

# SISTEM SUMBER MANUSIA

**User Guide** 

## Organizational Management for Back End User (SAP GUI)

### SAP Log On

VERSION: 1.0



#### **INTRODUCTION**

This user guide acts as a reference for **Organizational Management Department Users** (back-end user) to manage **Organizational Management.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk.** 

#### GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

#### FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.







Log into SAP and **Password Reset** 

**Backend User** \_

- 1. Enter Employee's IC Number in User box
- 2. Enter the provided Password and click Enter on the keyboard

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Client:	200 Information I Welcome to SAP S/4 HANA 1909 - SSM Quality System	0
* User:	012345678 1	
* Password:	2 tlient 200 : UAT	
Logon Language:	Client 210 : Data Migration     Client 220 : Training	
	Client 230 : Department Training	
		0

Note: For first time log in, the system will automatically ask to change password

3. Enter new password 4. Click on > GHQ (1) 220 🖹 🖞 📜 🗗 🗙 = SAP SAP New password More V Exit Client: 220 Information Welcome to SAP S/4 HANA 1909 - SSM Quality System • User: 012345678 rd: Client 200 : UAT 2 Client 210 : Data Migr Logon Language: EN Client 220 : Training Client 230 : Department Trainin ≡ SAF 3 ord: 1. ..... I Pa 4 Enter a new password





Outcome: The SAP Easy Access page will appear after logging on.

Display SAP Transaction Code **Backend User** 

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The SAP Easy Access page will appear

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By default, SAP does not show transaction's code.

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> _ Service		Set start transaction	(Shift+F7)	3	
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To enable Transaction code:		
1. Click More V		
2. Click Extras		
3. Select Settings (Shift+F9)		
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Outcome: Transaction codes are now enabled.



Organizing and<br/>Staffing ChangeBackend UserPage-

The SAP Easy Access page will appear

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On the SAP page, go to:

1. Click SAP Menu	
2. Click Human Resources	
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No objects found View details						Save Continue Cancel

Outcome: Organization and Staffing page will be displayed.

- 6. Click on V 
  Organizational unit
- 7. Click <sup>SFind</sup>
  - icon under **Find Organizational unit**.





Outcome: List of ministries will be displayed.

8. Click on respective ministry.

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Ministry of Finance & Economy					
Ministry of Home Affairs					
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Outcome: New Organization and Staffing Change page will be displayed.