



MANUAL GUIDE FOR USING E-CITRA APPLICATION

V1.0

Abstract
For Client

DAFTAR ISI

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REVISION HISTORY

Name	Date	Reason of Change	Version

ICH PROPERTY

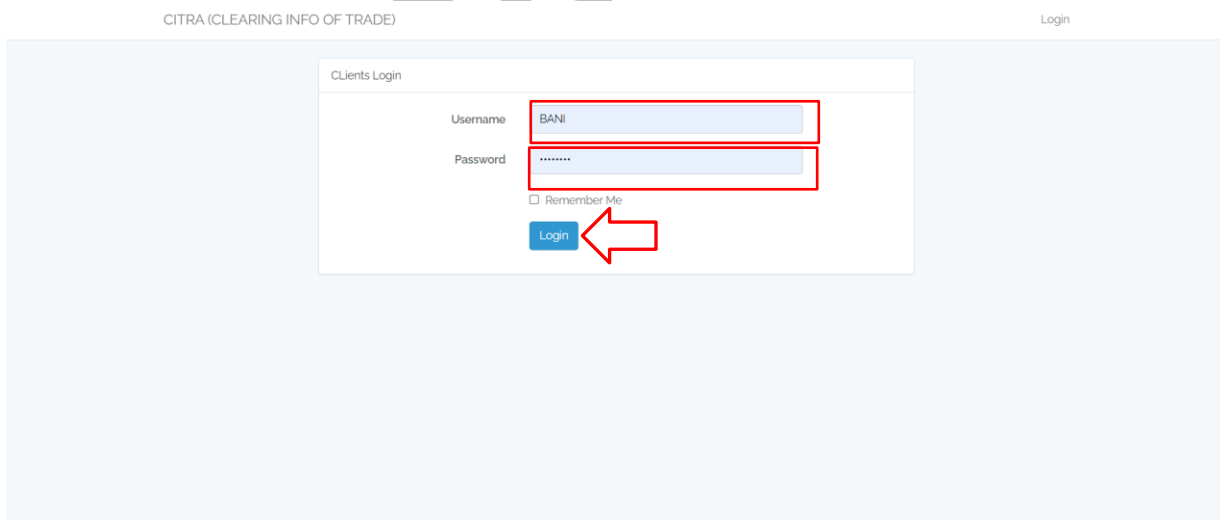
1 ACCESS TO E-CITRA APPLICATION

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.

On the home page, select client login button to log in as a client.



Log in using email and password you will use, then click login.



CITRA (CLEARING INFO OF TRADE) Login

Clients Login

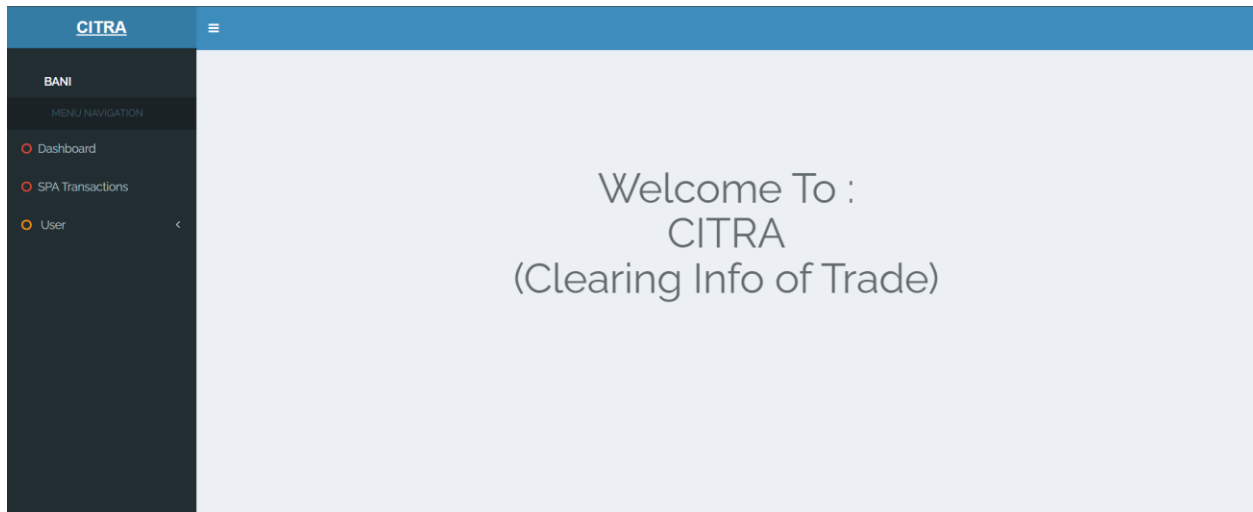
Username BANI

Password

Remember Me

Login

Page shows the client dashboard.



2 MENU

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

- Dashboards
- SPA Transactions
- Users

3 SPA TRANSACTION

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

3.1 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.

The screenshot shows the CITRA application interface for SPA Transactions. The left sidebar contains the user name '24PM123' and a menu with options: Dashboard, SPA Transactions (selected), and User. The main content area is titled 'SPA Transactions' and includes search filters for 'Date From' and 'Date To' (both set to 'YYYY-MM-DD'), a 'Search for:' field with 'COMMODITY NAME', and a 'Per Page' dropdown set to '10'. A green 'Go' button is highlighted with a red arrow. Below the search filters is a table with the following data:

No	ACCOUNT	COMMODITY NAME	TRADE DATE	TRADE TIME	LOT	PRICE	BUY/SELL
1	24PM123	GOLDGR	2024-02-15	13:04:31	2.0	1170	BUY

Below the table, it indicates 'Displaying 1 to 1 of 1 items'.

4 USER

This menu is used to make settings for user accounts.

4.1 PROFILE

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

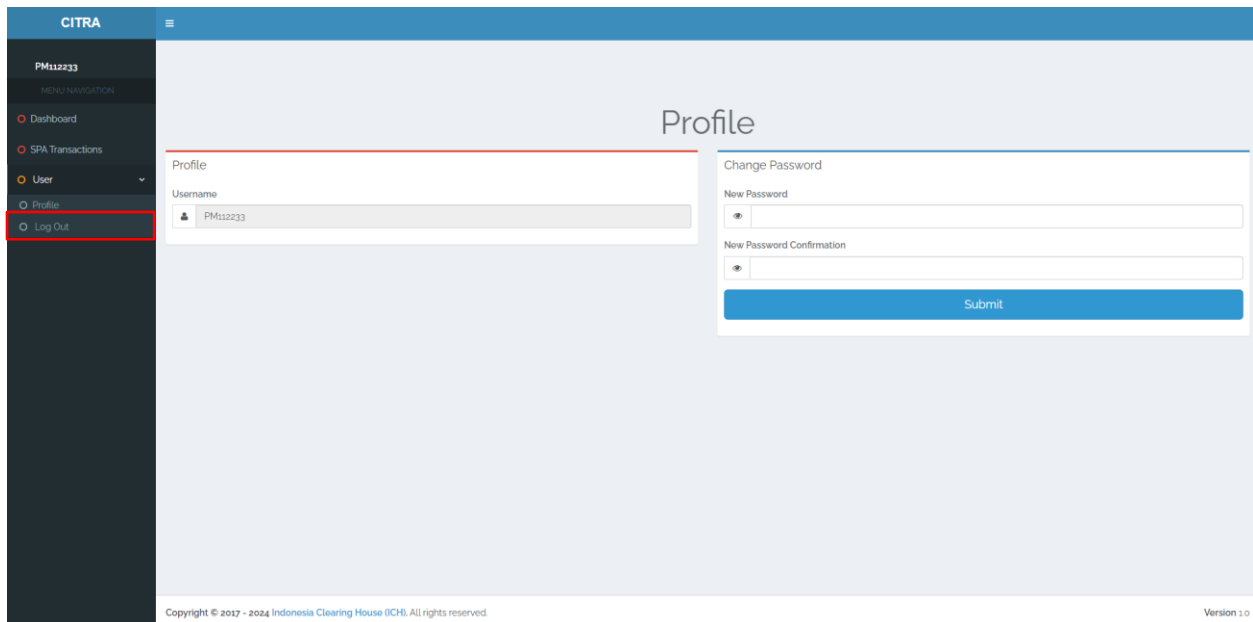
The screenshot shows the CITRA application interface. On the left, a dark sidebar contains a 'MENU NAVIGATION' section with options: Dashboard, SPA Transactions, User (selected), Profile (highlighted with a red box), and Log Out. The main content area is titled 'Profile' and contains two panels. The left panel, titled 'Profile', has a 'Username' field with the value 'PM112233'. The right panel, titled 'Change Password', has two input fields: 'New Password' and 'New Password Confirmation', both with eye icons for visibility control. 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 clicking submit.

This screenshot is identical to the previous one, but with red annotations. Red boxes highlight the 'New Password' and 'New Password Confirmation' input fields in the 'Change Password' section. A red arrow points to the 'Submit' button. The rest of the interface, including the sidebar and the 'Profile' section, remains the same. The copyright notice and version information are also present at the bottom.

4.2 LOG OUT

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



The screenshot displays the E-CITRA application interface. On the left, a dark navigation sidebar contains the following items: 'CITRA' at the top, the user ID 'PM112233', a 'MENU NAVIGATION' section with 'Dashboard', 'SPA Transactions', 'User', 'Profile', and 'Log Out'. The 'Log Out' option is highlighted with a red box. The main content area is titled 'Profile' and includes a 'Change Password' form with fields for 'New Password' and 'New Password Confirmation', and a 'Submit' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2017 - 2024 Indonesia Clearing House (ICCH). All rights reserved.' and the text 'Version 1.0'.

Thank you



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