



PANDUAN PENGGUNAAN APLIKASI E-CITRA

V1.0

Abstract
Untuk Broker

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REVISION HISTORY

Name	Date	Reason of Change	Version

ICH PROPERTY

1 AKSES KE APLIKASI E-CITRA

Untuk memulai menggunakan aplikasi E-Citra silakan akses ke <https://ecitra.ich.co.id/> melalui browser pada laptop/ computer. Gunakan google chrome untuk pengalaman yang lebih baik.

Akan muncul halaman login seperti berikut, lalu pilih broker login.



Login dengan menggunakan email dan password yang sudah diberikan, kemudian klik login.

CITRA (CLEARING INFO OF TRADE) Login

Broker Login

Username

Password

Remember Me

2 MENU

Setelah Login berhasil anda akan melihat halaman home dari E-Citra. Pada panel sebelah kiri akan terdapat menu yang terdiri dari :

- Dashboard
- SPA Clients
- SPA Clients Transactions
- User

3 SPA CLIENTS

Menu SPA Clients digunakan untuk menambahkan dan menampilkan data SPA Clients.

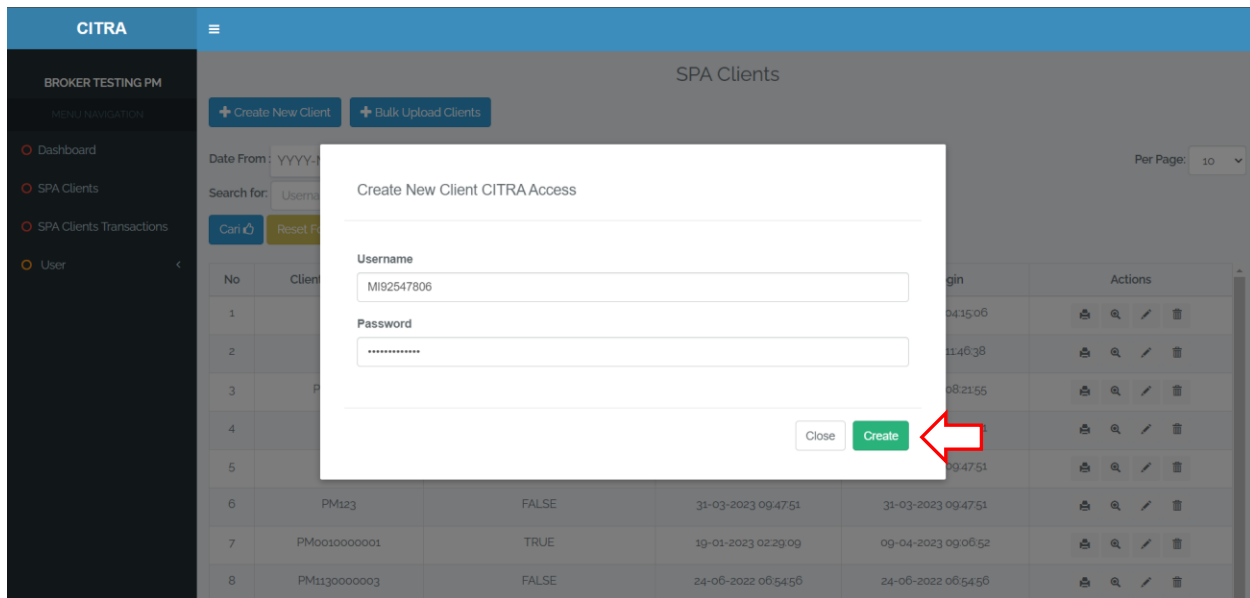
3.1 CREATE NEW CLIENT

Untuk menambahkan data Client yang baru, klik tombol Create New Client.

The screenshot shows the SPA Clients management interface. The sidebar menu on the left includes 'Dashboard', 'SPA Clients', 'SPA Clients Transactions', and 'User'. The main content area displays a table of SPA Clients with the following data:

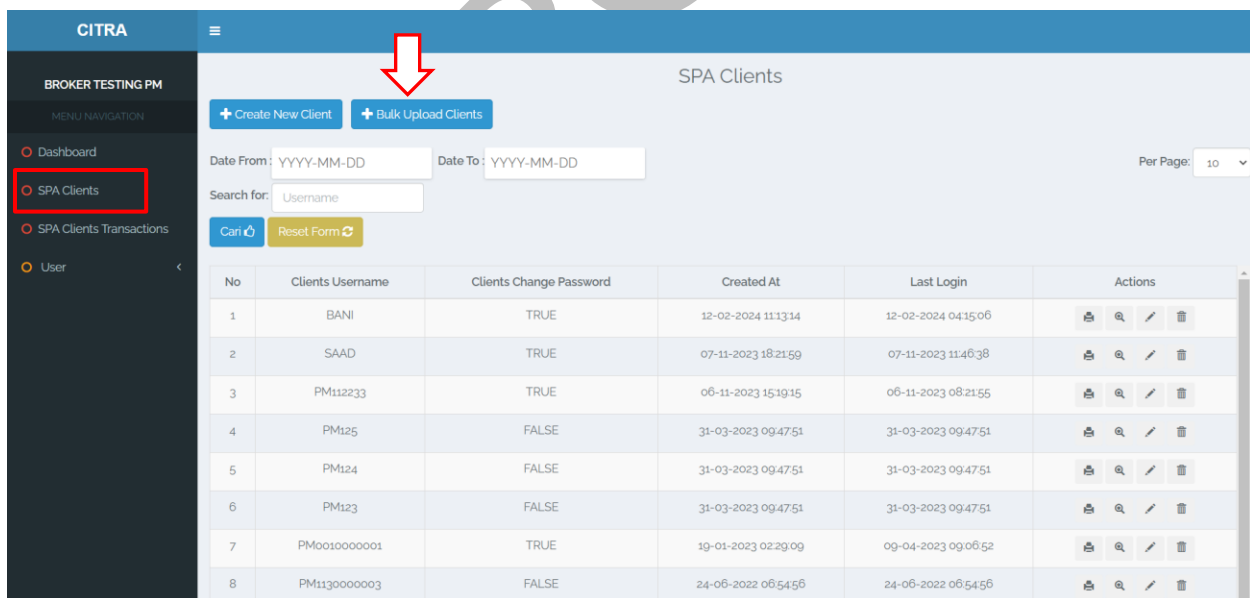
No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	BANI	TRUE	12-02-2024 11:13:14	12-02-2024 04:15:06	[Icons]
2	SAAD	TRUE	07-11-2023 18:21:59	07-11-2023 11:46:38	[Icons]
3	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:55	[Icons]
4	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
5	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
6	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
7	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	[Icons]
8	PM1130000003	FALSE	24-06-2022 06:54:56	24-06-2022 06:54:56	[Icons]

Halaman menampilkan pop create new client CITRA access. Isi data yang dibutuhkan kemudian klik tombol create untuk menyimpan data. Untuk mengisi username diinputkan sesuai broker_code. Contoh : miracle = MI menjadi MI92547806.

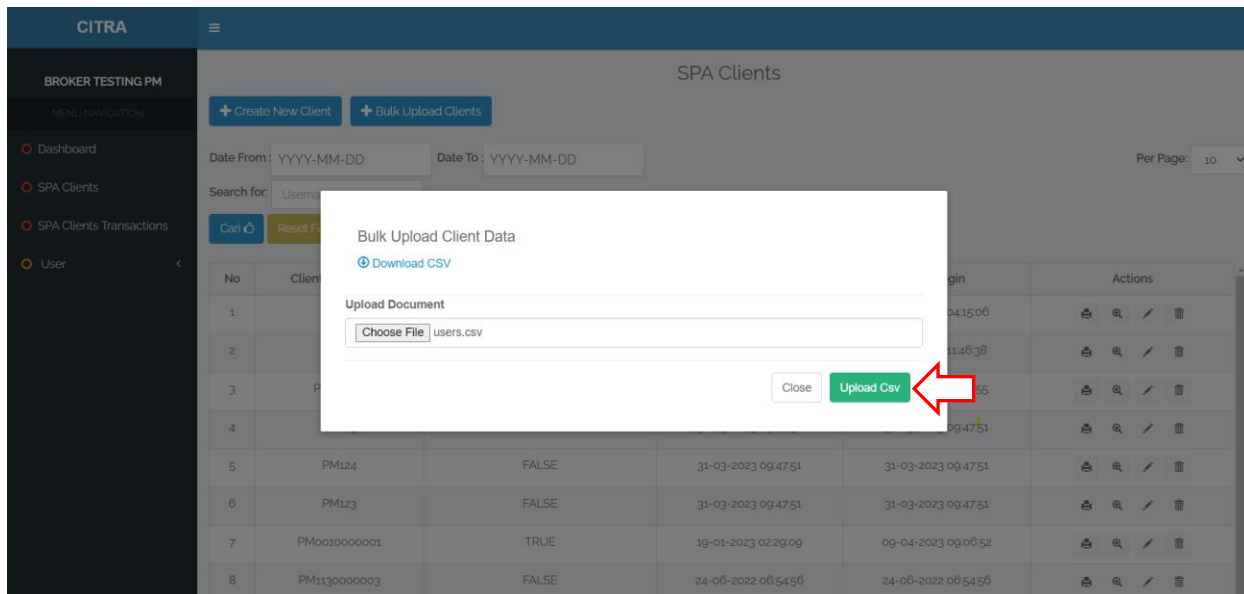


3.2 BULK UPLOAD CLIENTS

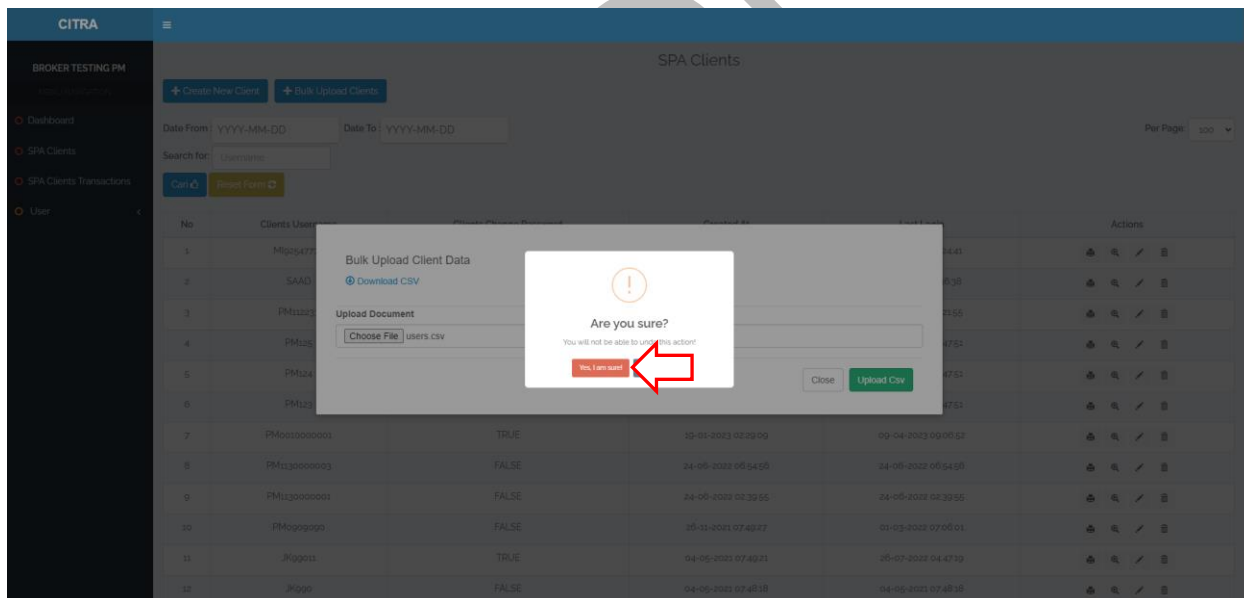
Untuk mengupload data Client, klik tombol Bulk Upload Clients pada menu SPA Clients.



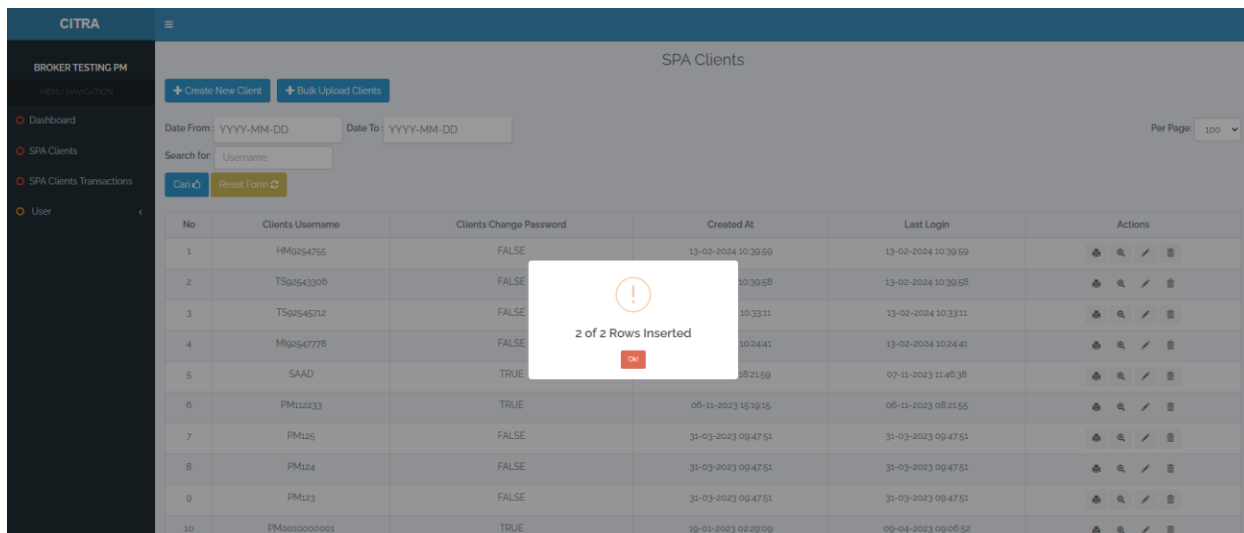
Akan muncul form seperti berikut. Upload data sesuai dengan format yang ada (format dapat di download pada button Download CSV) lalu klik button Upload Csv.

































Klik button Yes, I am sure pada pop up konfirmasi untuk menyetujui upload data csv.



Data berhasil terupload dan halaman menampilkan pop up jumlah data yang berhasil dimasukkan.

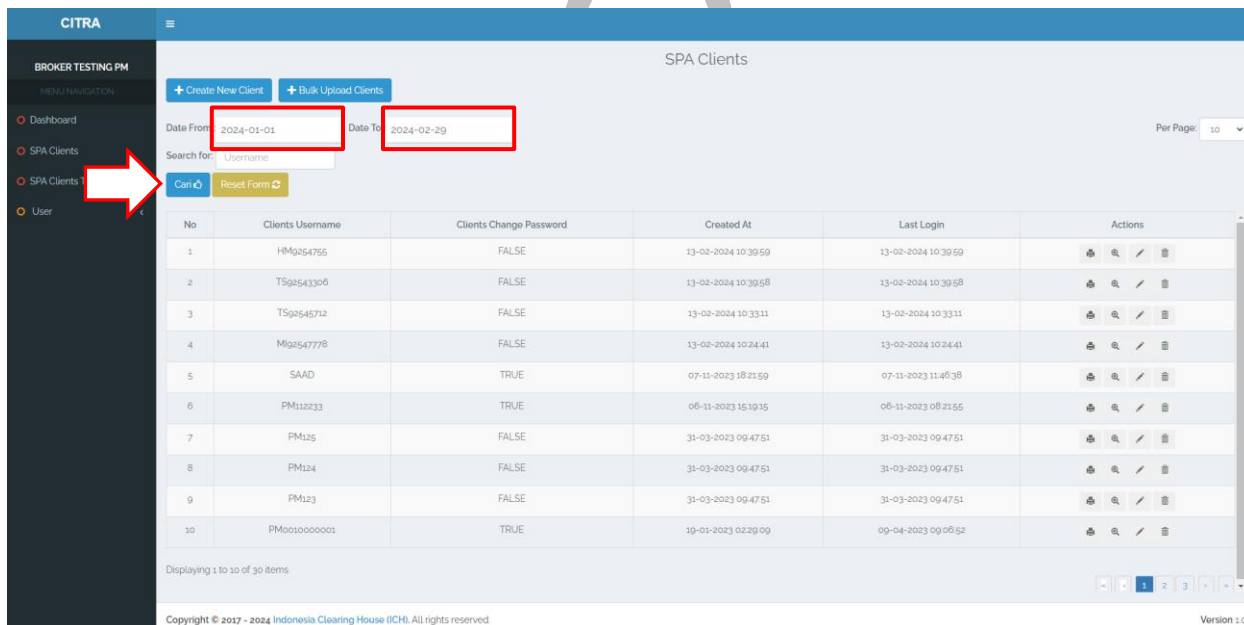


The screenshot shows the SPA Clients management interface. At the top, there are buttons for '+ Create New Client' and '+ Bulk Upload Clients'. Below these are date range filters (Date From: YYYY-MM-DD, Date To: YYYY-MM-DD) and a search bar. A table lists client records with columns: No, Clients Username, Clients Change Password, Created At, Last Login, and Actions. A white pop-up window with a red exclamation mark icon and the text '2 of 2 Rows Inserted' is overlaid on the table.































No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	  
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	  
3	TS92545712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	  
4	MI92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	  
5	SAAD	TRUE	07-11-2023 11:40:38	07-11-2023 11:40:38	  
6	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:55	  
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
10	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	  

3.3 SORT DATE DATA SPA CLIENTS

Untuk menampilkan data SPA Clients pada range tertentu, pilih date from dan date to lalu klik button cari.



The screenshot shows the SPA Clients management interface. The 'Date From' field is set to '2024-01-01' and the 'Date To' field is set to '2024-02-29'. Both fields are highlighted with red boxes. A red arrow points to the 'Cari' button. The table below shows the same list of client records as in the previous screenshot.

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	  
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	  
3	TS92545712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	  
4	MI92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	  
5	SAAD	TRUE	07-11-2023 11:40:38	07-11-2023 11:40:38	  
6	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:55	  
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	  
10	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	  

Halaman menampilkan data SPA Clients sesuai range date yang dipilih.

The screenshot shows the SPA Clients management interface. At the top, there are buttons for '+ Create New Client' and '+ Bulk Upload Clients'. Below these are date filters: 'Date From: 2024-01-01' and 'Date To: 2024-02-29'. A search bar labeled 'Search for: Username' is present, with a 'Cari' button and a 'Reset Form' button. The table below has the following data:

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	[Icons]
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	[Icons]
3	TS92545712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	[Icons]
4	Ml92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	[Icons]

Displaying 1 to 4 of 4 items

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3.4 SEARCH USERNAME SPA CLIENTS

Untuk melakukan pencarian data username clients, input keyword username pada kolom pencarian lalu klik button cari.

The screenshot shows the SPA Clients management interface with a search filter applied. The search bar contains the keyword 'Ml92547778' and is highlighted with a red box. A red arrow points to the 'Cari' button. The table below has the following data:

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	[Icons]
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	[Icons]
3	TS92545712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	[Icons]
4	Ml92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	[Icons]
5	SAAD	TRUE	07-11-2023 18:21:59	07-11-2023 11:48:38	[Icons]
6	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:55	[Icons]
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons]
10	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:09:52	[Icons]

Displaying 1 to 10 of 30 items

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Halaman menampilkan data sesuai keyword yang diinput.

The screenshot shows the 'SPA Clients' management interface. At the top, there are buttons for '+ Create New Client' and '+ Bulk Upload Clients'. Below these are search filters: 'Date From' and 'Date To' (both showing 'YYYY-MM-DD'), and a 'Search for' field containing 'Miq2547778'. There are 'Cari' and 'Reset Form' buttons. A table below displays one client record:

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	Miq2547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	[Icons]

Below the table, it says 'Displaying 1 to 1 of 1 items'. The footer contains 'Copyright © 2017 - 2024 Indonesia Clearing House (ICHI). All rights reserved.' and 'Version 1.0'.

3.5 RESET FORM SPA CLIENTS

Untuk mengatur ulang rentang tanggal atau pencarian username, klik button reset form setelah menginput rentang tanggal atau pencarian username.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Reset Form' button. The search filters are now populated: 'Date From' is '2024-01-01', 'Date To' is '2024-02-29', and 'Search for' is 'Miq2547778'. The table and footer information remain the same.

Halaman akan kembali ke tampilan awal .

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	
3	TS92546712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	
4	Mi92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	
5	SAAD	TRUE	07-11-2023 18:21:69	07-11-2023 11:46:38	
6	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:56	
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
10	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	

3.6 DETAIL SPA CLIENT

Untuk melihat detail data SPA Client, pilih data client lalu klik icon view pada action.

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	
2	TS92543306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	
3	TS92546712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	
4	Mi92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	
5	SAAD	TRUE	07-11-2023 18:21:69	07-11-2023 11:46:38	
6	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:56	
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	
10	PM0010000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	

Halaman menampilkan pop up detail data client.

The screenshot shows the 'SPA Clients' management page in the CITRA system. A 'Detail Client' pop-up window is displayed over a table of client data. The pop-up contains the following information:

- Username : HM9254755
- Clients Change Password : FALSE
- Created At : 13-02-2024 10:39:59
- update At : 13-02-2024 10:38:59

The background table lists 10 clients with columns for No, Clients Username, Clients Change Password, Created At, Last Login, and Actions. The 'Detail Client' window has a 'Close' button at the bottom right.

3.7 EDIT SPA CLIENT

Untuk melakukan perubahan pada data SPA Client, pilih data SPA Client lalu klik button edit pada action.

The screenshot shows the 'SPA Clients' management page. A red arrow points to the edit button (represented by a pencil icon) in the 'Actions' column of the client table. The table contains 10 rows of client data.

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9254755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	[Icons: Add, Edit, Delete]
2	TS925433906	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	[Icons: Add, Edit, Delete]
3	TS92545712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	[Icons: Add, Edit, Delete]
4	M192547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	[Icons: Add, Edit, Delete]
5	SAAD	TRUE	07-11-2023 18:21:59	07-11-2023 11:46:38	[Icons: Add, Edit, Delete]
6	PM112233	TRUE	08-11-2023 15:19:16	08-11-2023 08:23:56	[Icons: Add, Edit, Delete]
7	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons: Add, Edit, Delete]
8	PM124	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons: Add, Edit, Delete]
9	PM123	FALSE	31-03-2023 09:47:51	31-03-2023 09:47:51	[Icons: Add, Edit, Delete]
10	PM0010000001	TRUE	10-01-2023 02:29:09	09-04-2023 09:06:52	[Icons: Add, Edit, Delete]

Halaman akan menampilkan pop up edit client, input data lalu klik button edit.

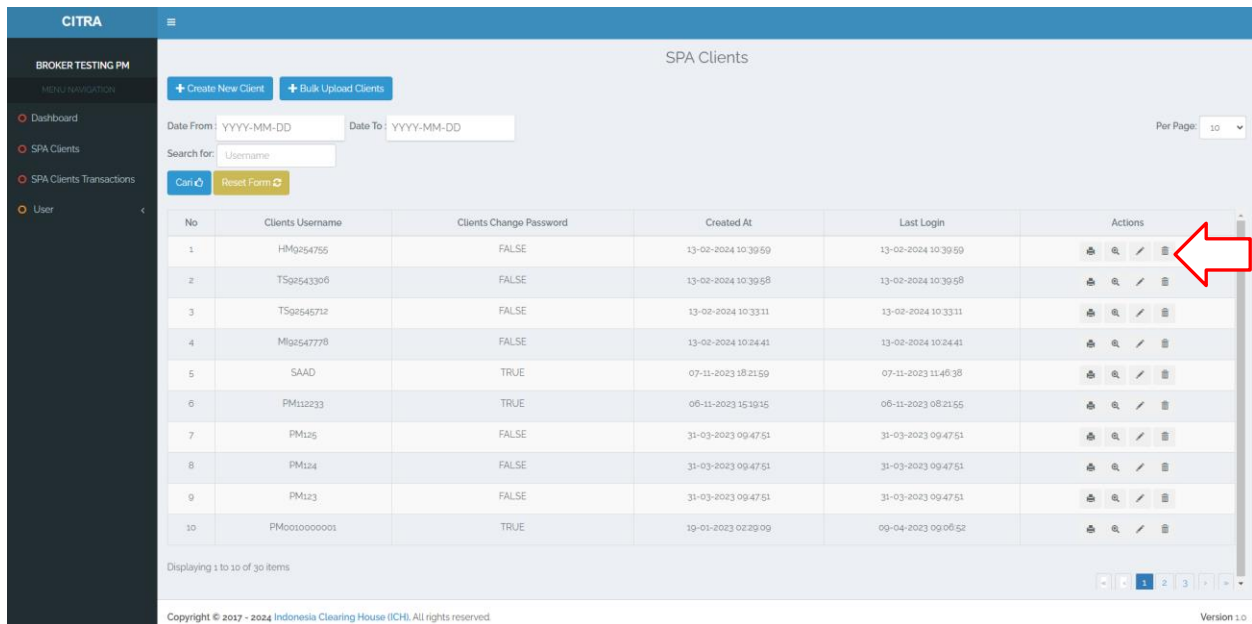
The screenshot shows the 'SPA Clients' management page in the CITRA system. A modal window titled 'Edit Client' is open, allowing for the modification of a client's details. The form includes fields for 'Username' (pre-filled with 'TS92543306') and 'Password' (pre-filled with '10dx123'). Below the form are 'Close' and 'Edit' buttons. A red arrow points to the 'Edit' button. The background shows a table of client records with columns for 'No', 'Clients Username', 'Clients Change Password', 'Created At', 'Last Login', and 'Actions'.

Halaman menampilkan pop up edit successfully.

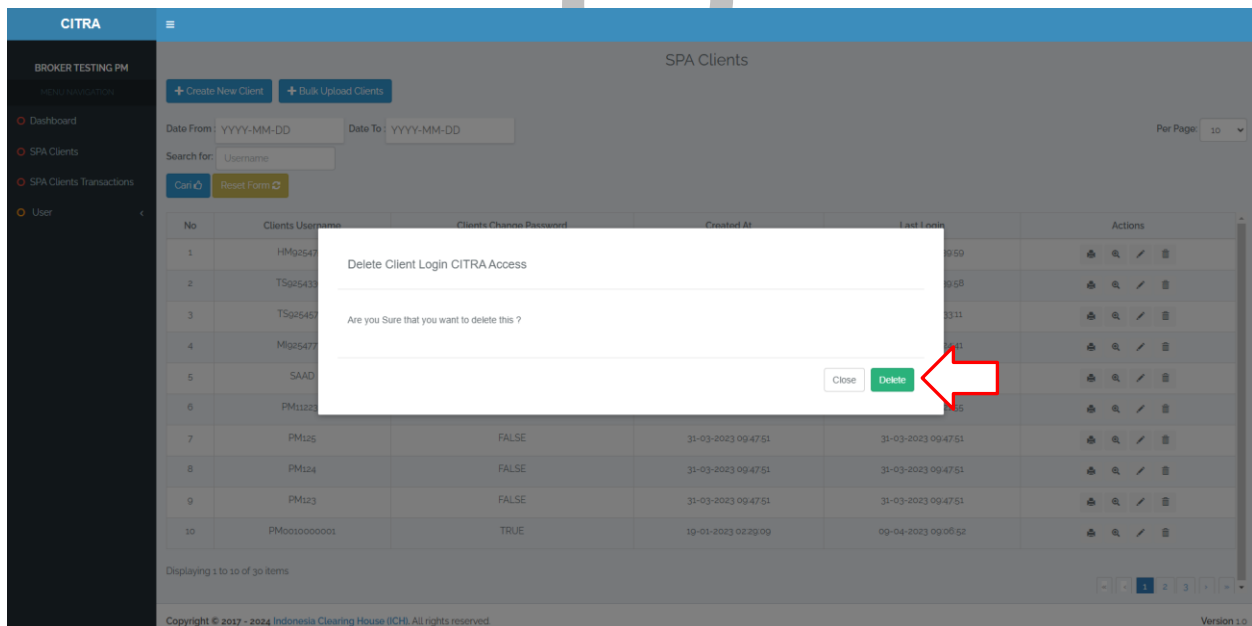
The screenshot shows the 'SPA Clients' management page after a successful edit. A white modal box with the text 'Edit Successfully' is centered over the table. The table below shows the updated client list with columns for 'No', 'Clients Username', 'Clients Change Password', 'Created At', 'Last Login', and 'Actions'. The client with ID 3 (TS92545712) is highlighted, indicating the one that was just edited. The background interface is the same as in the previous screenshot.

3.8 DELETE SPA CLIENT

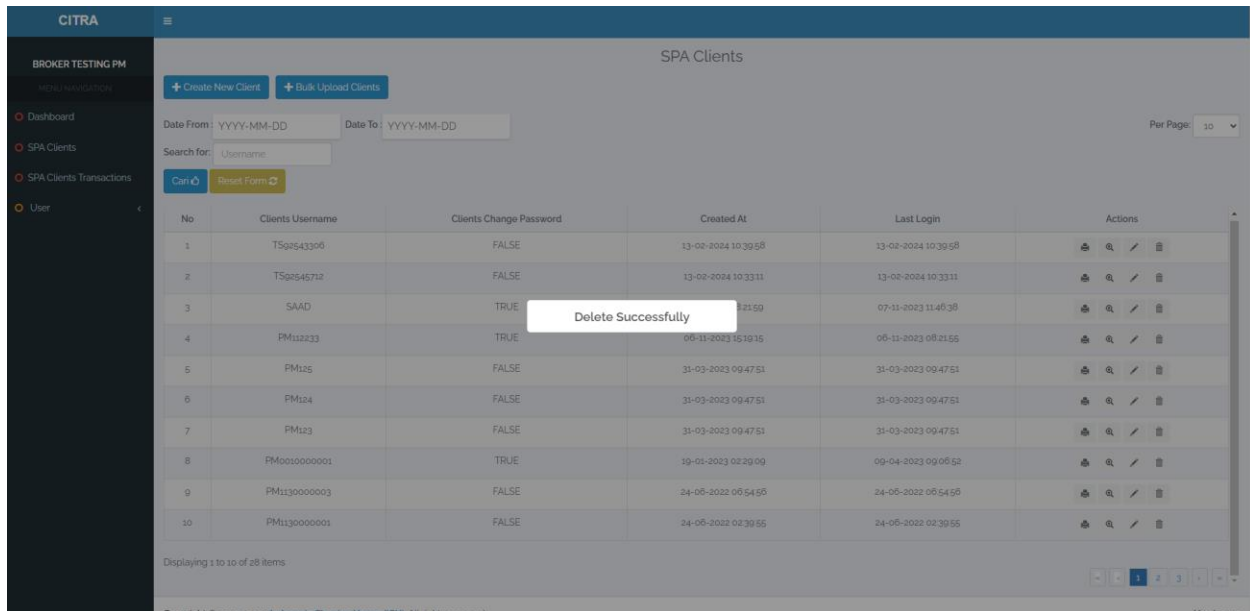
Untuk menghapus data SPA Client, pilih data SPA Client lalu klik button delete pada actions.



Halaman akan menampilkan pop up delete client login CITRA access lalu klik button delete.



Halaman menampilkan pop up delete successfully .

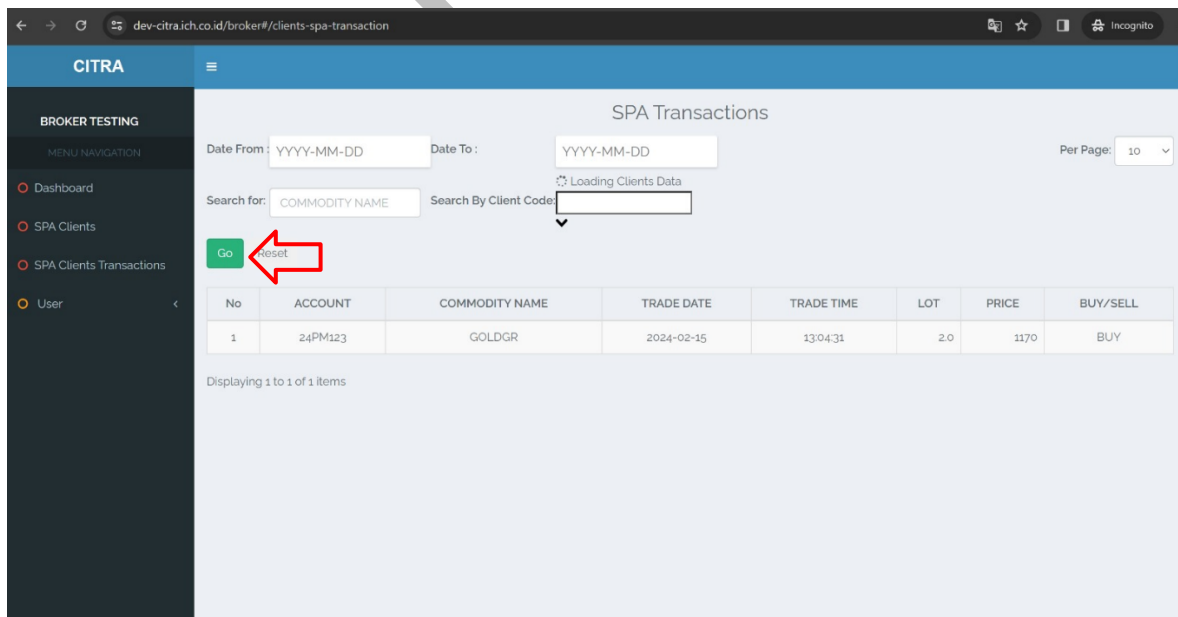


4 SPA TRANSACTION

Menu ini digunakan untuk menampilkan data SPA Transaction dalam rentang waktu 90 Hari.

4.1 SPA TRANSACTIONS

Untuk menampilkan data SPA Transaction, pilih menu SPA Transactions, pilih tanggal pada kolom date from dan date to. Lalu klik button go.

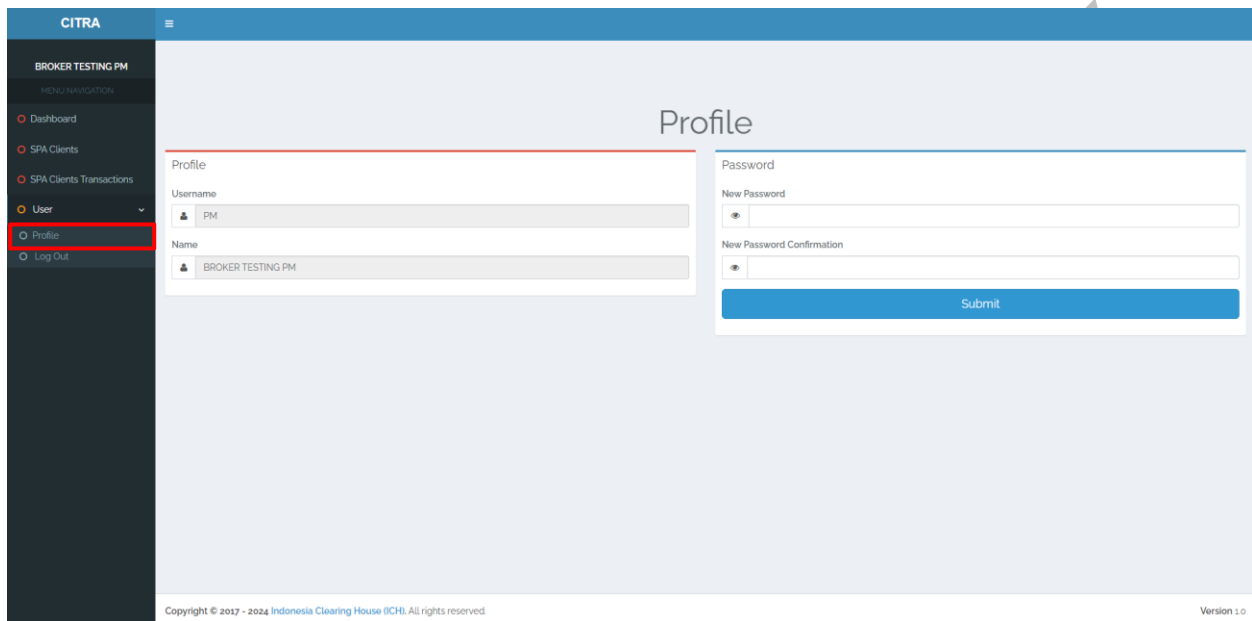


5 USER

Menu ini digunakan untuk melakukan pengaturan pada akun user dan melakukan logout .

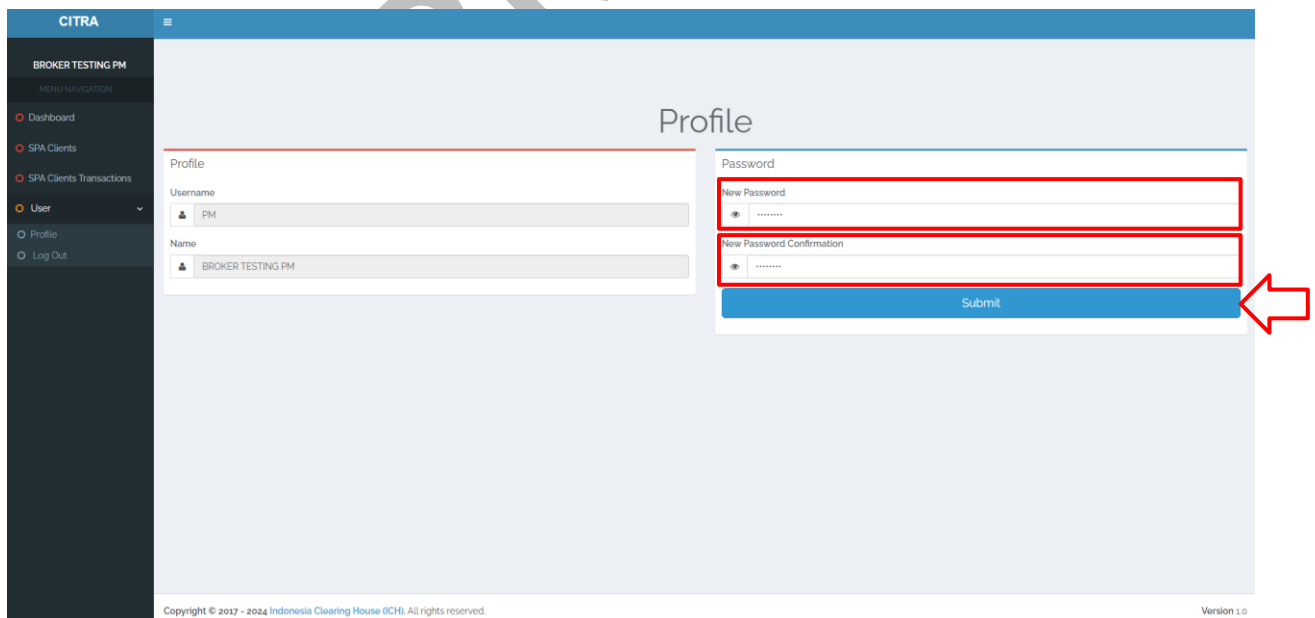
5.1 PROFILE

Untuk merubah password user client, pilih menu user lalu klik profile.



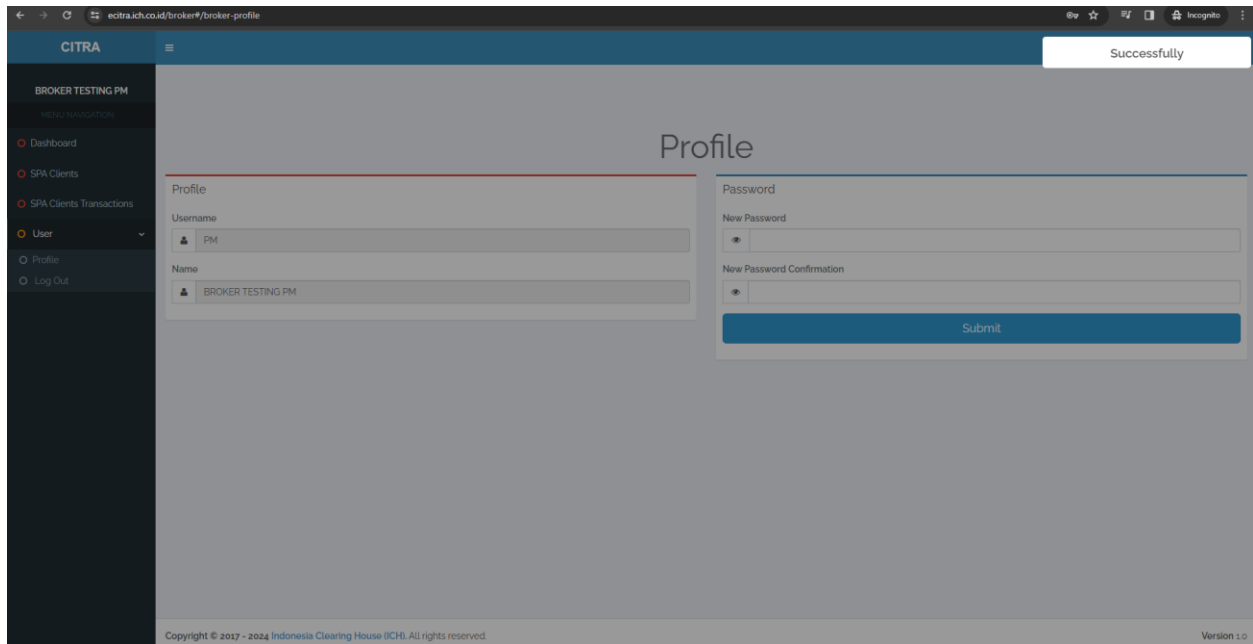
The screenshot displays the 'Profile' page in the CITRA application. On the left, a dark sidebar contains a 'MENU NAVIGATION' section with options: Dashboard, SPA Clients, SPA Clients Transactions, User (highlighted with a red box), Profile (highlighted with a red box), and Log Out. The main content area is titled 'Profile' and contains two forms. The first form, 'Profile', has fields for 'Username' (containing 'PM') and 'Name' (containing 'BROKER TESTING PM'). The second form, 'Password', has fields for 'New Password' and 'New Password Confirmation', both with eye icons for visibility control, and a blue 'Submit' button. At the bottom, there is a copyright notice: 'Copyright © 2017 - 2024 Indonesia Clearing House (ICHI). All rights reserved.' and 'Version 1.0'.

Ubah password baru dengan input new password dan new password confirmation lalu klik submit.



This screenshot is identical to the previous one, but with red annotations. A red rectangular box highlights the 'New Password' and 'New Password Confirmation' input fields in the 'Password' form. A red arrow points from the right side of the page towards the 'Submit' button, indicating the next step in the process.

Halaman menampilkan pop up successfully dan password berhasil diubah .



5.2 LOG OUT

Untuk keluar dari halaman E-Citra, pilih menu user lalu klik log out.

