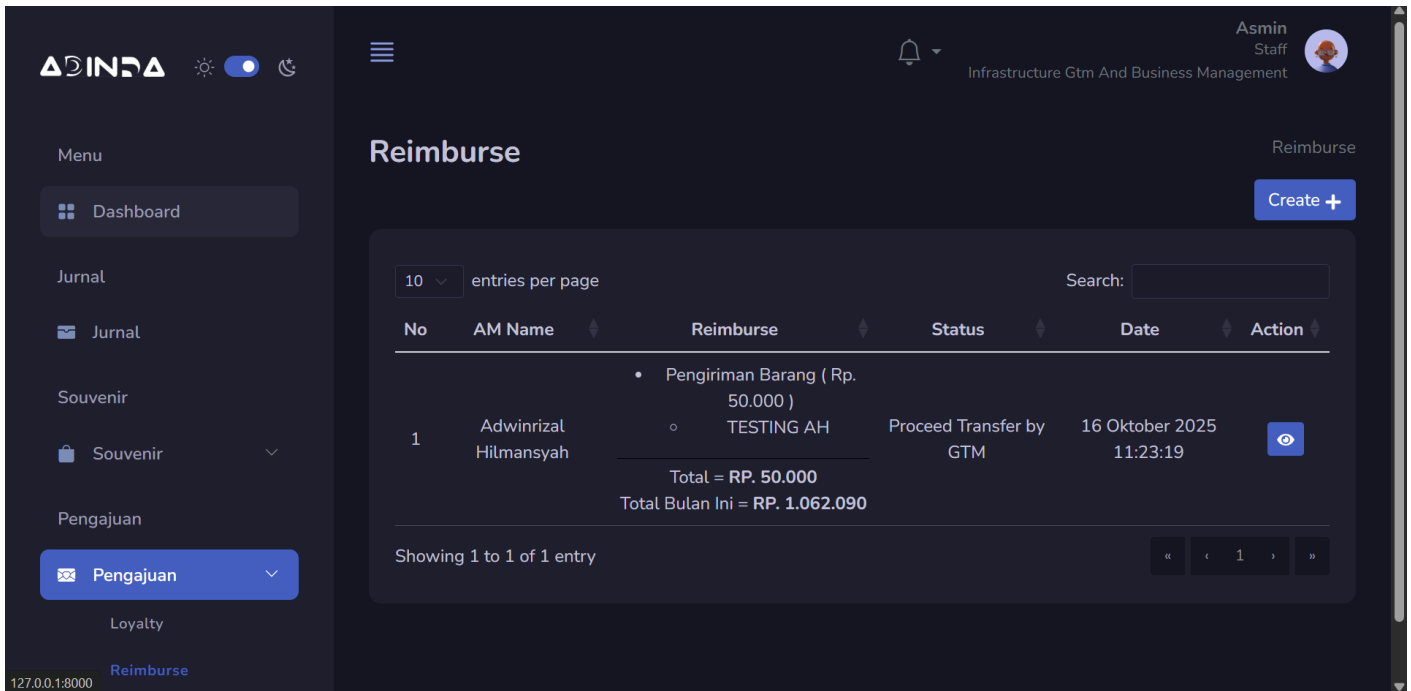


Panduan Transfer GTM

Langkah 1:

Buka halaman pengajuan Reimburse, lalu pilih salah satu reimburse yang di ingin di proses



The screenshot displays the INDA Reimburse management interface. The left sidebar contains a menu with options: Dashboard, Jurnal, Souvenir, Pengajuan (highlighted), and Loyalty. The main content area is titled 'Reimburse' and includes a 'Create +' button. Below this is a table with columns: No, AM Name, Reimburse, Status, Date, and Action. The table contains one entry with the following details:

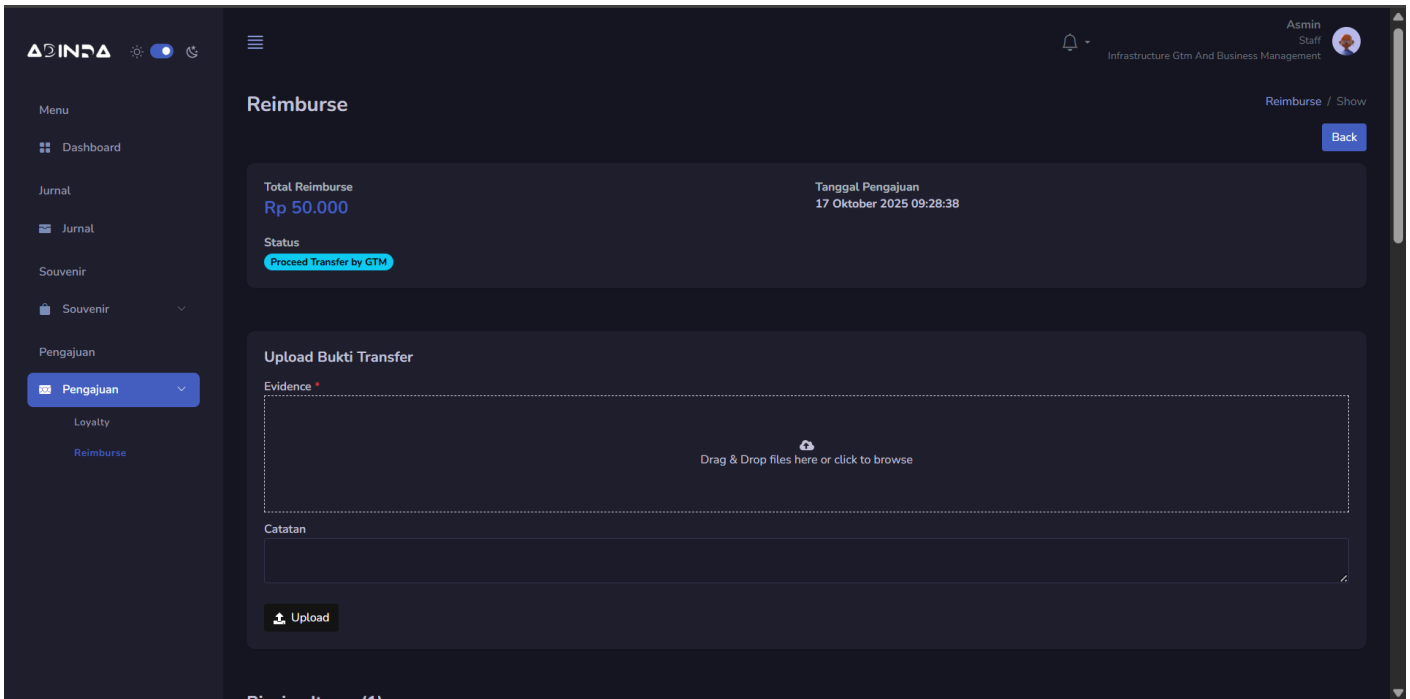
No	AM Name	Reimburse	Status	Date	Action
1	Adwinrizal Hilmansyah	<ul style="list-style-type: none">Pengiriman Barang (Rp. 50.000)o TESTING AH Total = RP. 50.000 Total Bulan Ini = RP. 1.062.090	Proceed Transfer by GTM	16 Oktober 2025 11:23:19	

Below the table, it shows 'Showing 1 to 1 of 1 entry' and a pagination control with '1' in the center.

Langkah 2:

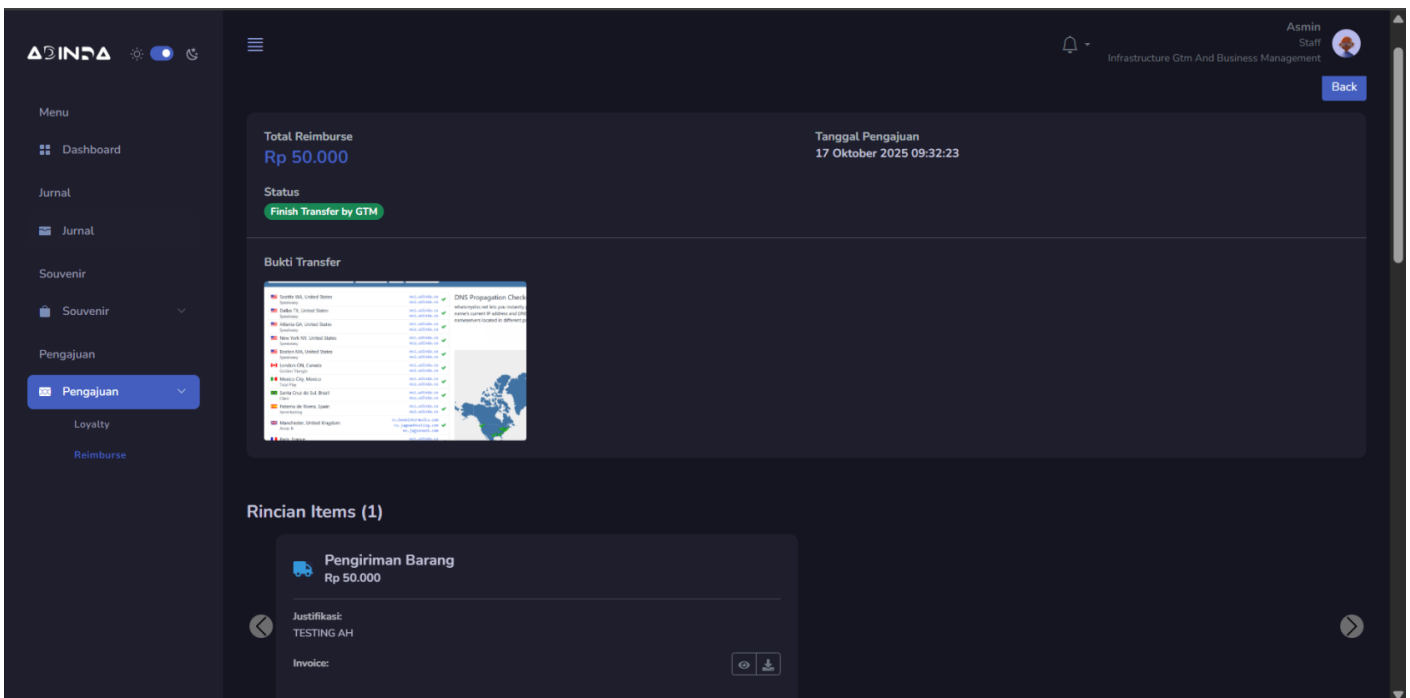
Upload file sebagai bukti bahwa Pengajuan Reimburse telah di transfer

Catatan adalah opsional



Langkah 3:

Jika berhasil Upload Bukti Transfer maka status akan berubah



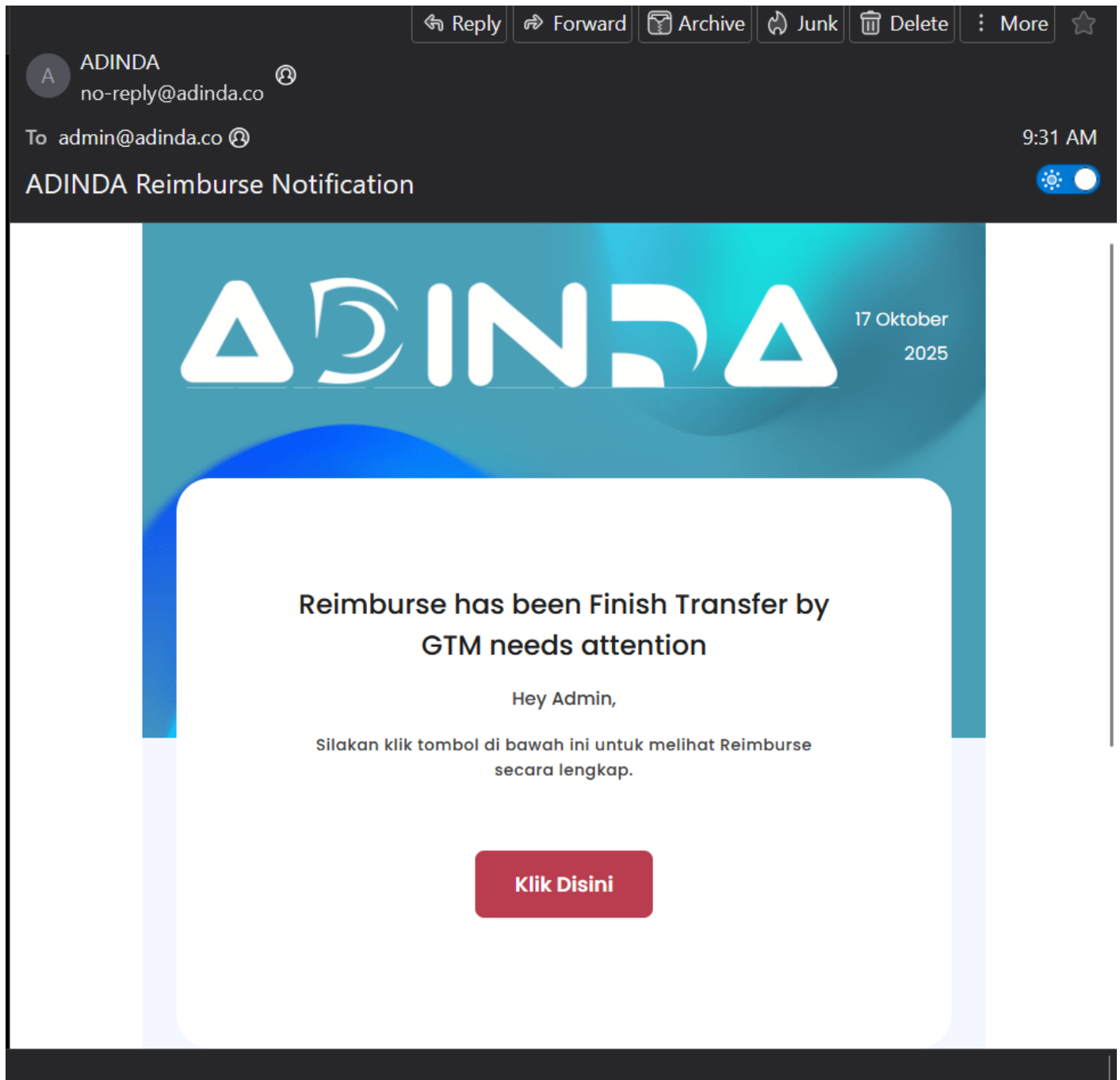
Notifikasi Email:

Notifikasi email akan diterima oleh **Manager AM dan GTM yang berwenang (atau: bersangkutan)**.

Jika ada kalimat Need Attention pada email, maka Pengajuan Perlu di proses oleh yang bersangkutan

Note:

- Email hanya dikirim melalui no-reply@adinda.co
- Jika tidak menerima email silahkan melihat **Folder SPAM**
- Mohon untuk Trust Email no-reply@adinda.co untuk menerima notifikasi secara langsung tanpa harus melihat **Folder SPAM**



Revision #1

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