



MANUAL GUIDE FOR USING E-CITRA APPLICATION

V1.0

Abstract
For Broker

DAFTAR ISI

Revision History.....	2
1 Access to E-Citra Application	3
2 MENU.....	4
3 SPA CLIENTS	4
3.1 Create New Client	4
3.2 Bulk Upload Clients.....	5
3.3 Sort Date Data SPA Clients.....	7
3.4 Search Username SPA Clients.....	8
3.5 Reset Form SPA Clients.....	9
3.6 Detail SPA Client	10
3.7 Edit SPA Client	11
3.8 Delete SPA Client	13
4 SPA Transaction.....	14
4.1 SPA Transactions.....	14
5 User.....	15
5.1 Profile	15
5.2 Log Out.....	16

REVISION HISTORY

Name	Date	Reason of Change	Version

ICH PROPERTY

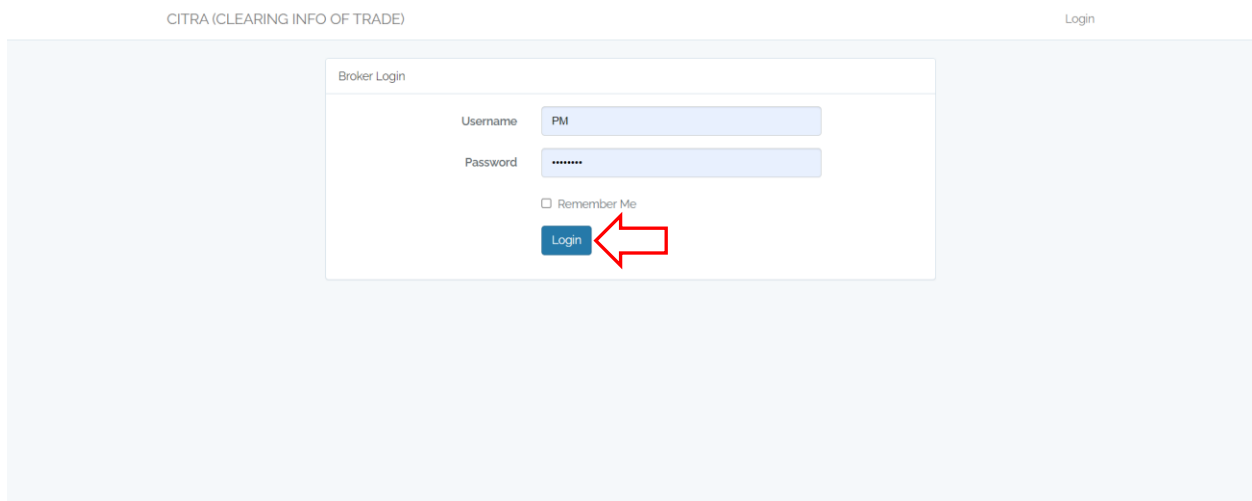
1 ACCESS TO E-CITRA APPLICATION

To start using the E-Citra application, please access <https://ecitra.ich.co.id/> via a browser on your laptop/computer. Use google chrome for a better experience.

A login page will be showing, then select broker login.



Log in using the email and password provided, then click login.

The image shows the 'Broker Login' form. It has a title 'Broker Login' and a subtitle 'CITRA (CLEARING INFO OF TRADE)'. The form contains the following elements: a 'Username' field with the value 'PM', a 'Password' field with the value '*****', a 'Remember Me' checkbox, and a 'Login' button. A red arrow points to the 'Login' button.

2 MENU

After successful login you will see the home page of E-Citra. On the left panel there will be a menu consisting of:

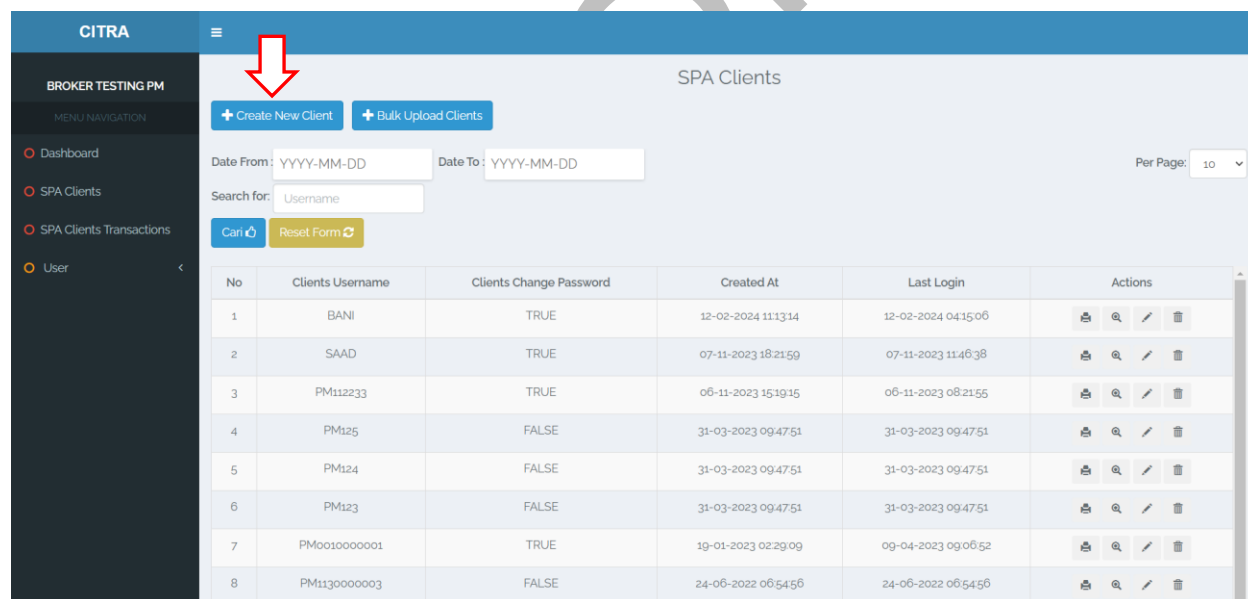
- Dashboards
- SPA Clients
- SPA Clients Transactions
- Users

3 SPA CLIENTS

SPA Clients menu is used to add and display SPA Clients data.

3.1 CREATE NEW CLIENT

To add new Client data, click the Create New Client button.

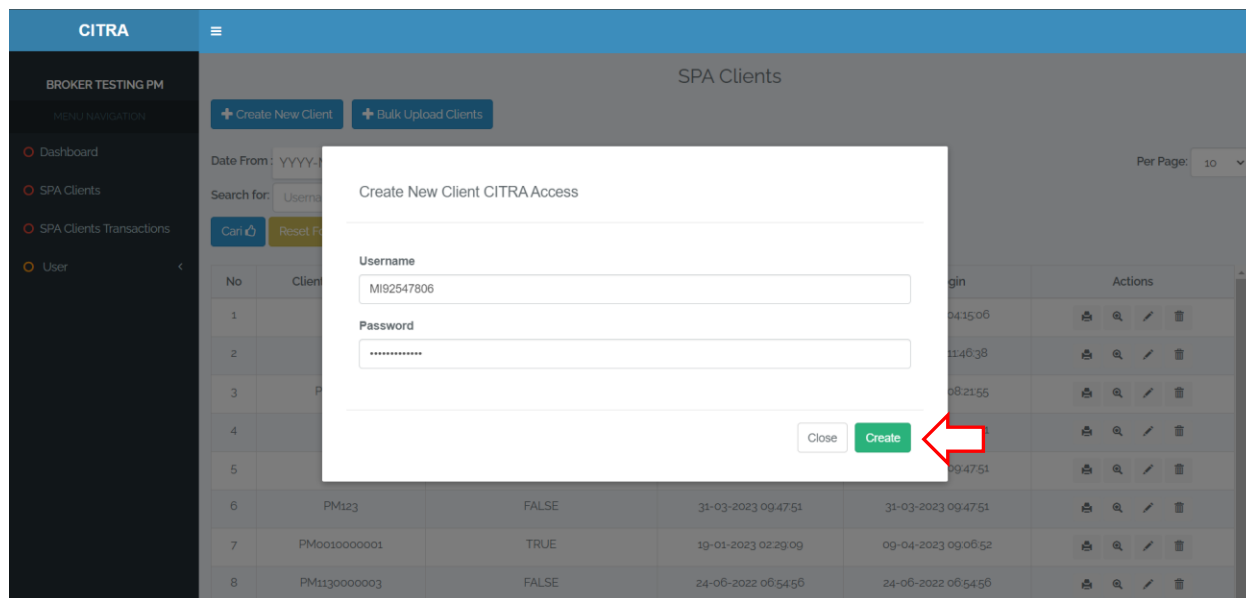


The screenshot shows the E-Citra application interface for managing SPA Clients. On the left is a dark sidebar menu with the following items: 'Dashboard', 'SPA Clients' (selected), 'SPA Clients Transactions', and 'User'. The main content area is titled 'SPA Clients' and contains the following elements:

- Buttons: '+ Create New Client' (highlighted with a red arrow) and '+ Bulk Upload Clients'.
- Filters: 'Date From: YYYY-MM-DD' and 'Date To: YYYY-MM-DD' input fields.
- Search: 'Search for: Username' input field.
- Actions: 'Cari' (Search) and 'Reset Form' buttons.
- Table: A table with 8 rows of client data.

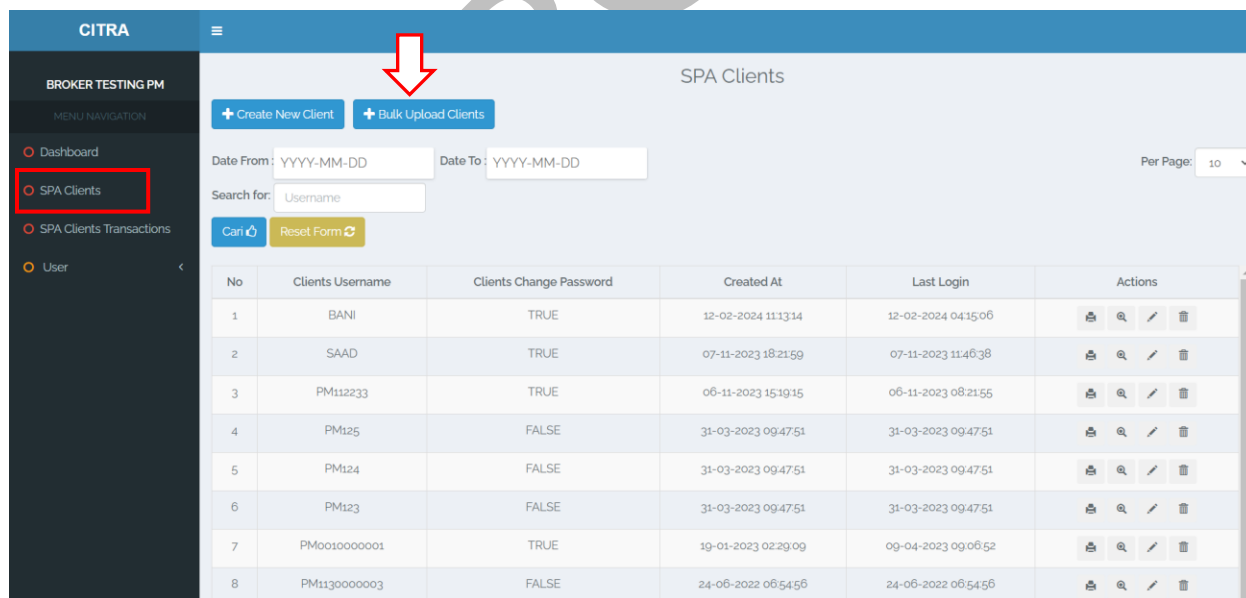
No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	BANI	TRUE	12-02-2024 11:13:14	12-02-2024 04:15:06	[Icons]
2	SAAD	TRUE	07-11-2023 18:21:59	07-11-2023 11:46:38	[Icons]
3	PM112233	TRUE	06-11-2023 15:19:15	06-11-2023 08:21:55	[Icons]
4	PM125	FALSE	31-03-2023 09:47:51	31-03-2023 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]

The page showing pop up create new client CITRA access. Fill in the required data then click create button to save the data. To fill in the username, enter it according to broker_code. Example: miracle = MI becomes MI92547806.

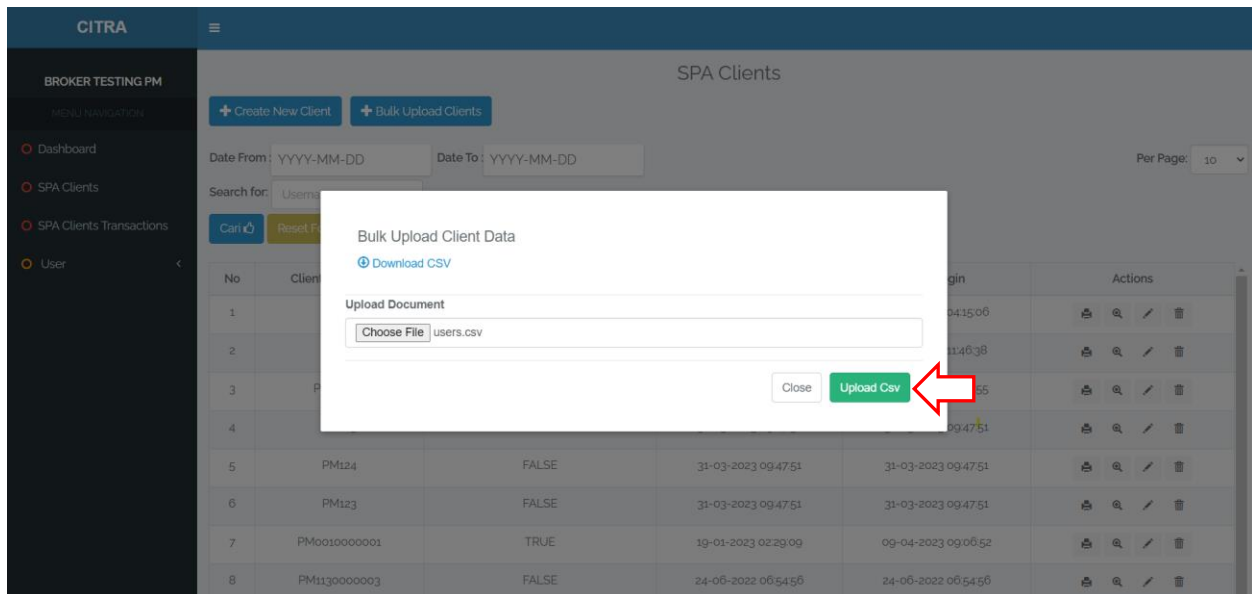


3.2 BULK UPLOAD CLIENTS

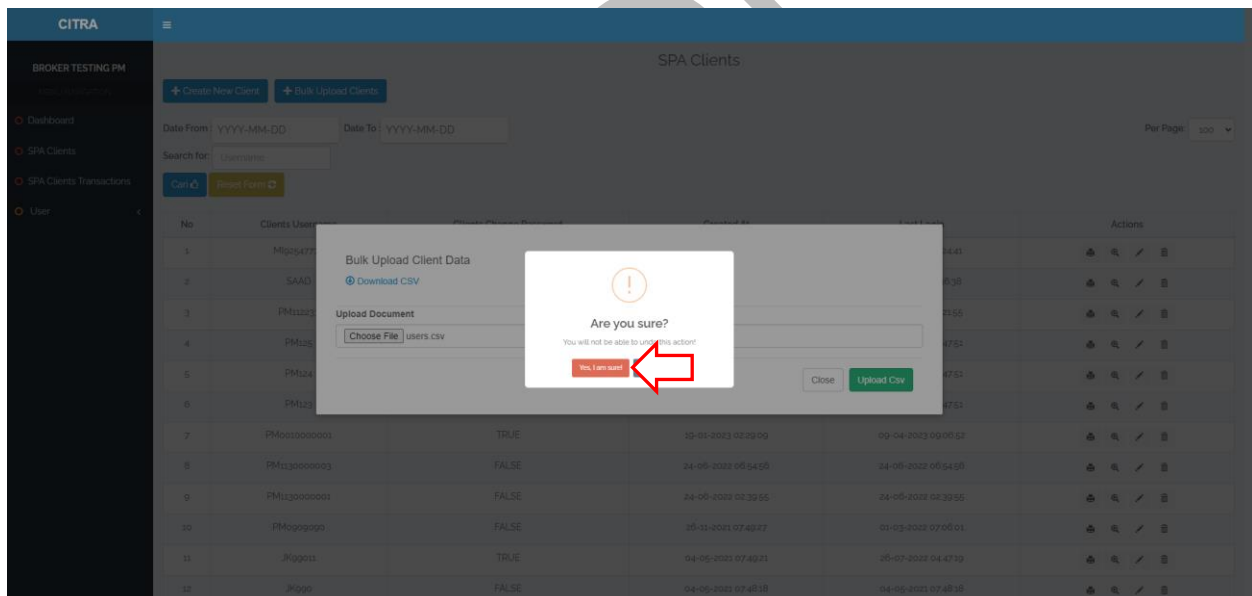
To upload Client data, click the Bulk Upload Clients button on the SPA Clients menu.



Will show a form like the following. Upload data according to the existing format (the format can be downloaded on Download CSV button) then click Upload CSV button.



Click Yes, I am sure button on the confirmation pop up to agree to upload the CSV data.



Data has been successfully uploaded and the page show a pop up of the amount of data successfully entered.

The screenshot shows the CITRA SPA Clients interface. At the top, there are buttons for '+ Create New Client' and '+ Bulk Upload Clients'. Below these are date filters for 'Date From' and 'Date To', both set to 'YYYY-MM-DD'. A search bar is labeled 'Search for: Username'. Below the search bar are 'Cari' and 'Reset Form' buttons. The main area contains a table with columns: No, Clients Username, Clients Change Password, Created At, Last Login, and Actions. A pop-up message 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

To display SPA Clients data in a certain range, select date from and date to then click search button.

The screenshot shows the CITRA SPA Clients interface. The 'Date From' field is set to '2024-01-01' and the 'Date To' field is set to '2024-02-29'. Both date fields are highlighted with red boxes. A red arrow points to the 'Cari' button. The table below shows the same data as in the previous screenshot. At the bottom of the page, there is a footer with the text 'Copyright © 2017 - 2024 Indonesia Clearing House (ICHI). All rights reserved.' and 'Version 1.0'.

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	

Page showing SPA Clients data according to the selected date range.

The screenshot shows the CITRA application interface. On the left is a sidebar with a menu including Dashboard, SPA Clients, SPA Clients Transactions, and User. The main content area is titled "SPA Clients" and features a search bar with "Username" entered, a date range filter set to "2024-01-01" to "2024-02-29", and a "Per Page" dropdown set to "10". Below the search filters is a table with 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	TS92543396	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	MI92547778	FALSE	13-02-2024 10:24:41	13-02-2024 10:24:41	[Icons]

At the bottom of the table, it says "Displaying 1 to 4 of 4 items". The footer contains "Copyright © 2017 - 2024 Indonesia Clearing House (ICHL) All rights reserved." and "Version 1.0".

3.4 SEARCH USERNAME SPA CLIENTS

To search for client's username data, input username keyword in the search field then clicks search button.

This screenshot shows the same CITRA SPA Clients page, but with the search field containing the username "MI92547778". A red arrow points to the search button. The table now displays 10 results, including the client found by the search:

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	TS92543396	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	MI92547778	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	08-11-2023 15:19:15	08-11-2023 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 09:08:52	[Icons]

At the bottom of the table, it says "Displaying 1 to 10 of 30 items". The footer contains "Copyright © 2017 - 2024 Indonesia Clearing House (ICHL) All rights reserved." and "Version 1.0".

Page showing data according to the keywords entered.

The screenshot shows the CITRA application interface for SPA Clients. The left sidebar contains a menu with options: Dashboard, SPA Clients, SPA Clients Transactions, and User. The main content area has a header 'SPA Clients' and two buttons: '+ Create New Client' and '+ Bulk Upload Clients'. Below these are search filters: 'Date From' (YYYY-MM-DD), 'Date To' (YYYY-MM-DD), and 'Search for' (Miq2547778). There are also 'Cari' and 'Reset Form' buttons. A table displays one client record with columns: No, Clients Username, Clients Change Password, Created At, Last Login, and Actions. The table shows one row with the client ID 1, username Miq2547778, and a change password status of FALSE. The footer includes 'Copyright © 2017 - 2024 Indonesia Clearing House (ICHI). All rights reserved.' and 'Version 1.0'.

3.5 RESET FORM SPA CLIENTS

To reset the date range or username search, click reset form button after inputting the date range or username search.

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 with 'Date From: 2024-01-01', 'Date To: 2024-02-29', and 'Search for: Miq2547778'. The table still shows the same client record. The footer text remains the same.

The page will return to the initial display.

The screenshot shows the CITRA application interface for managing SPA Clients. The left sidebar contains a menu with options: Dashboard, SPA Clients, SPA Clients Transactions, and User. The main content area is titled "SPA Clients" and includes buttons for "Create New Client" and "Bulk Upload Clients". There are search filters for "Date From" and "Date To" (both in YYYY-MM-DD format), a "Search for:" field with "Username" entered, and "Clear" and "Reset Form" buttons. A "Per Page:" dropdown is set to 10. Below these filters is a table with 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	MI92547778	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 11:46:38	[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	10-01-2023 02:20:09	09-04-2023 09:06:52	[Icons]

At the bottom of the table, it says "Displaying 1 to 10 of 30 items" and there are pagination controls showing page 1 of 3.

3.6 DETAIL SPA CLIENT

To view detailed SPA Client data, select the client data then click view icon in the action.

This screenshot is identical to the previous one, but with a red arrow pointing to the "view" icon (represented by a magnifying glass) in the "Actions" column of the first row (client ID 1). This icon is used to view the detailed information for that specific client.

Page showing a pop up of detailed client data.

The screenshot shows the CITRA application interface for SPA Clients. A modal window titled "Detail Client" is open, displaying the following information:

- Username : HM9264755
- Clients Change Password : FALSE
- Created At : 13-02-2024 10:39:59
- update At : 13-02-2024 10:39:59

The modal has a "Close" button at the bottom right. The background shows a table of SPA Clients with columns for No, Clients Username, Clients Change Password, Created At, Last Login, and Actions.

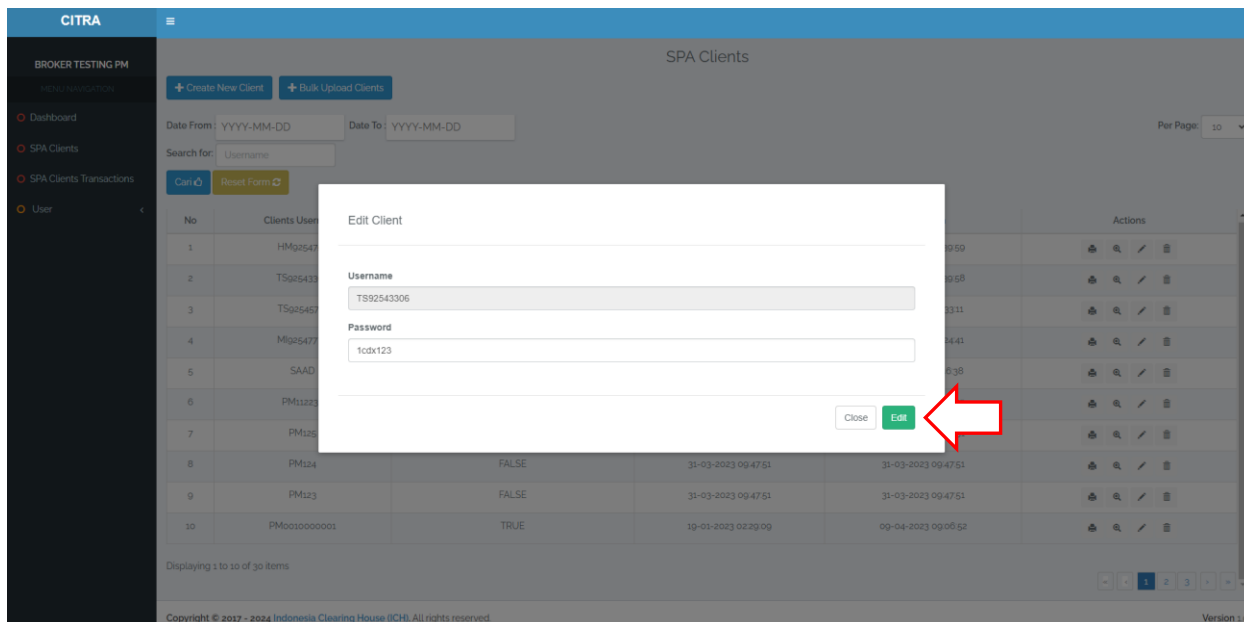
3.7 EDIT SPA CLIENT

To make changes to the SPA Client data, select SPA Client data then click edit button on the action.

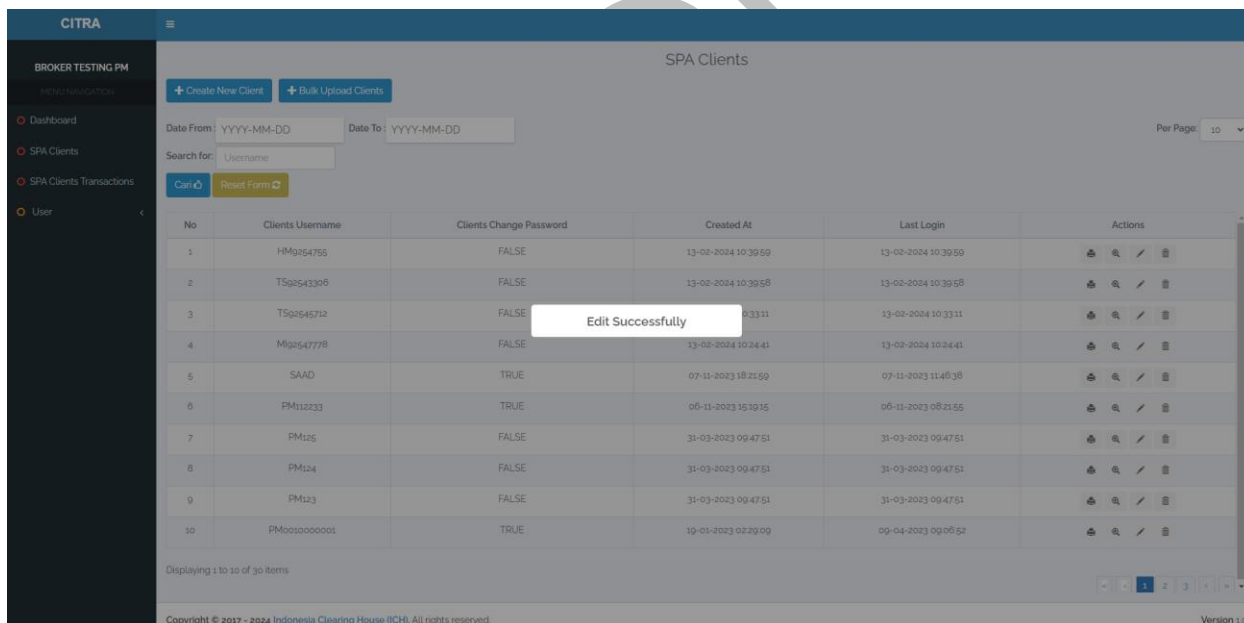
The screenshot shows the CITRA application interface for SPA Clients. A red arrow points to the edit button (represented by a pencil icon) in the Actions column of the SPA Clients table. The table has the following columns: No, Clients Username, Clients Change Password, Created At, Last Login, and Actions.

No	Clients Username	Clients Change Password	Created At	Last Login	Actions
1	HM9264755	FALSE	13-02-2024 10:39:59	13-02-2024 10:39:59	[Icons]
2	TS92643306	FALSE	13-02-2024 10:39:58	13-02-2024 10:39:58	[Icons]
3	TS92645712	FALSE	13-02-2024 10:33:11	13-02-2024 10:33:11	[Icons]
4	M92647779	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 11:46:38	[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	PM001000001	TRUE	19-01-2023 02:29:09	09-04-2023 09:06:52	[Icons]

Page will show a pop up edit client, input data then click the edit button.

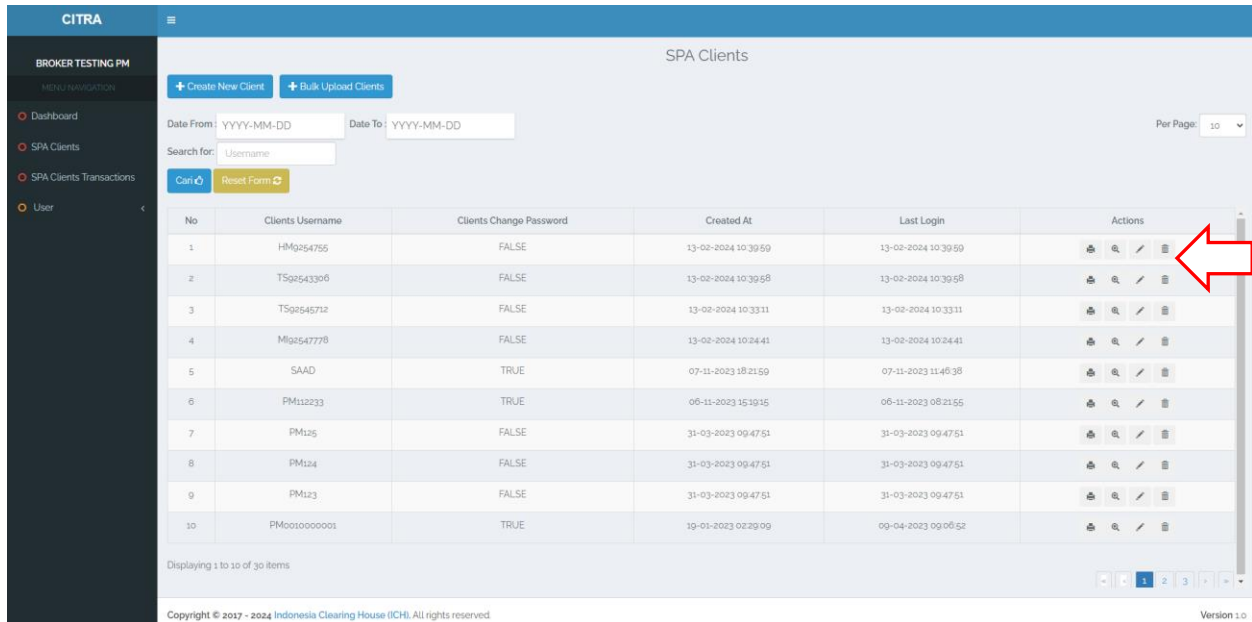


Page show pop up edit successfully.

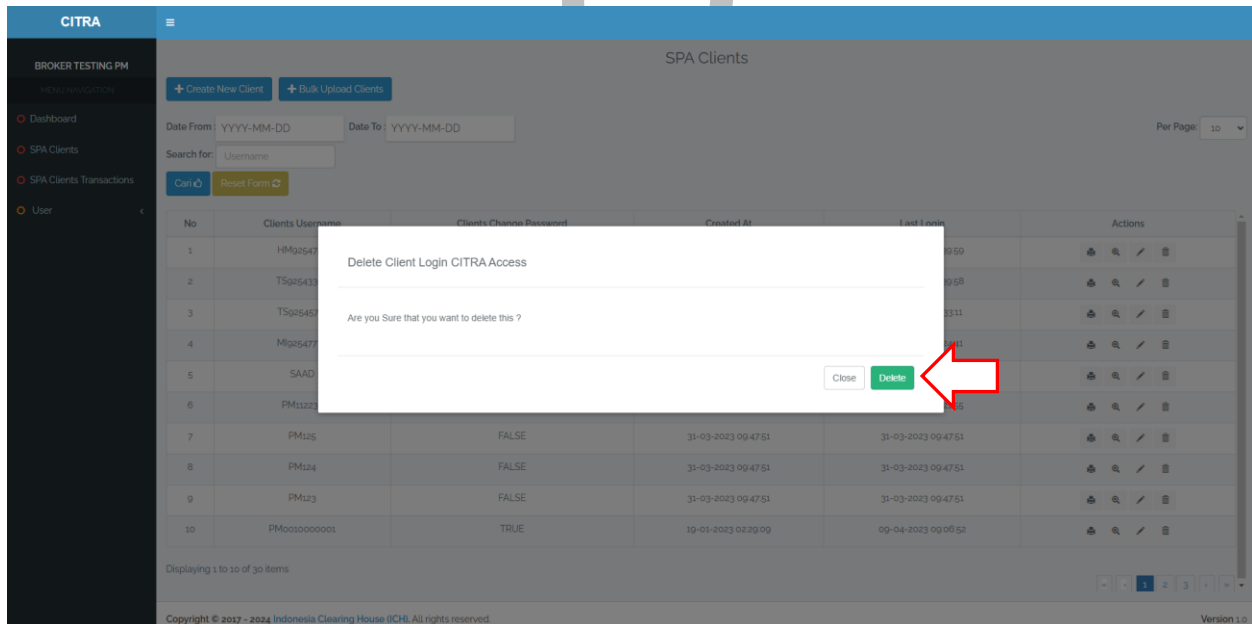


3.8 DELETE SPA CLIENT

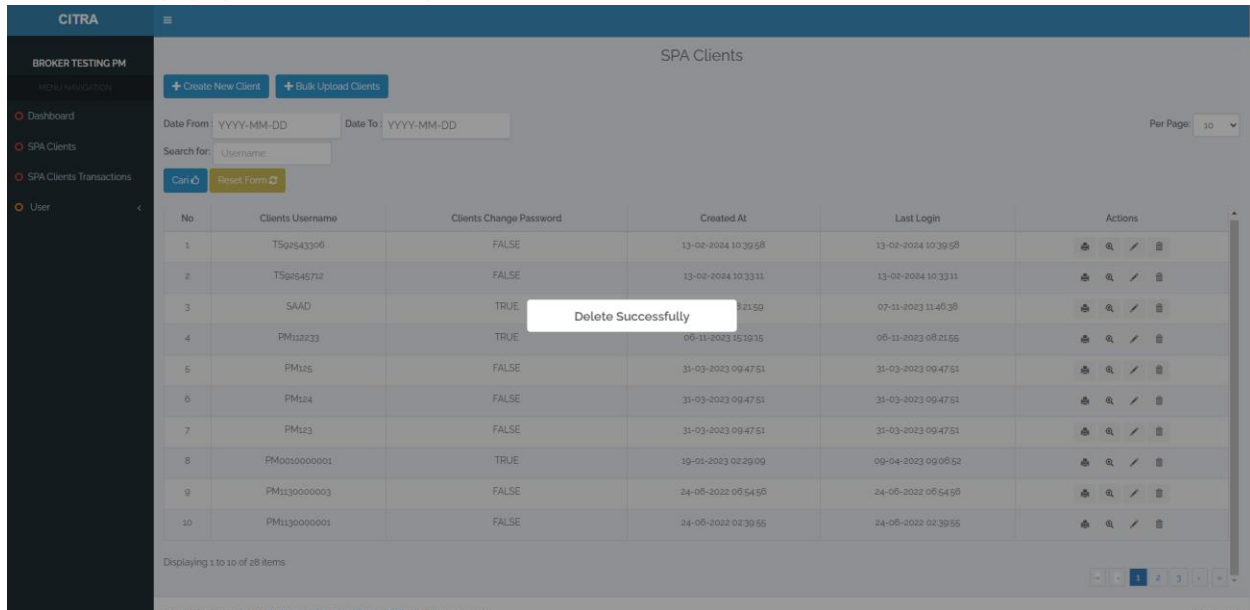
To delete SPA Client data, select SPA Client data then click delete button on actions.



Page will show a pop up delete client login CITRA access then click delete button.



Page shows a pop up delete successfully.

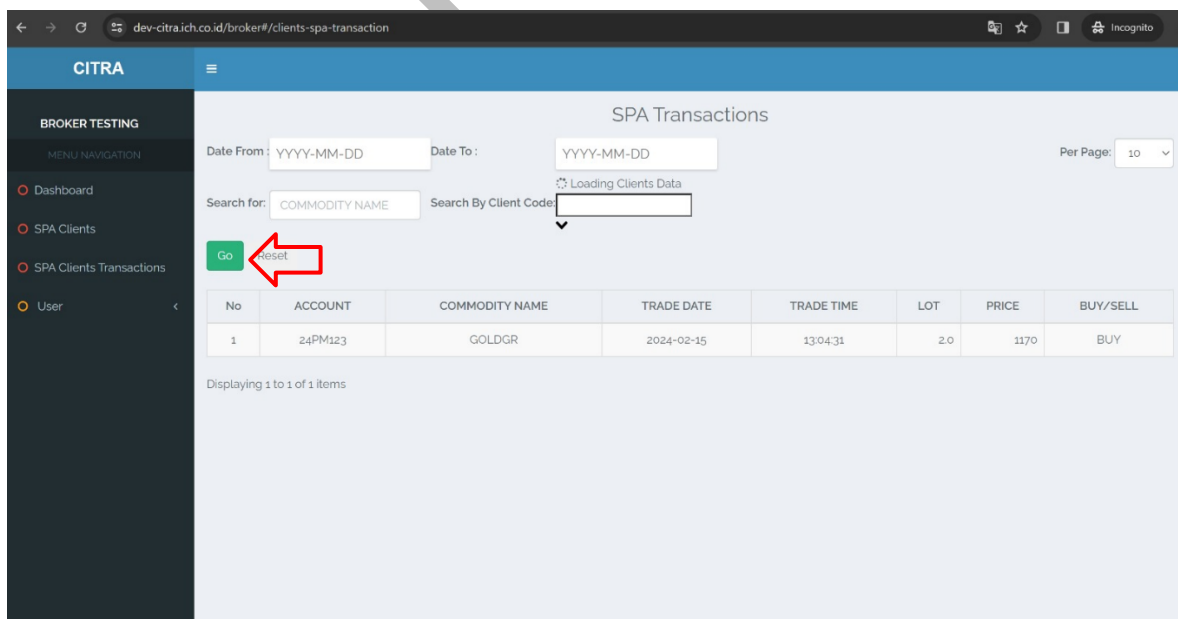


4 SPA TRANSACTION

This menu is used to display SPA Transaction data within a 90-day period.

4.1 SPA TRANSACTIONS

To display SPA Transaction data, select SPA Transactions menu, select a date in the date from and date to columns. Then click go button.



5 USER

This menu is used to make settings for user accounts and log out.

5.1 PROFILE

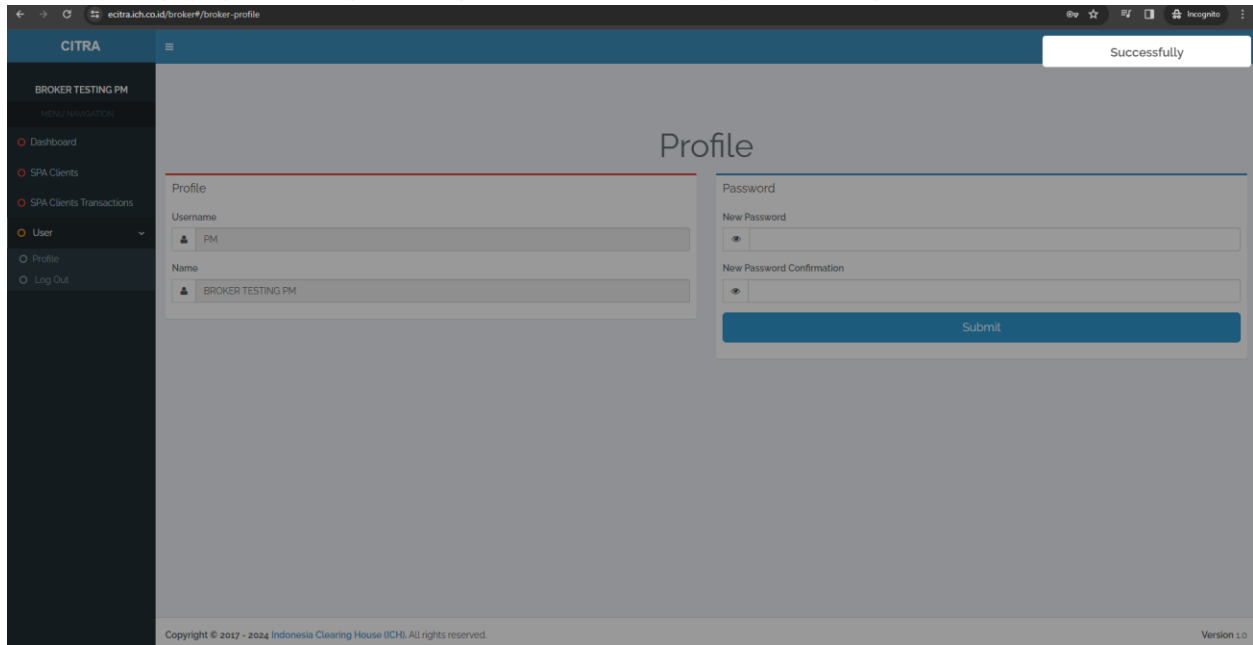
To change the client user password, select user menu then click profile.

The screenshot shows the CITRA application interface. On the left, a dark sidebar contains a menu with items: 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 sections. The 'Profile' section has two input fields: 'Username' with the value 'PM' and 'Name' with the value 'BROKER TESTING PM'. The 'Password' section has two input fields: 'New Password' and 'New Password Confirmation', both with masked characters. Below these fields is a blue 'Submit' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2017 - 2024 Indonesia Clearing House (ICHI). All rights reserved.' and 'Version 1.0'.

Change the new password by inputting new password and new password confirmation then click submit button.

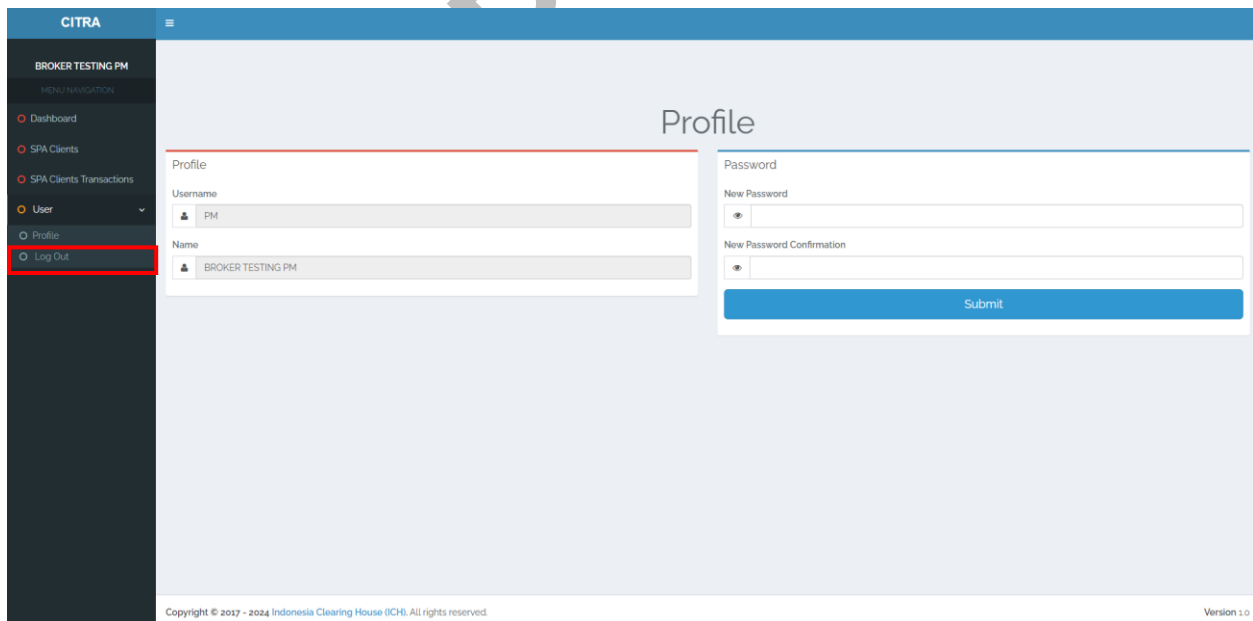
This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'New Password' and 'New Password Confirmation' input fields. A red arrow points from the right side of the box towards the 'Submit' button, indicating the next step in the process.

Page shows a pop up successfully and the password has been changed successfully.



5.2 LOG OUT

To exit E-Citra page, select user menu then click log out.



Thank you



**INDONESIA
CLEARING
HOUSE**