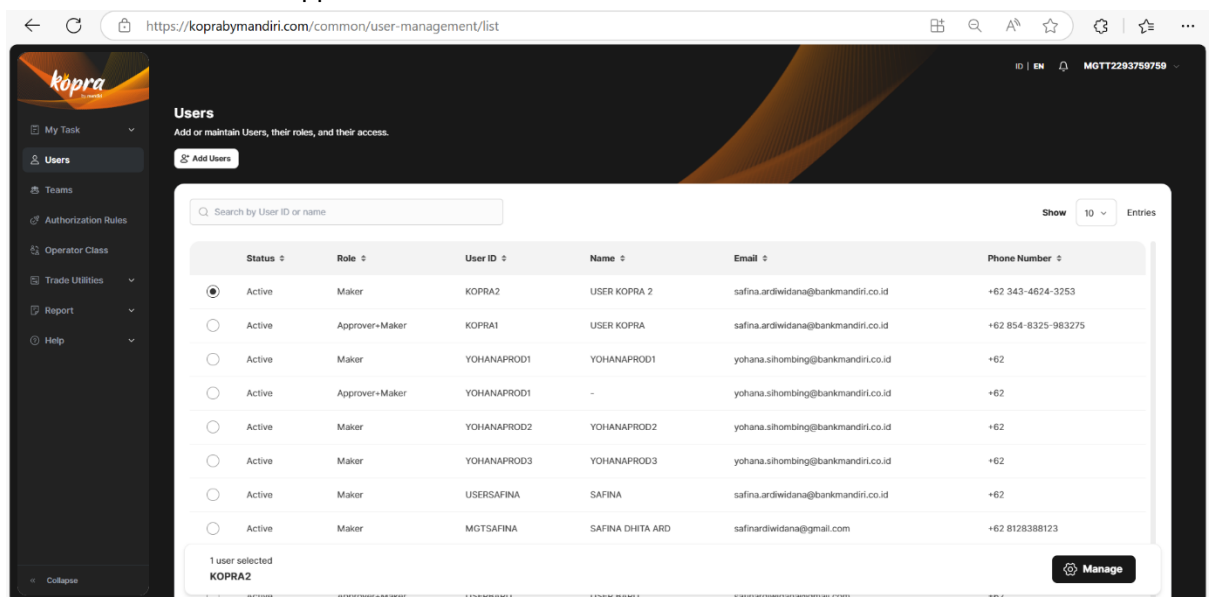
This function is used to reset *the Operator's user* password.

Note: *Passwords* expire after a certain number of days that are determined through the system, forcing the *user* to periodically change *the password* for security purposes.

Maker

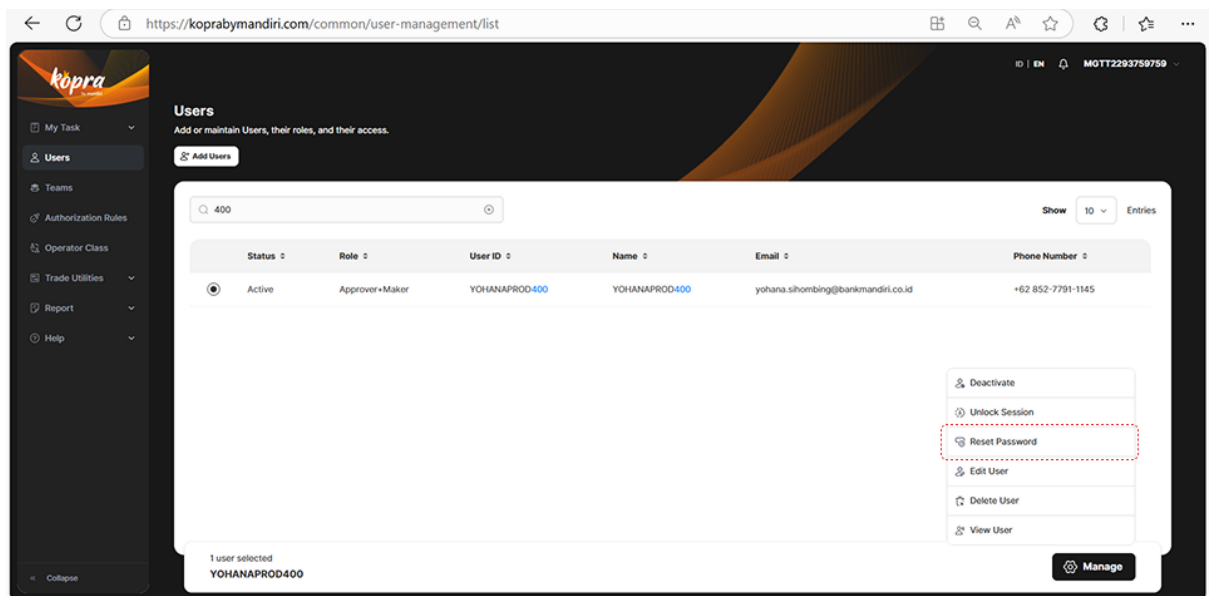
- Log in to Kopra via [www.koprabymandiri.com](https://koprabymandiri.com)
- Click the *User menu*

The transaction screen appears as follows:



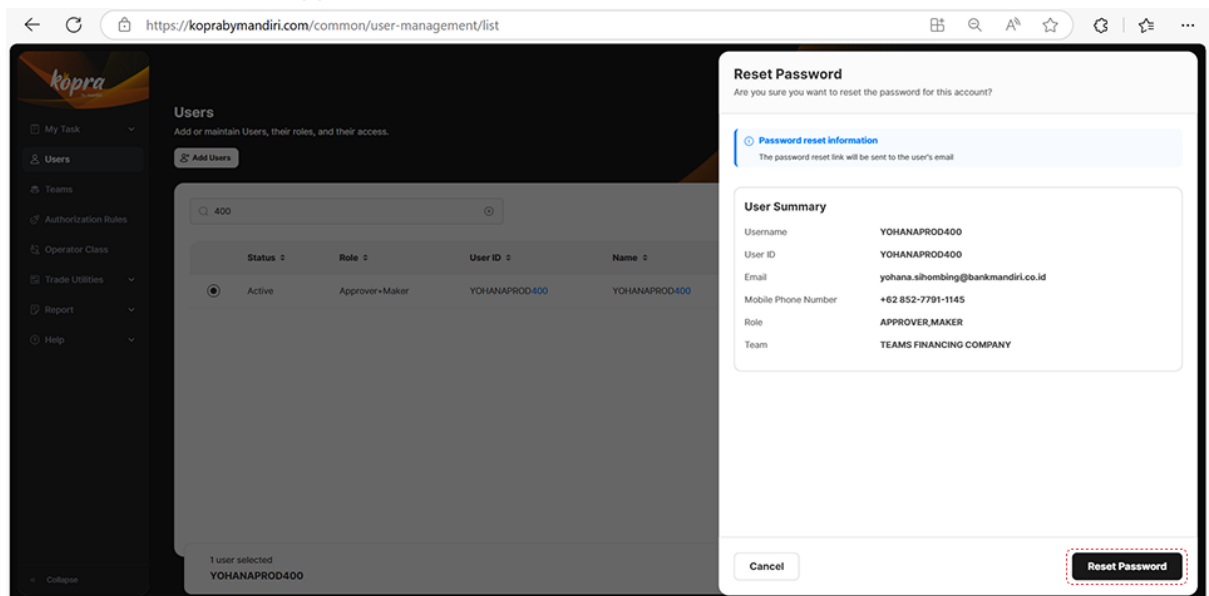
- Select or search for *the user* you want to reset your password

The transaction screen appears as follows:



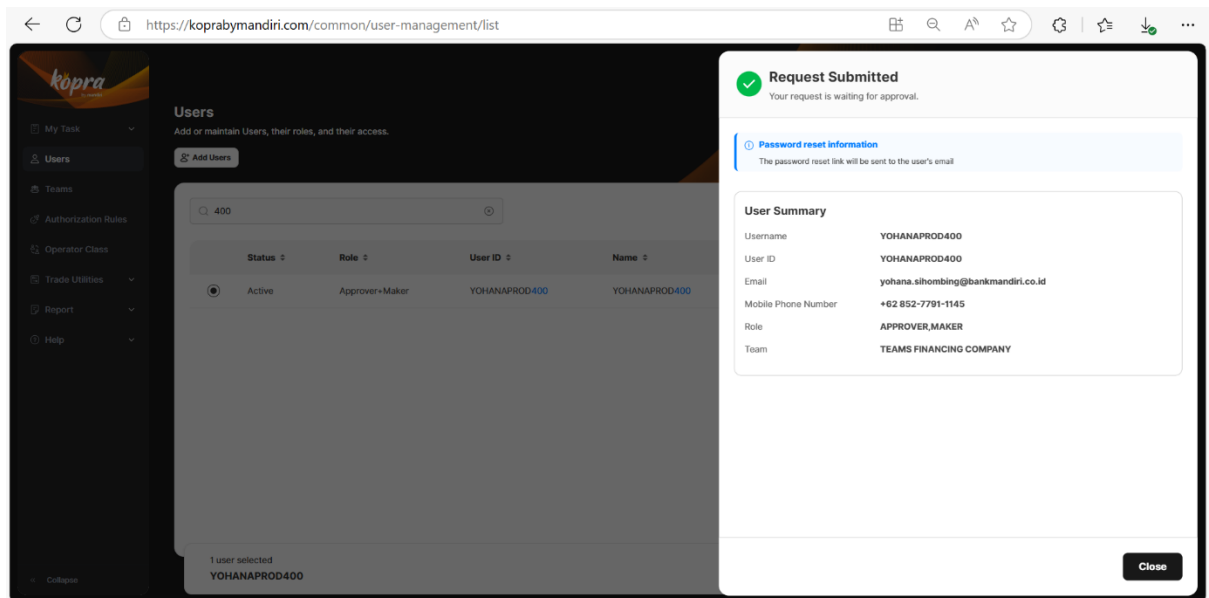
d. Click the *Manage* button on the floating bar -> Click the *Reset Password* option

The transaction screen appears as follows:



e. Click the *Reset Password* button

The transaction screen appears as follows:



13. Activate/ Inactivate User

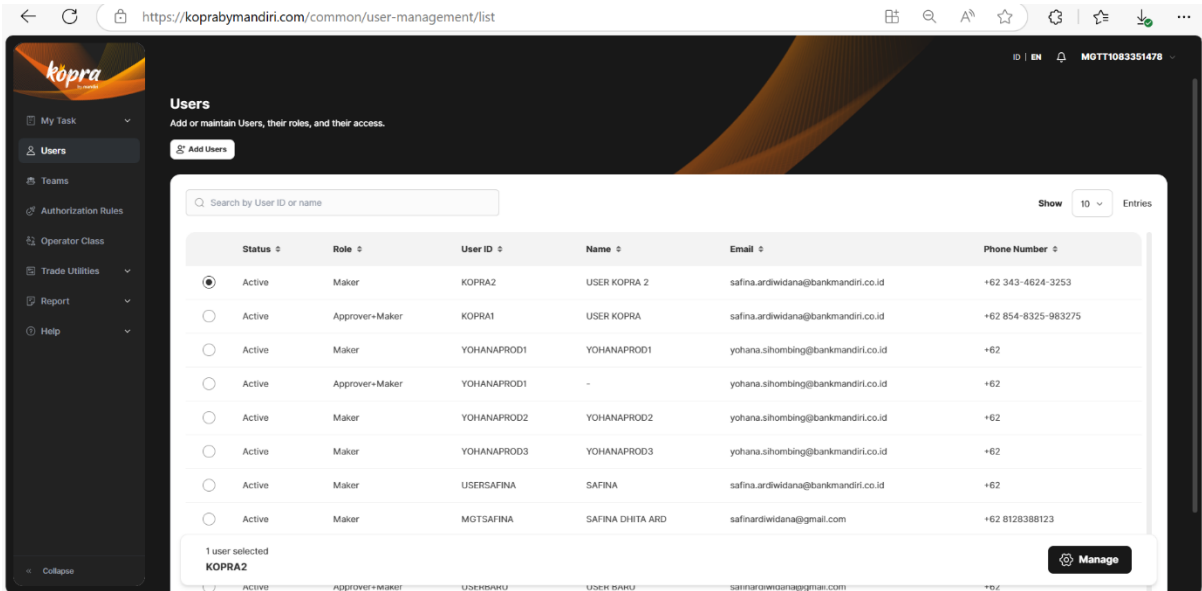
This function is used to determine the status of the Operator's user profile and reset it according to the advanced security details provided. The *Activate/Inactivate User* process requires a release by Approver using a Pending Task. The Operator's user account is suspended due to one of the following factors:

- The user does not use the system (*logon*) for a period longer than the maximum number of days allowed to be inactive. The *resettable* field is *Activate*.
- The User has exceeded the maximum number of times allowed to enter the wrong password (i.e., failed attempt to *log in* to the system). The *resettable* field is *Unlock User*.
- The user's account has been manually suspended through the *Activate/Inactivate function*. The *resettable* field is *Activate*.

Maker

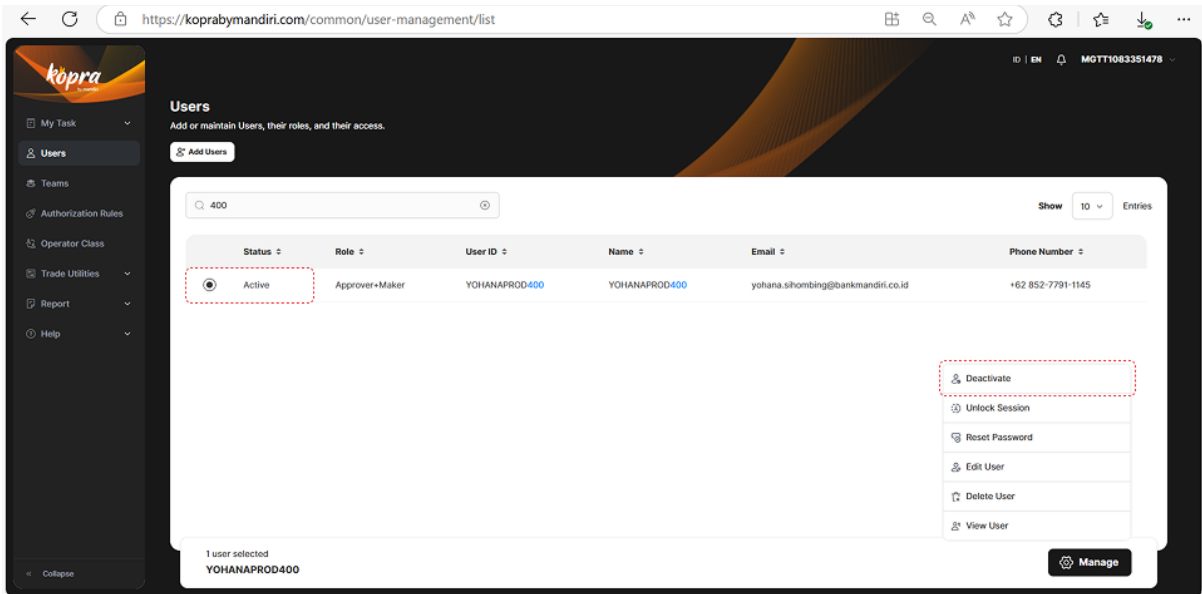
- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*

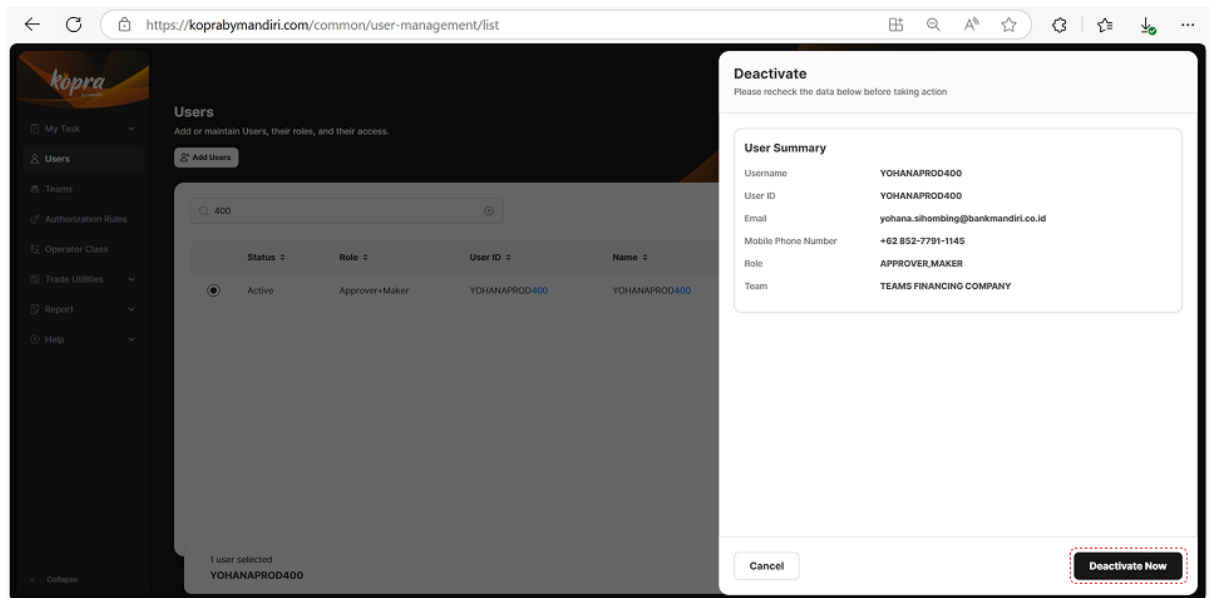
The transaction screen appears as follows:



c. Select or search for *the user* you want to activate/deactivate -> Click *the Manage* button on the *floating bar*

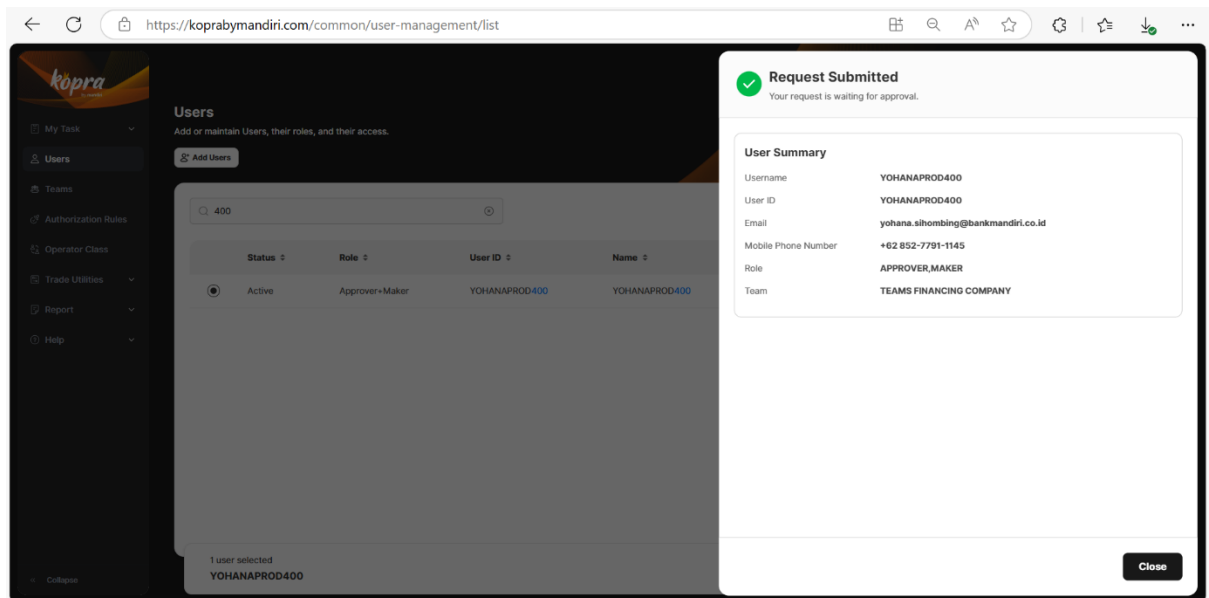
The transaction screen appears as follows:





d. Click on the *Activate/Deactivate Now option*

The transaction screen appears as follows:



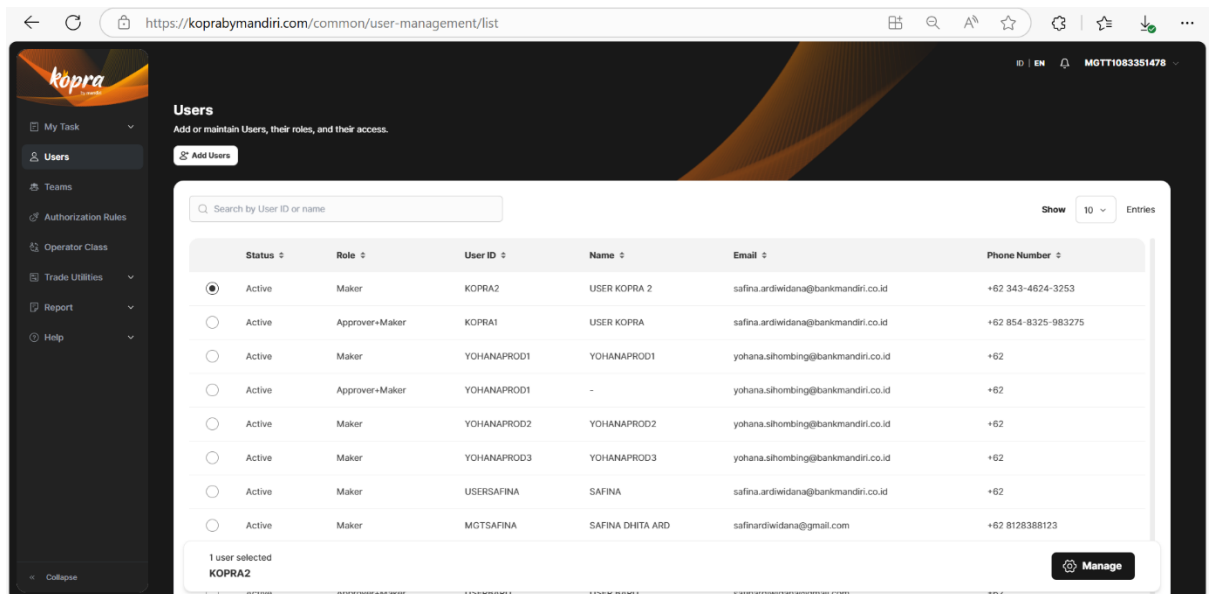
14. Unlock User

This function is used for operators who have exceeded the maximum number of times allowed for incorrect password input (i.e., failed attempts to *log in* to the system). The *Unlock User* process requires a release by *Approver* using a *Pending Task*.

Maker

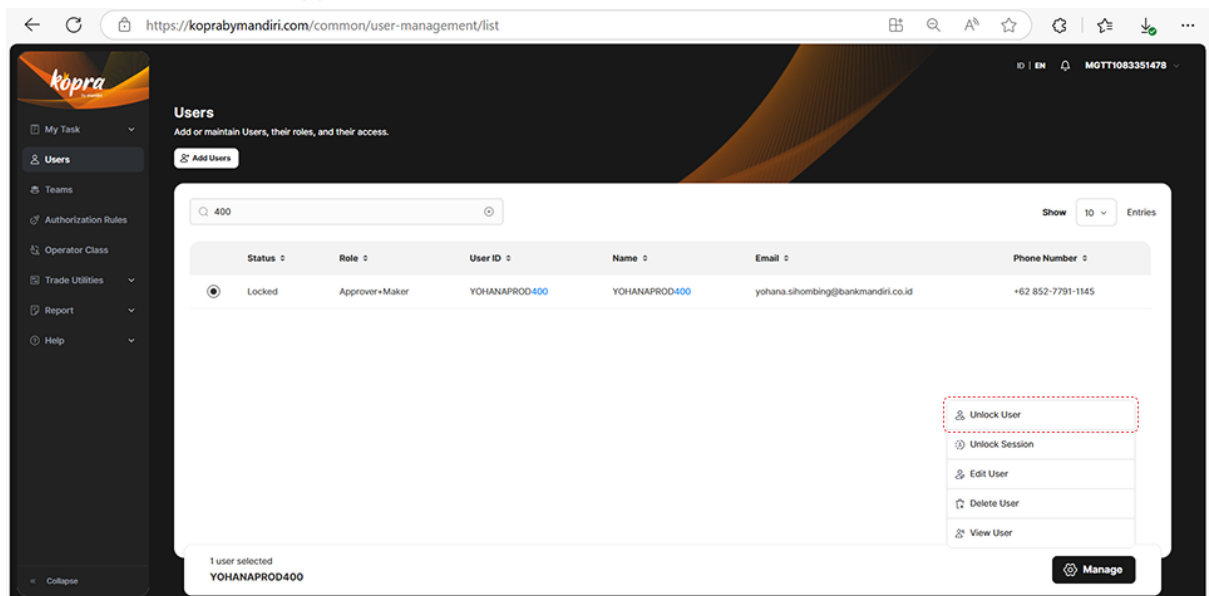
- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*

The transaction screen appears as follows:



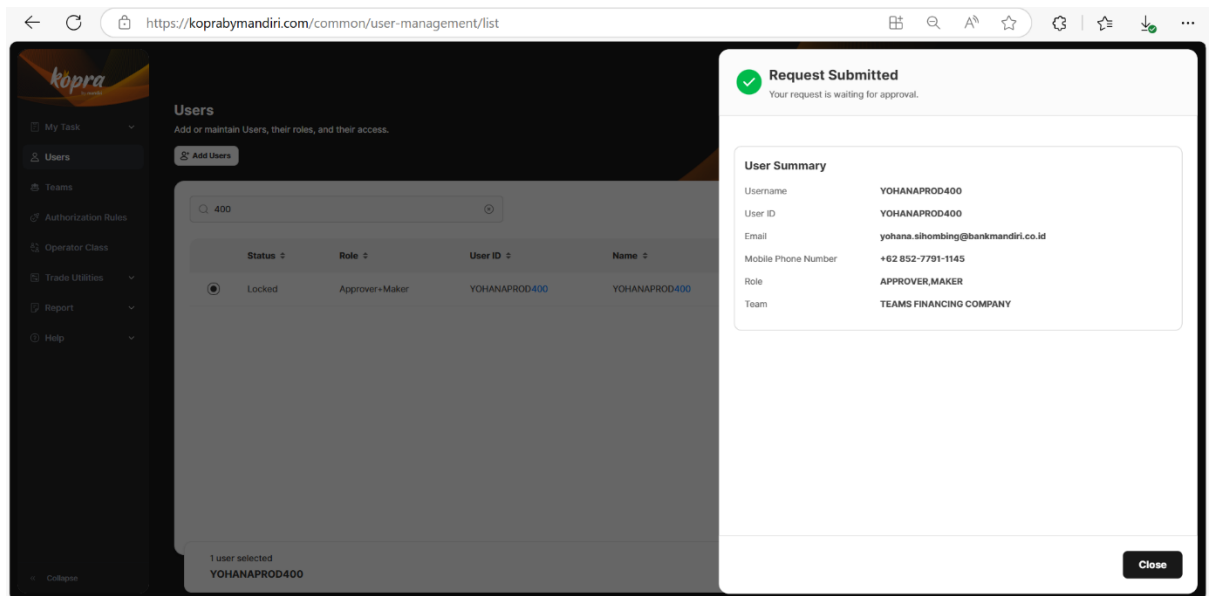
- c. Select or search for the user you want to unlock user -> Click the **Manage** button on the floating bar -> click the **Unlock User** option

The transaction screen appears as follows:



- d. Click the **Unlock Now** button

The transaction screen appears as follows:



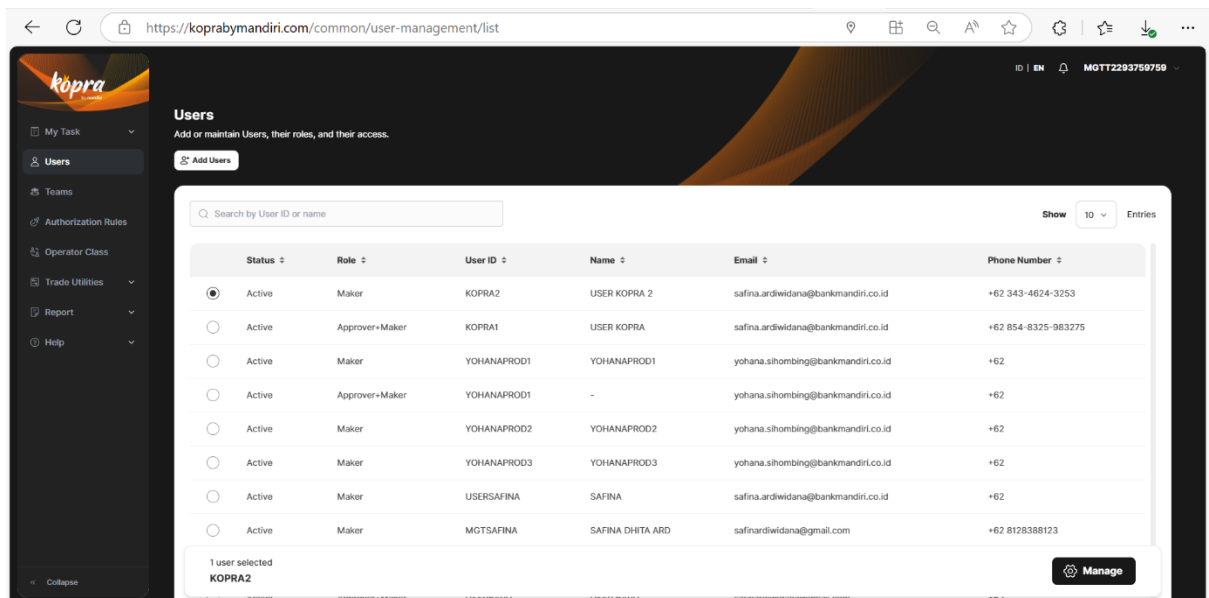
15.Unlock Session

This function is used for operators who *are logged on* with the same *credentials* at one time. The *Unlock Session* process requires a release by *Approver* using a *Pending Task*.

Maker

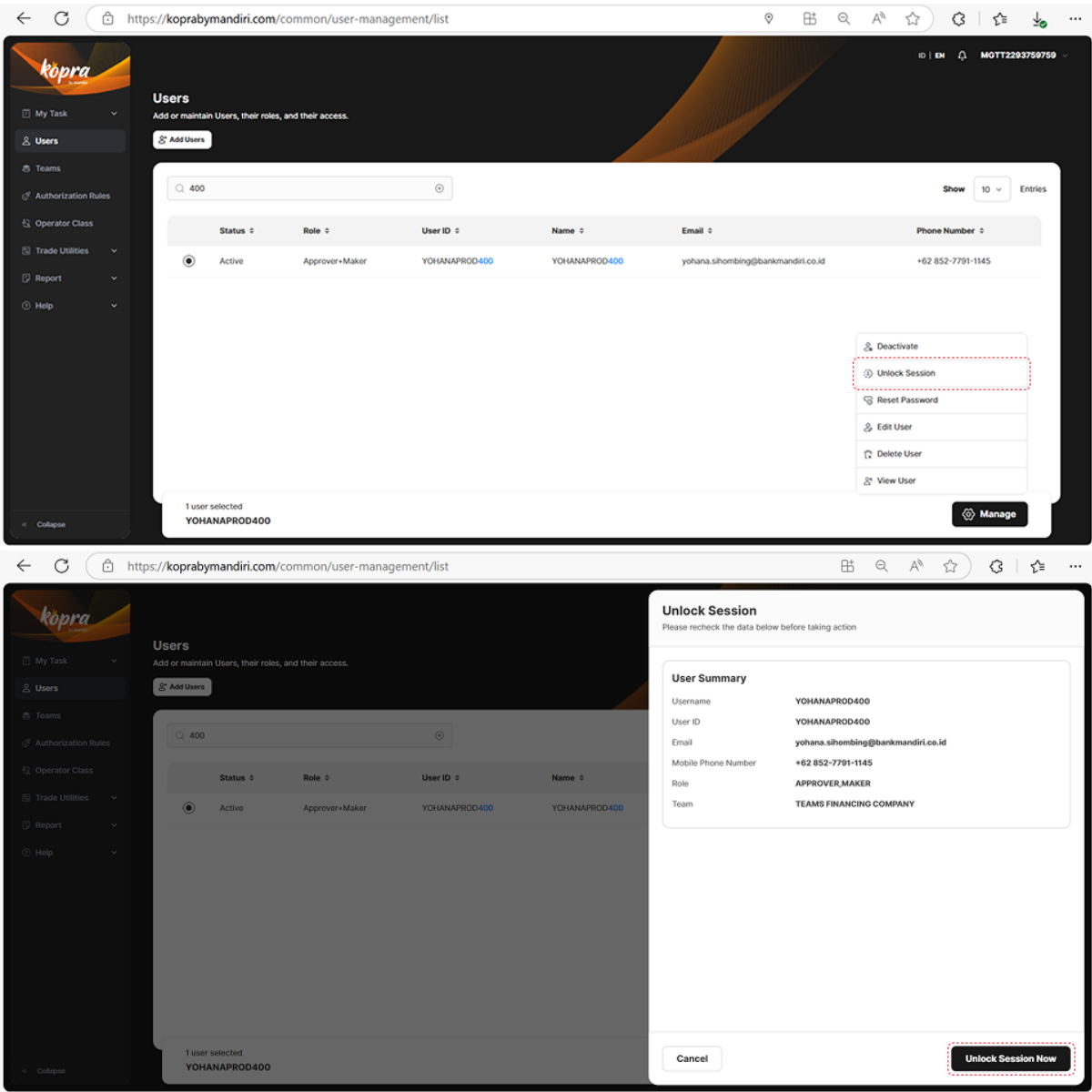
- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*

The transaction screen appears as follows:

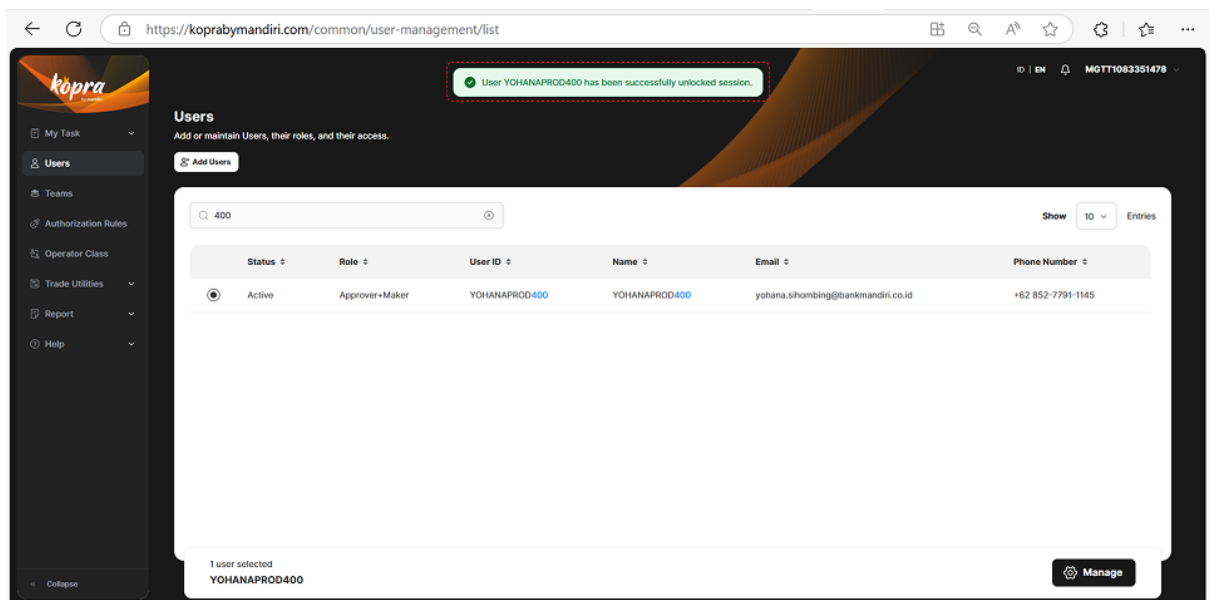


- Select or search for the user you want to unlock session -> Click the *Manage* button on the floating bar -> Click the *Unlock Session* option

The transaction screen appears as follows:



- d. Click the *Unlock Session Now* button
Transaction alert screens appear as follows:



16.View User:Stutt

This function is used to view the Operator Profile.

Maker

- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*
- A list of Operator Profiles appears
- Select the Operator Profile to be *inquired about*
- Click the *Manage button* on the *floating bar*
- Perform the *View User option*

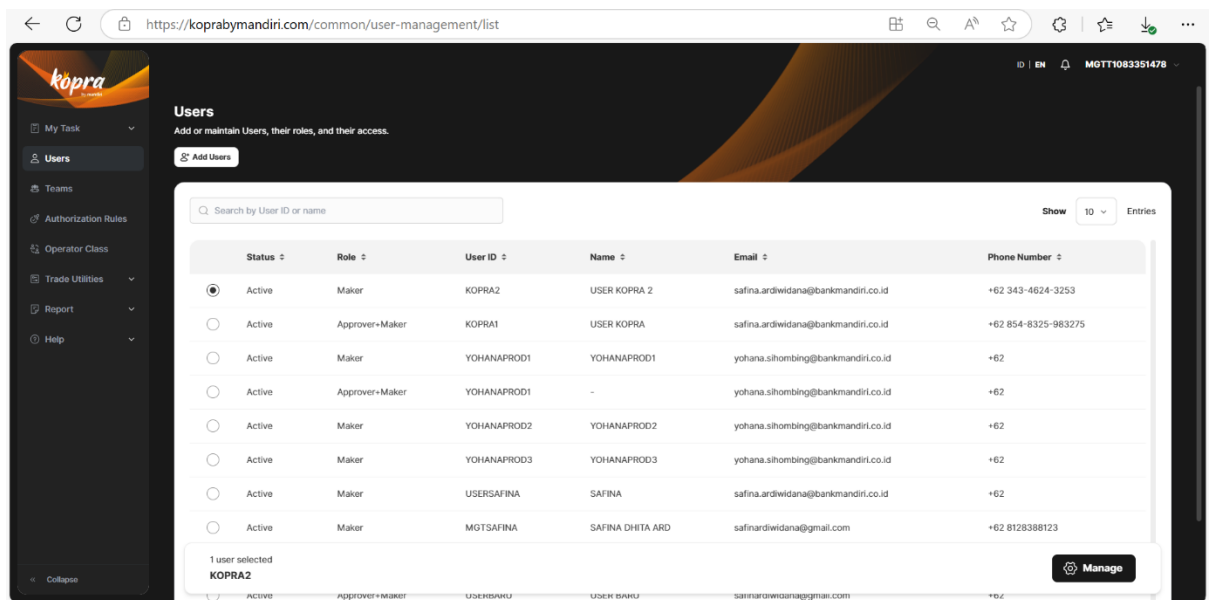
17.Delete User

This function is used to delete the User Operator's profile. The *Delete User* process requires a release by *Approver* using the *Pending Task function*. Deleting an operator's user profile automatically removes the associated carrier transaction module and the operator level.

Maker

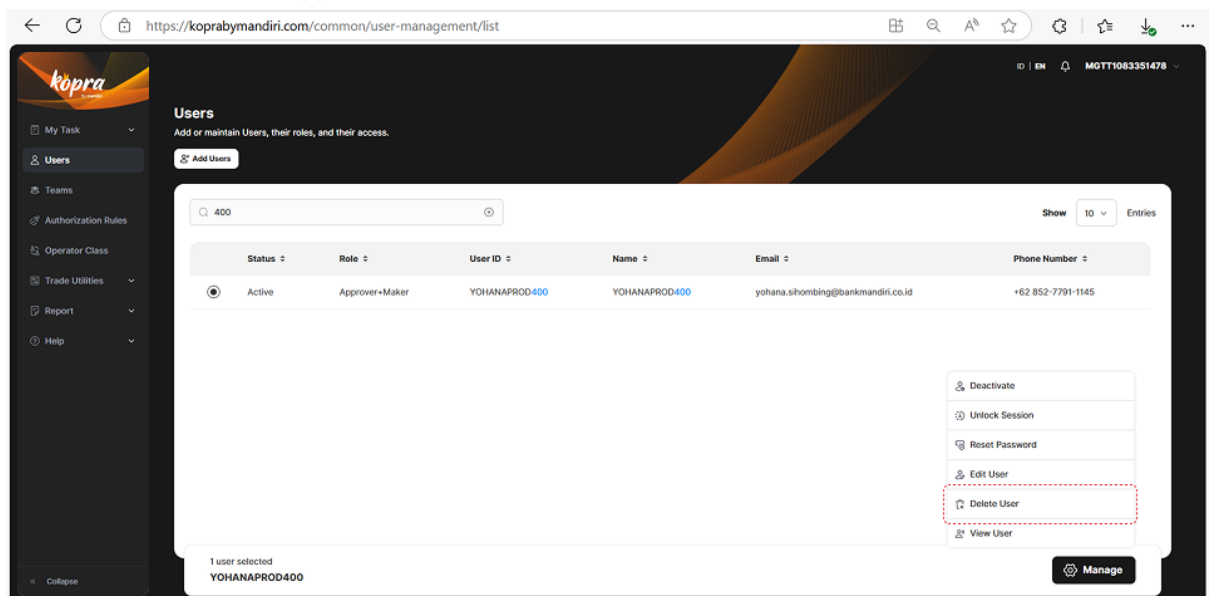
- Log in to Kopra via www.koprabymandiri.com
- Click the *User menu*

The transaction screen appears as follows:



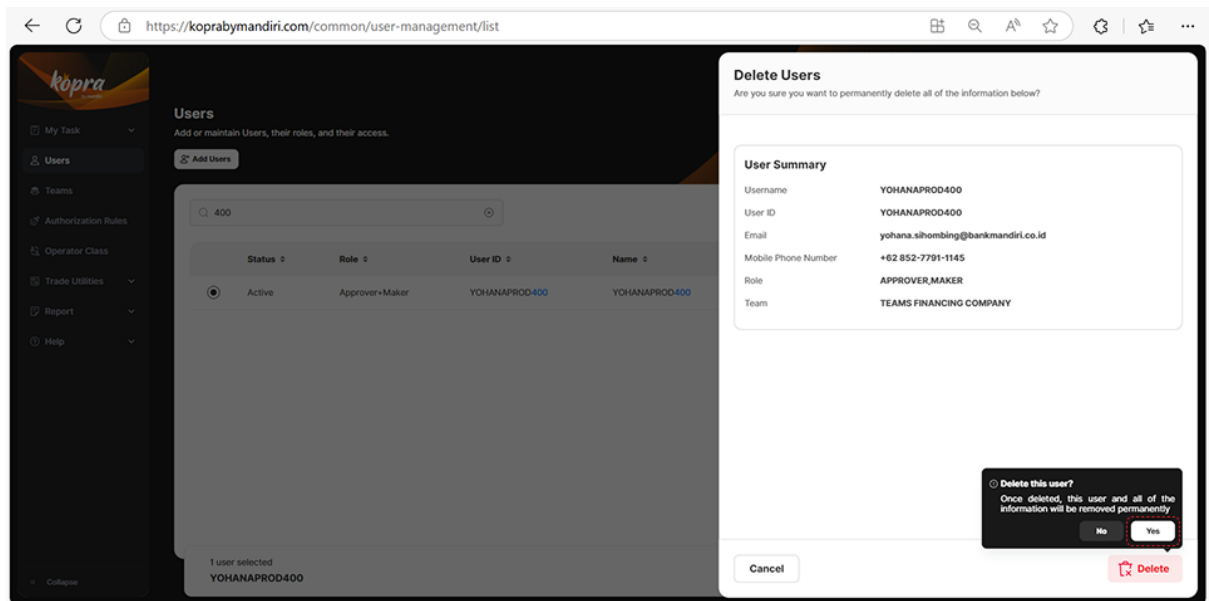
- c. Select or search for *the user* you want to delete the operator -> Click the *Manage* button on the floating bar -> Click the *Delete User* option

The transaction screen appears as follows:

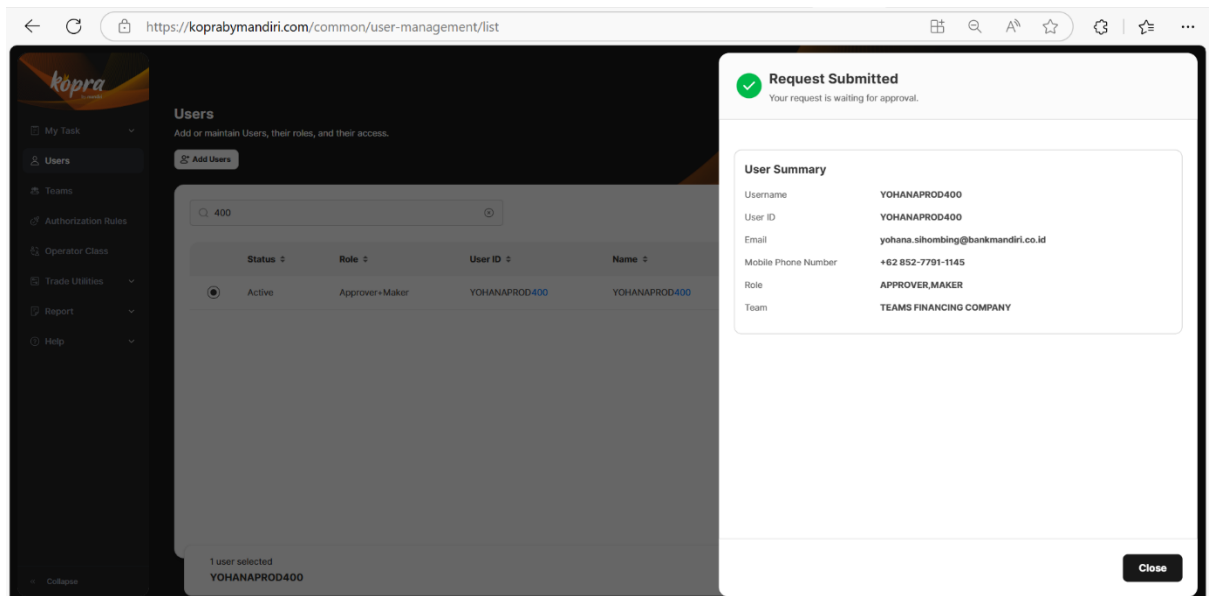


- d. Click the *Delete* button on the overlay

The transaction screen appears as follows:



- e. Click the *Yes* button on the *popover* confirmation delete
The transaction screen appears as follows:



18. Pending Task User

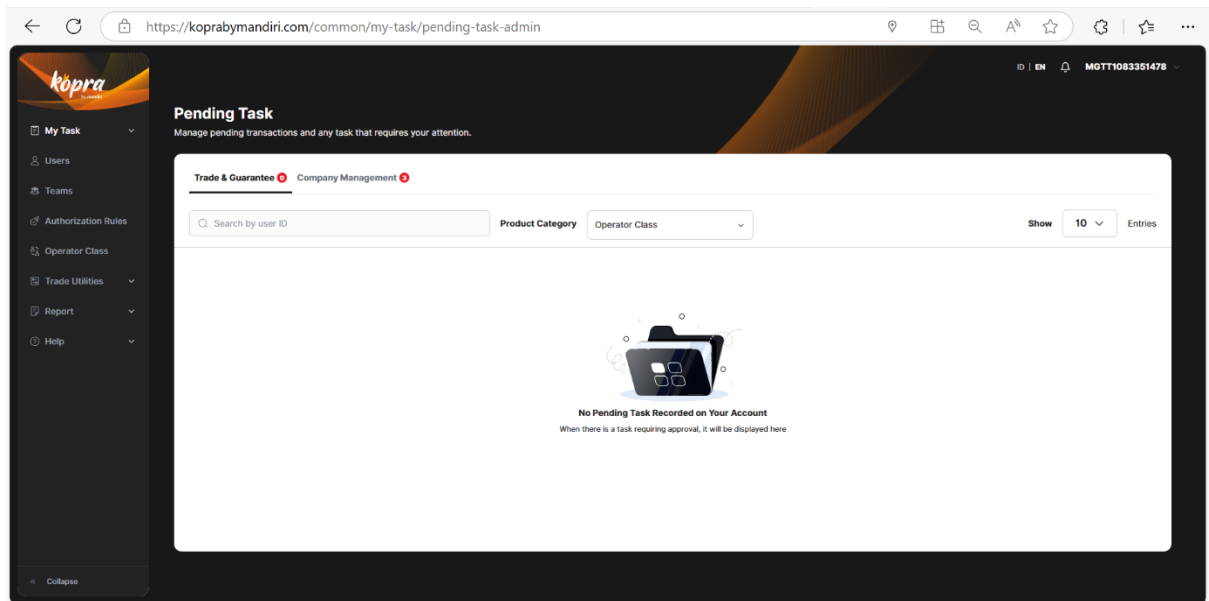
The *Pending Task User* function is executed for the following purposes:

- Release of a new, modified, or *Delete User* profile.
- Release status updates from *Operator* users.
- Release a new user password.
- Release users who are indicated to be locked.

Maker

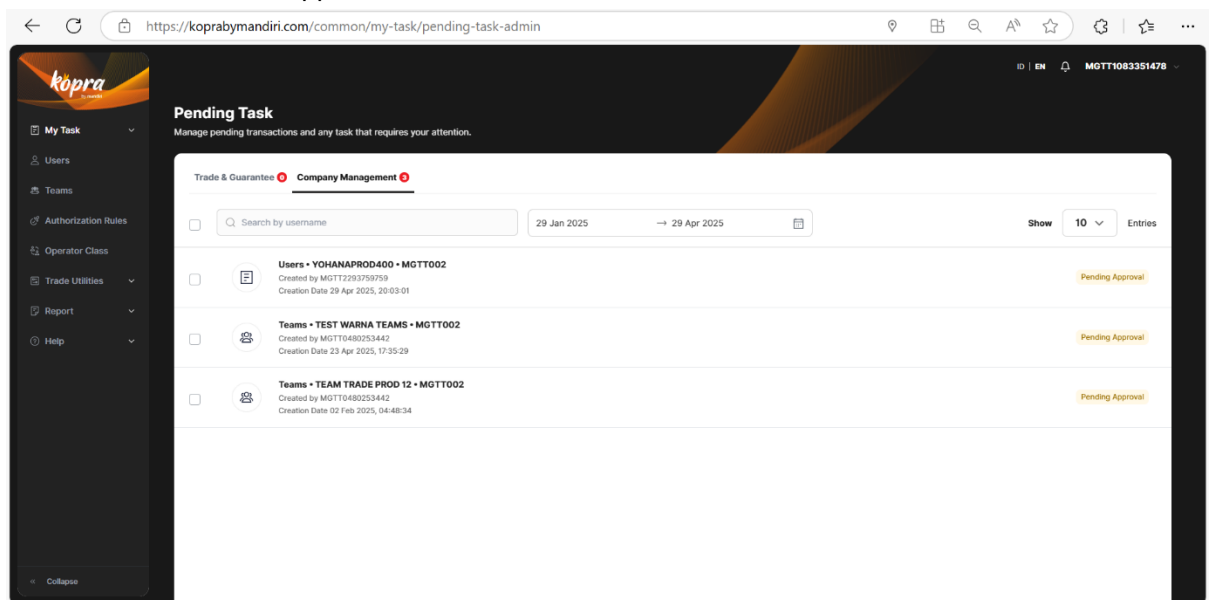
- a. Log in to Kopra via www.koprabymandiri.com
- b. Click the *Pending Task* menu

The transaction screen appears as follows:



c. Select the *Company Management* tab

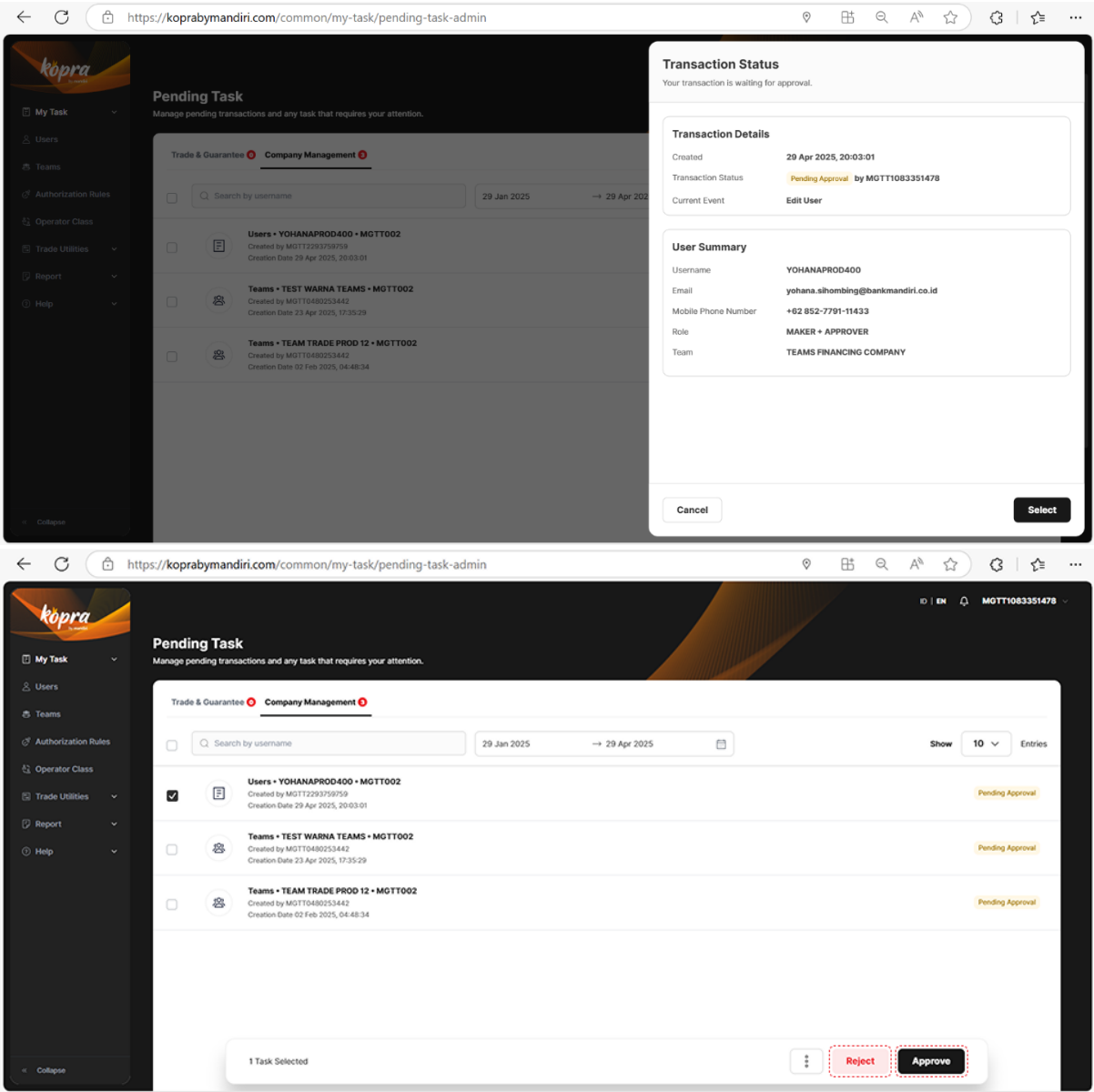
The transaction screen appears as follows:



d. Select *Users* to be authorized -> Click *manage* -> Click *Card list User*

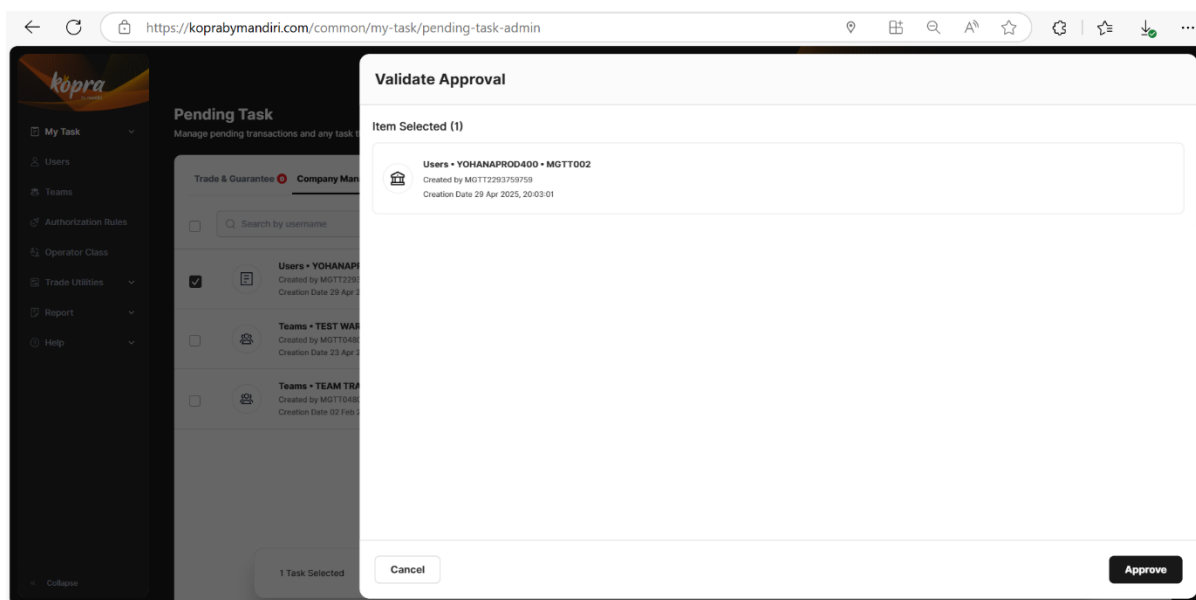
Users can choose a *card list* to view the user of the actions that have been performed by other admins (*Add/Edit/Delete/Activate/Deactivate/Unlock User/Unlock Session/Reset Password*)

The transaction screen appears as follows:



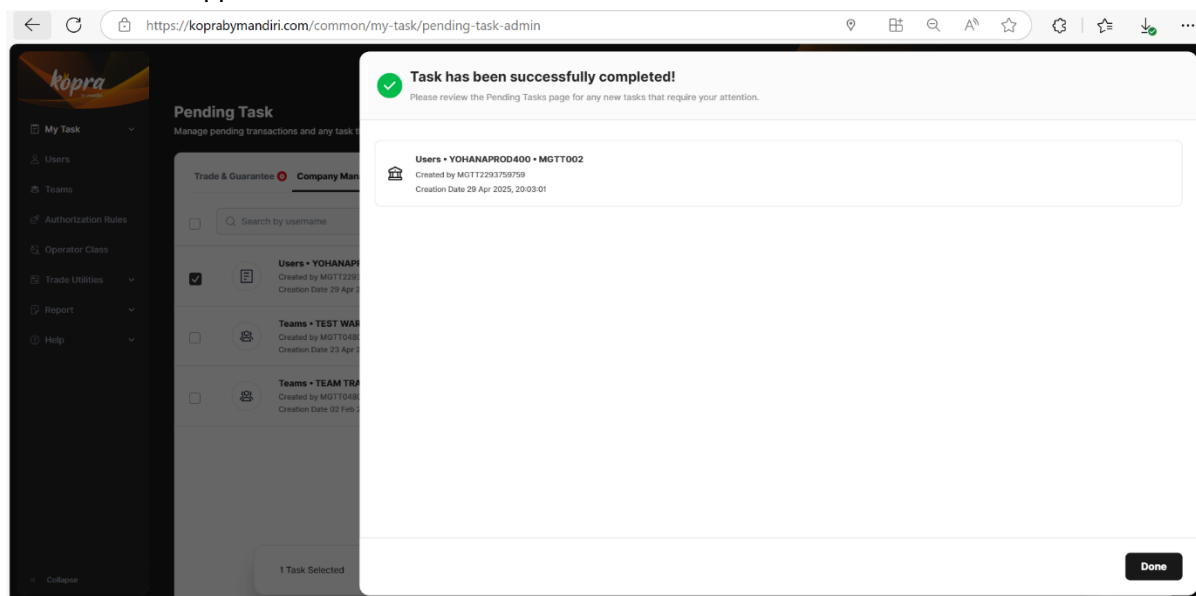
Fields Name	Description
Approve	This option is used for the release of a submitted transaction
Rejection	This option is used to reject a submitted transaction. The reason for the rejection can be written in the text area provided.

-Approver can click the 'Approve' button on the floating bar
The screen will appear as follows:



- Approver can click the 'Approve' button on the *Validate Approval* screen

And the screen appears as follows:



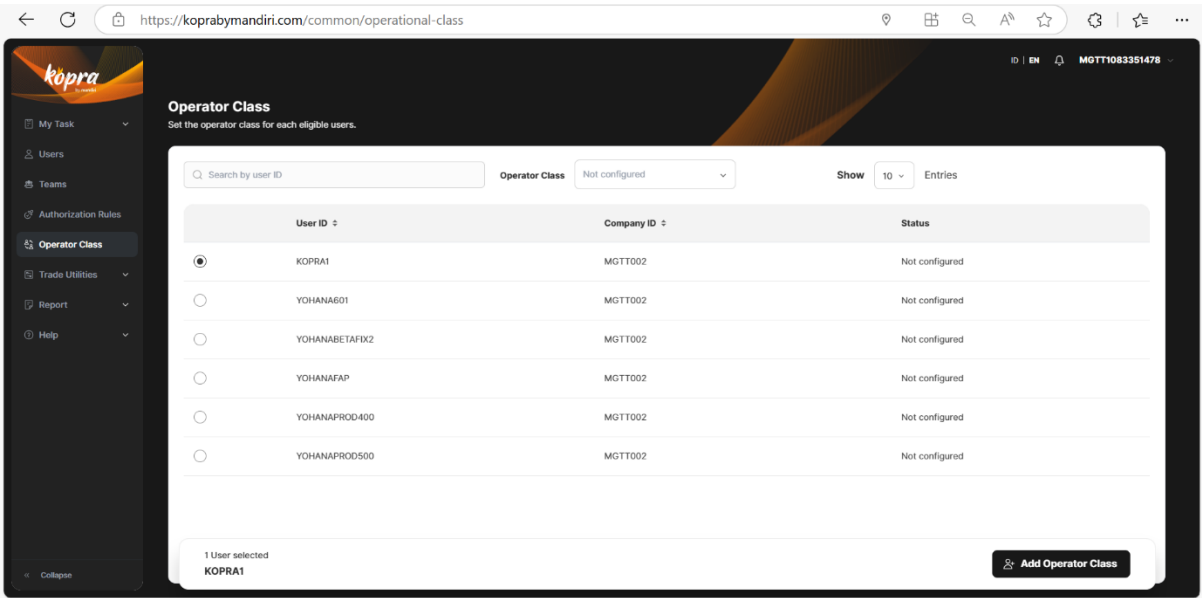
19. Add Operator Class

This function is used to determine the type or *level of operator users* related to the release or authorization function of trade products that have access to each module in each *company* they own. This level can only be set by operators with *Approver* or *Maker + Approver type*, namely access to the transaction's release/authorization function (*the assignment function* is set through *the User function*). The *Add Operator Class process* requires a release by Approver using the *Pending Task Operator Class*.

Maker

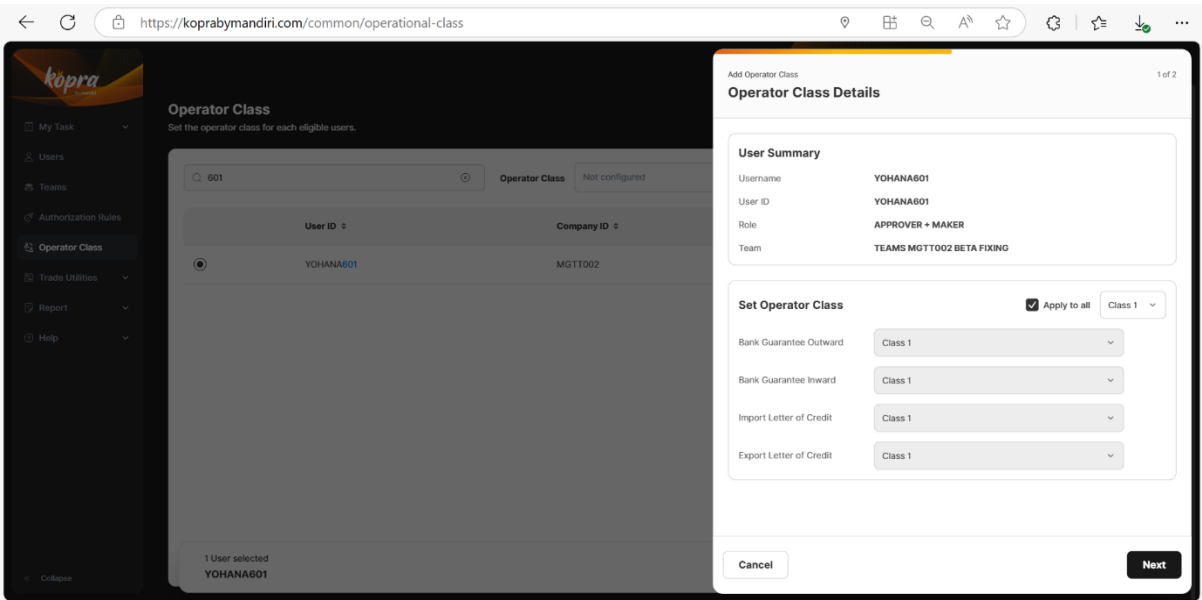
- Log in to Kopra via www.koprabymandiri.com
- Click the *Operator Class menu*

The transaction screen appears as follows:



c. Select/search for Approver Operator / Maker + Approver -> Click Add Operator Class button

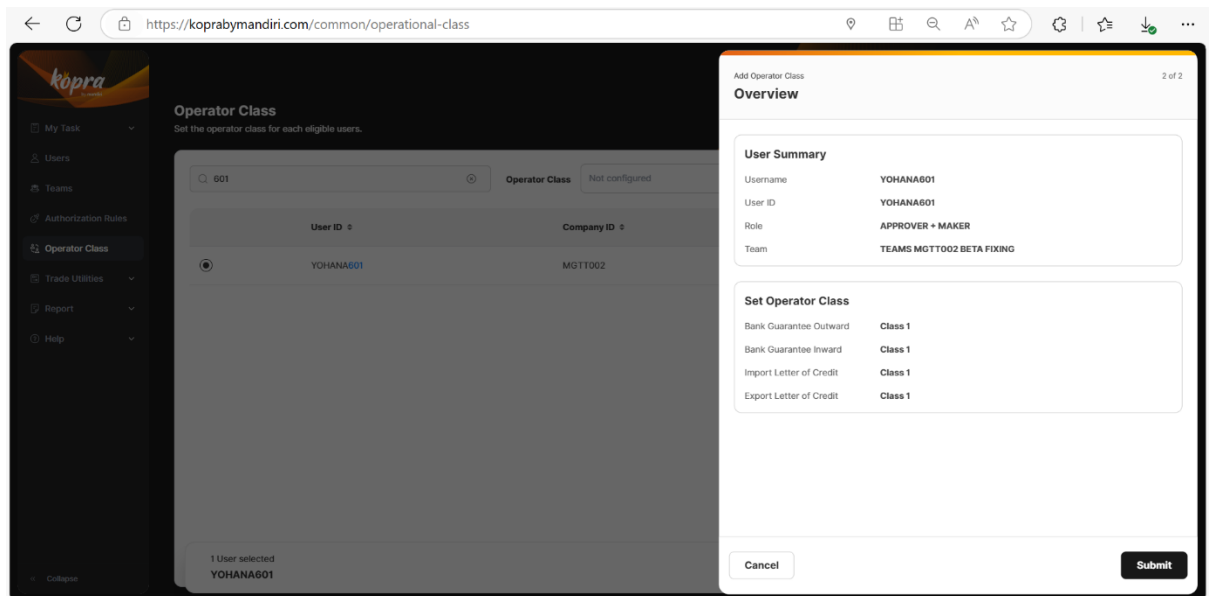
The transaction screen appears as follows:



Fields Name	Type	Description
Class	M	The class level given to the user in authorizing the release of the transaction
Apply to All	M	Classes can be implemented with the same class rules for all available modules
Select Class	M	Classes can be done with different types of classes from the available modules

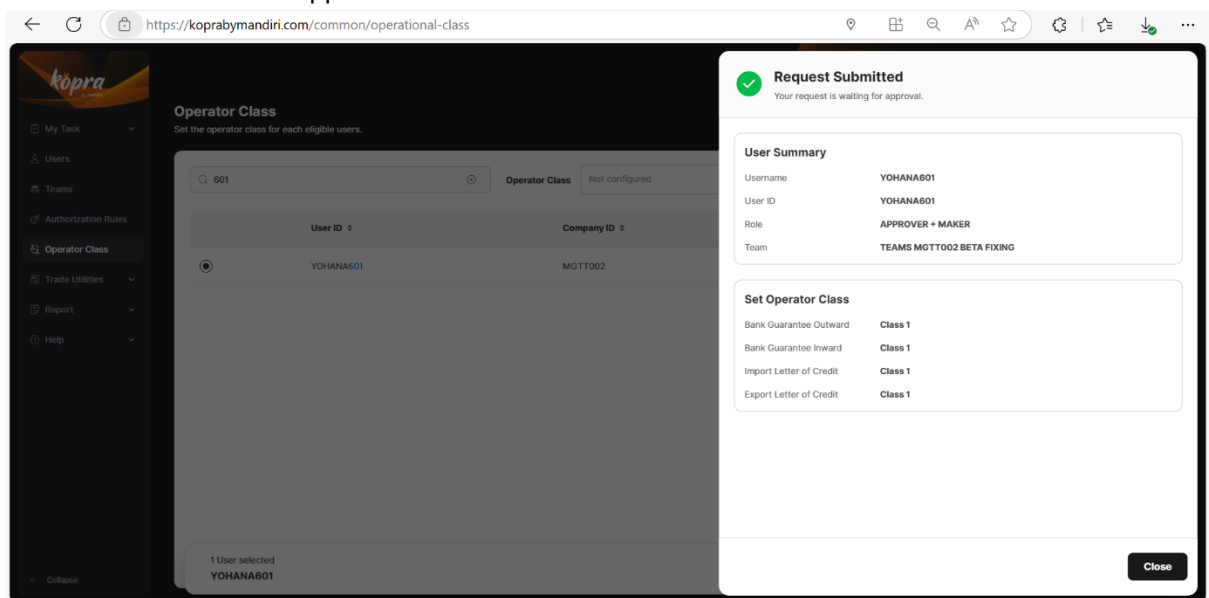
d. Click button 'Next'

The transaction screen appears as follows:



e. Click the 'Submit' button

The transaction screen appears as follows:

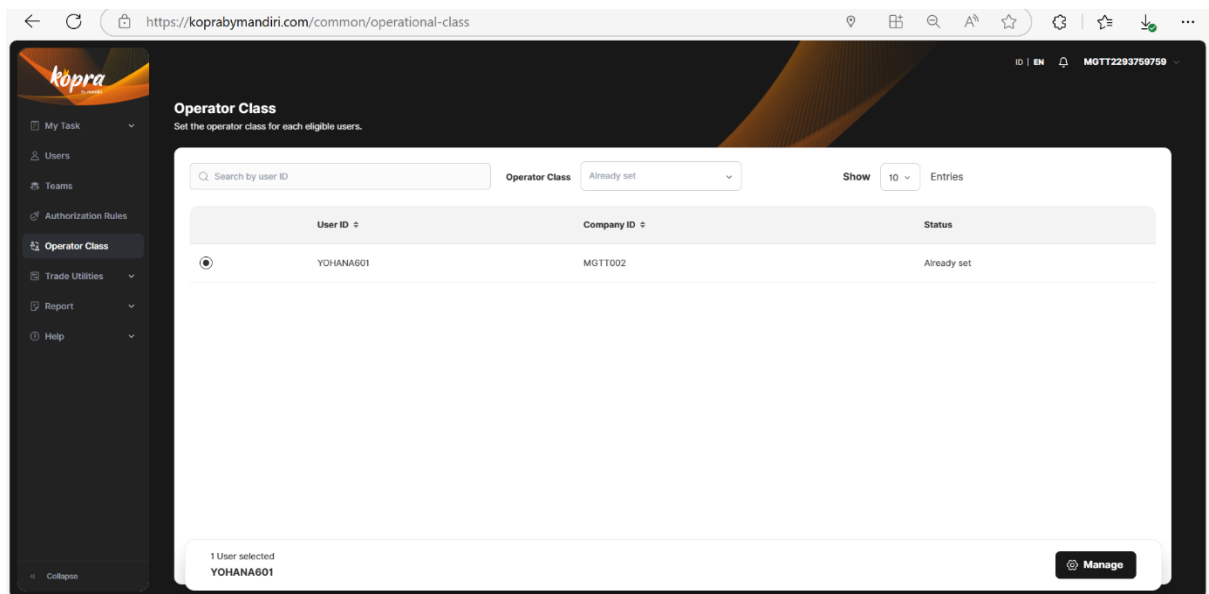


20. Modify Operator Class

Maker

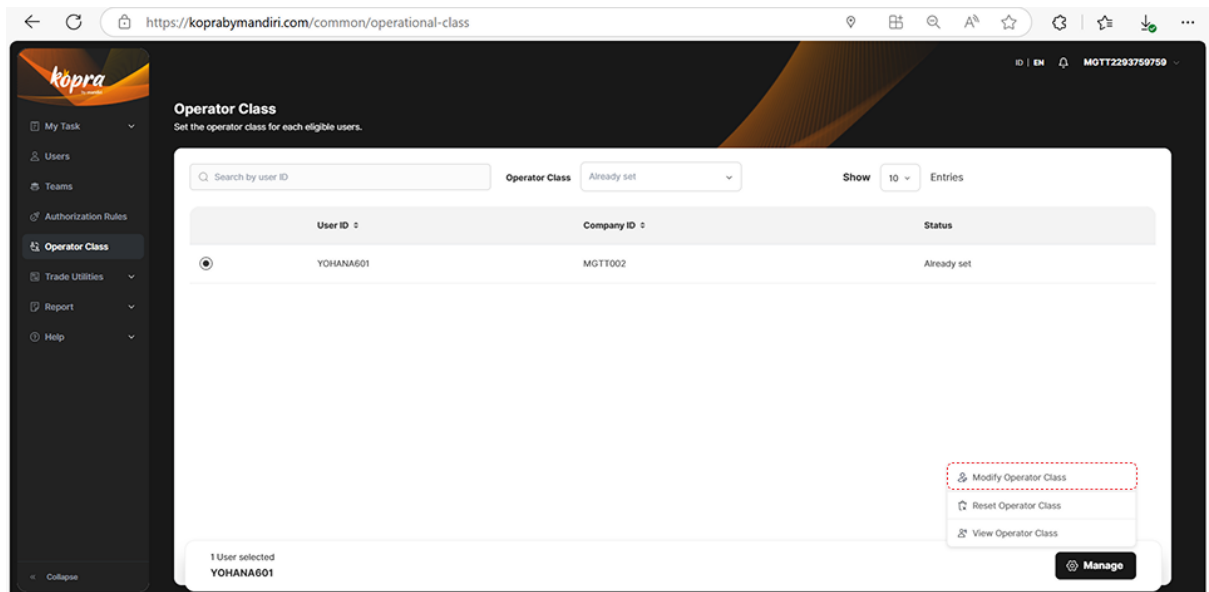
- Log in to Kopra via www.koprabymandiri.com
- Click the *Operator Class* menu

The transaction screen appears as follows:



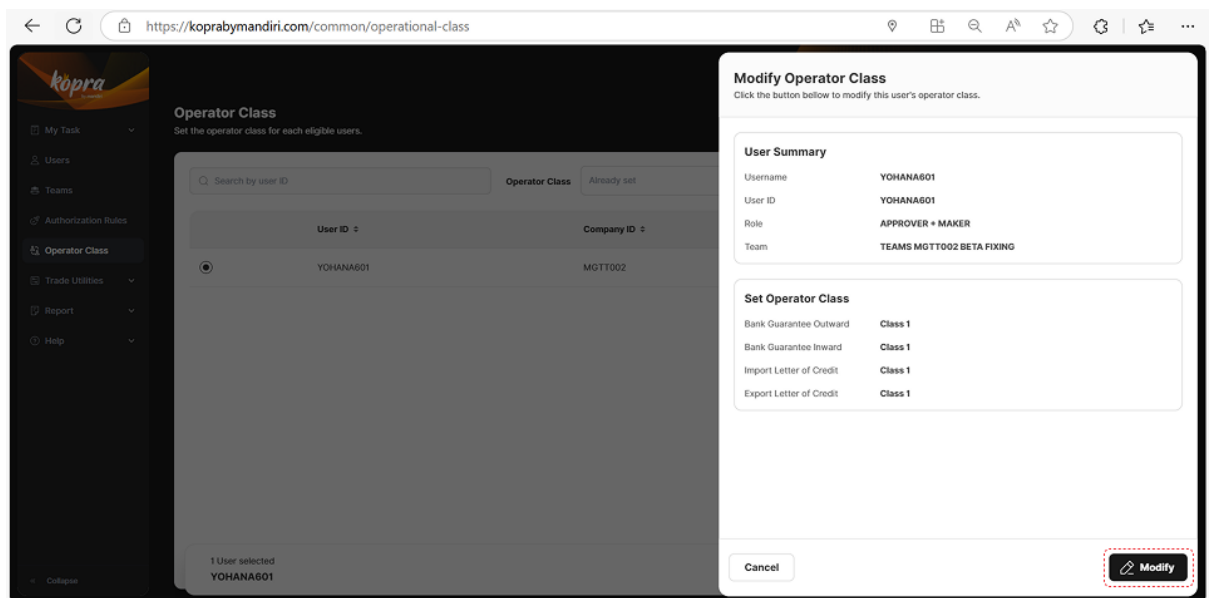
c. Select 'Already Set' in the *Operator Class* filter dropdown

The transaction screen appears as follows:



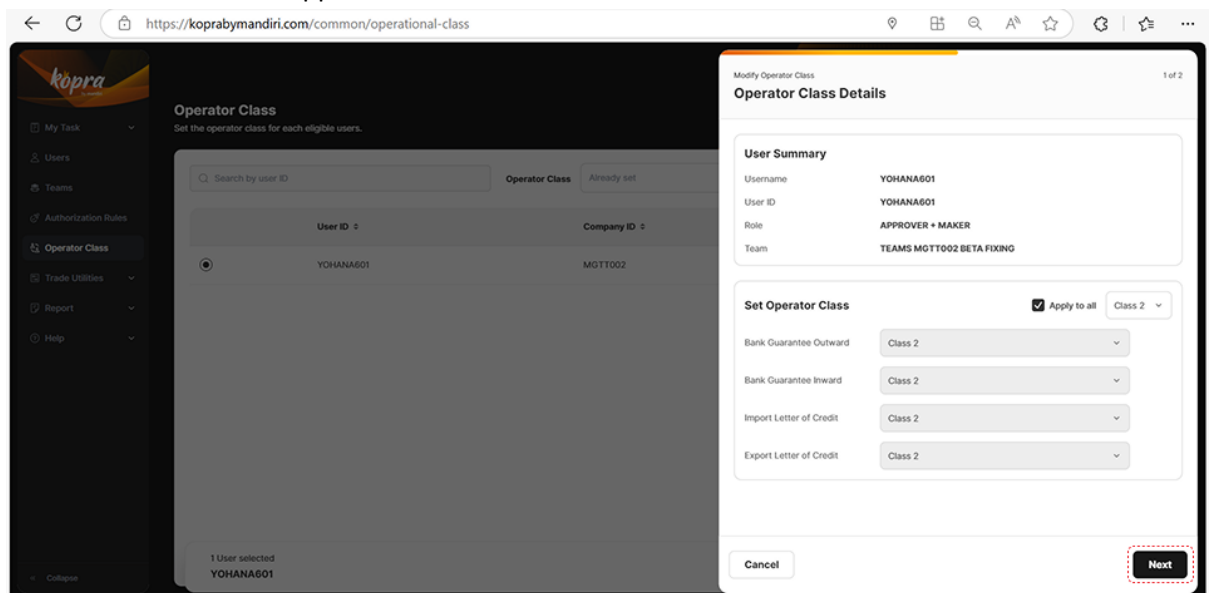
d. Select the user to be modified *Operator Class* -> Click the *Manage* button on the floating bar

The transaction screen appears as follows:



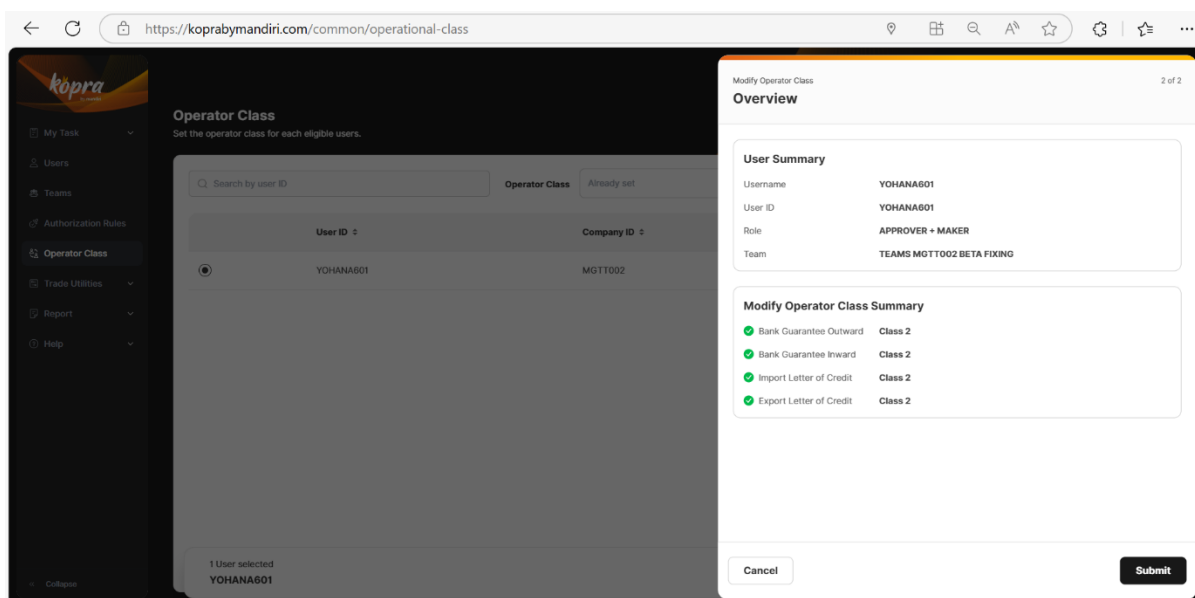
e. Select the *Modify Operator Class* option

The transaction screen appears as follows:



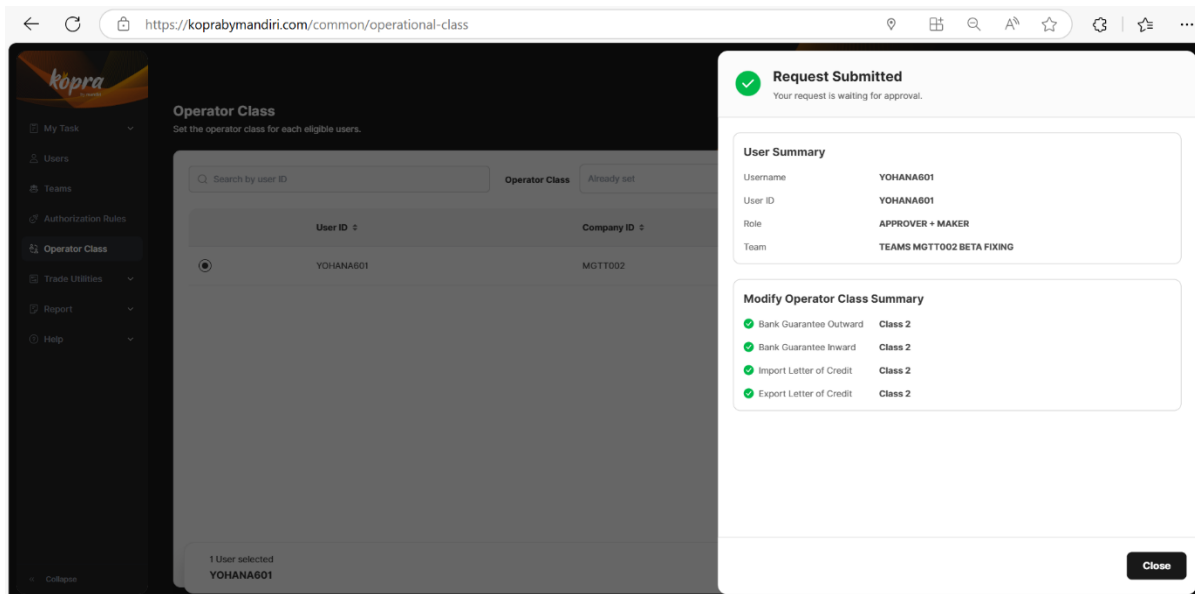
f. Make *class* modifications to the module needed to make changes -> Click Next button

The following transaction screen will appear:



g. Click the *Submit* button

The following transaction screen will appear:

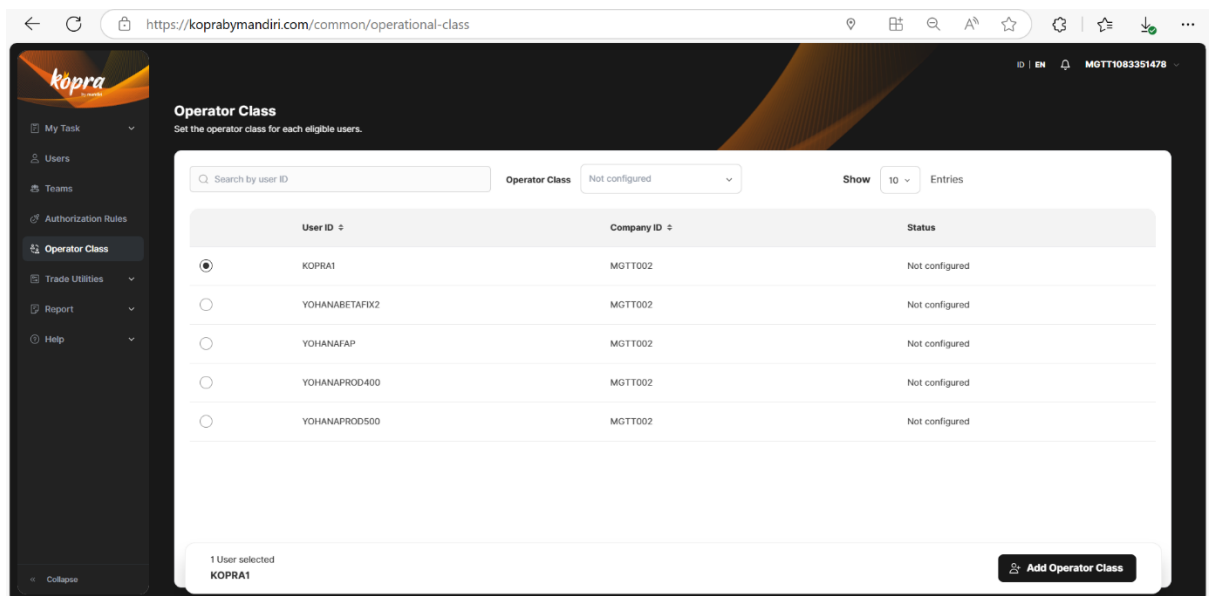


21. Reset Operator Class

Maker

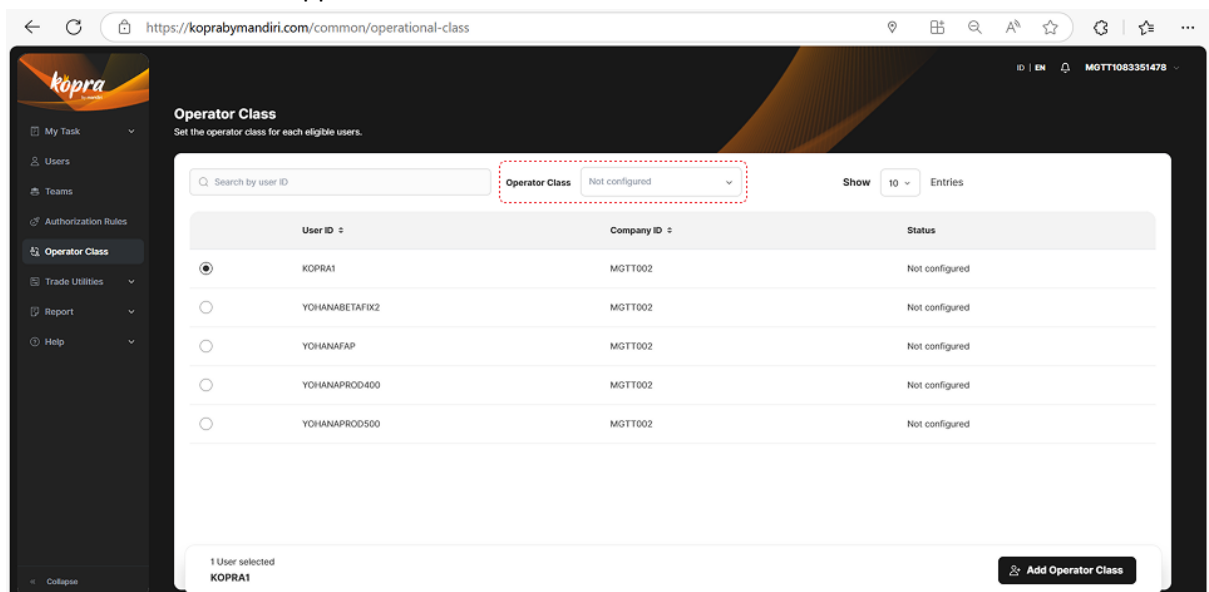
- Log in to Kopra via www.koprabymandiri.com
- Click the *Operator Class* menu

The transaction screen appears as follows:



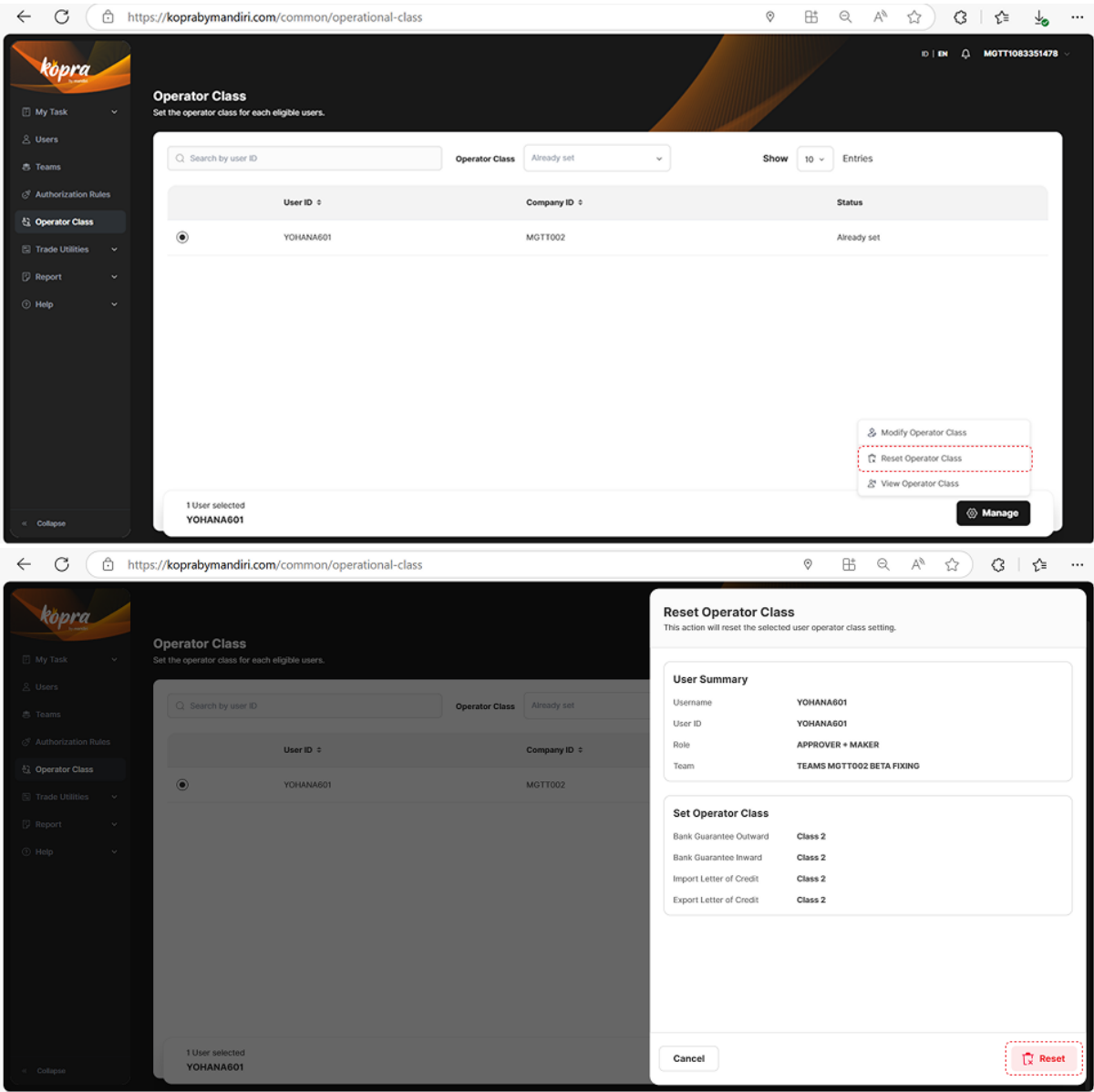
c. Select 'Already Set' in the *Operator Class* filter dropdown

The transaction screen appears as follows:



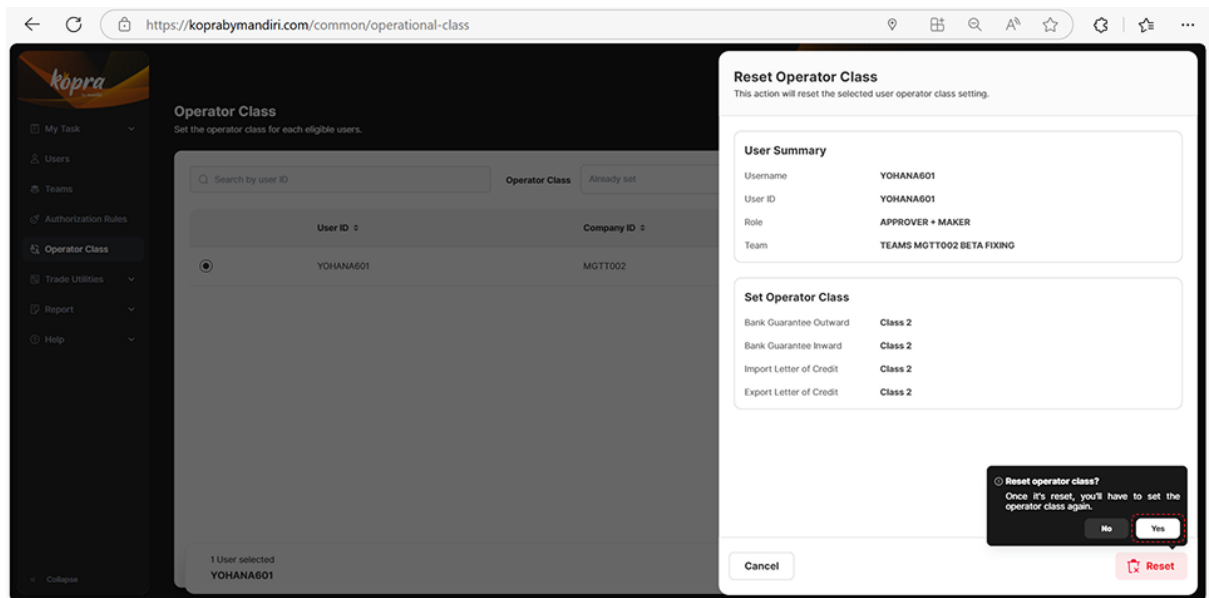
d. Select the user to delete the operator class -> Click the 'Manage' button -> Click the *Reset Operator Class* option

The transaction screen appears as follows:



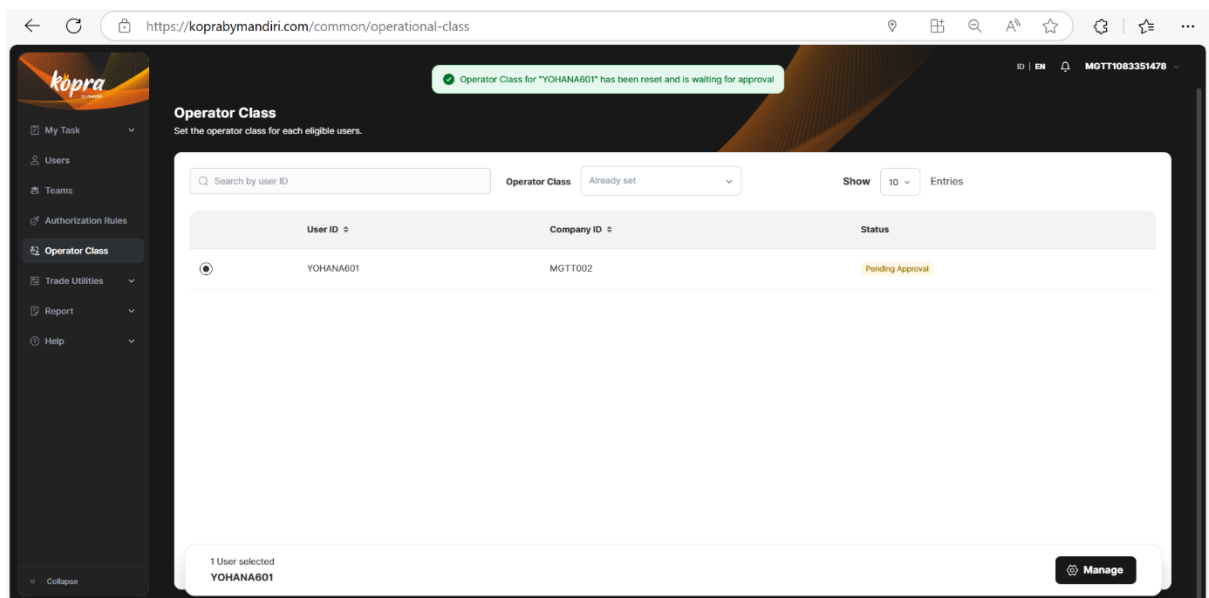
e. Click the *Reset* button

The transaction screen appears as follows:



f. Click the *Yes* button on the *delete confirmation popover*

The screen appears as follows



22. View Operator Class

Maker

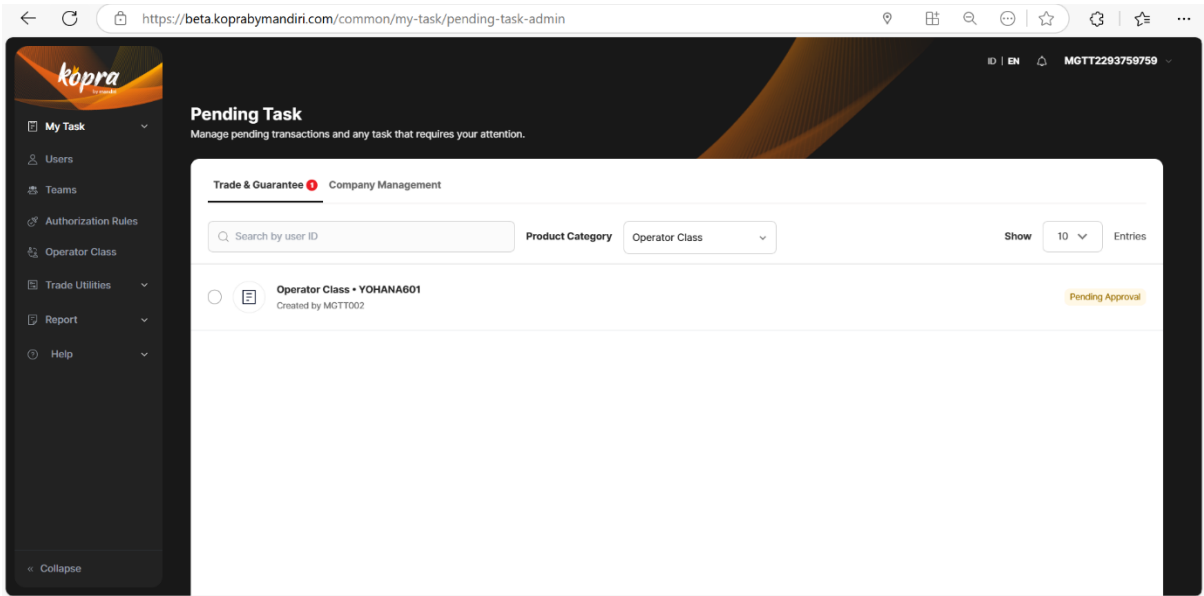
- Log in to Kopra via www.koprabymandiri.com
- Click the *Operator Class* menu
- Select the 'Already Set' option on the *Operator Class* filter dropdown
- A list of users who have been set up *Operator Class* appears
- Select the operator to be *inquired about*
- Click the *Manage* button on the *floating bar*
- Perform the *View User* option

23.Pending Task Operator Class

Maker

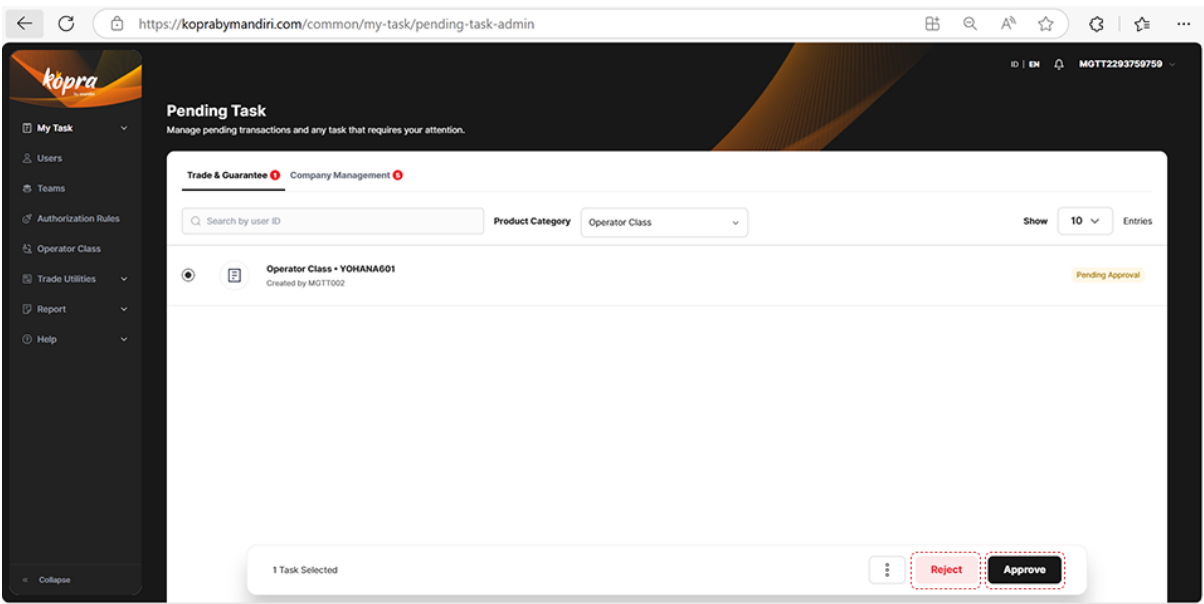
- a. Log in to Kopra via www.koprabymandiri.com
- b. Click the Operator Class -> menu Select the Trade & Guarantee tab

The transaction screen appears as follows:



- c. Select the operator to be authorized -> Click Card list User Operator
- Users can select a card list to view the User of the actions that have been performed by other admins (Add/Modify/Reset Operator Class)

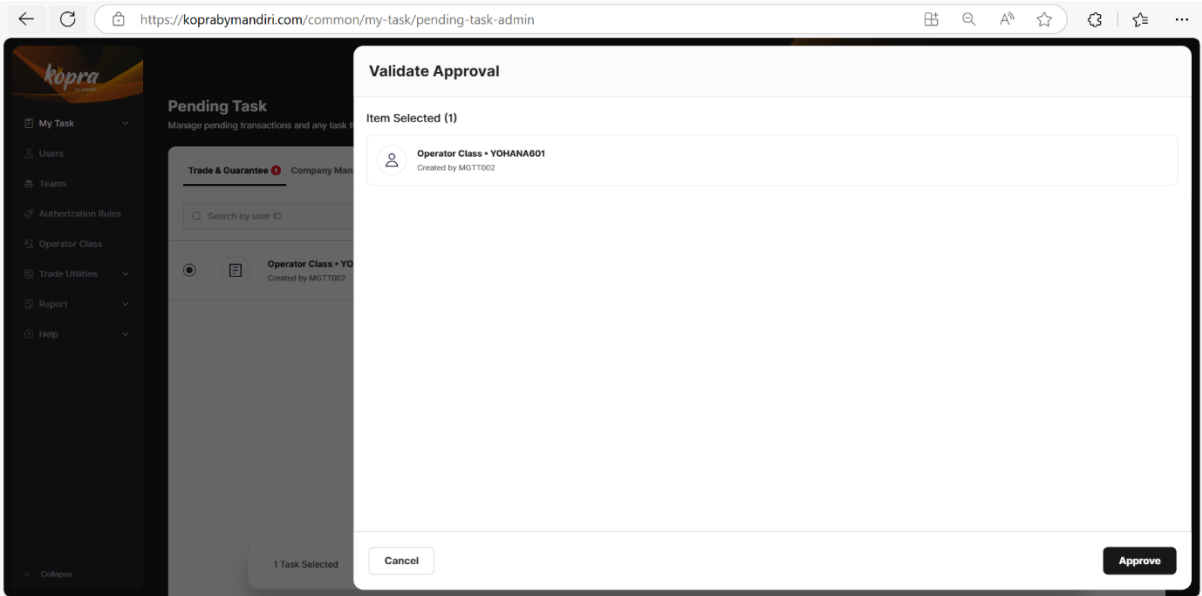
The transaction screen appears as follows:



Fields Name	Description
Approve	This option is used for the release of a submitted transaction

Rejection	This option is used to reject a submitted transaction. The reason for the rejection can be written in the text area provided.
-----------	---

-Approver can click the 'Approve' button on the floating bar
The screen will appear as follows:



- Approver can click the 'Approve' button on the Validate Approval screen
And the screen appears as follows:

