



SISTEM SUMBER MANUSIA

User Guide

For Guarantor

**Conveyance Loan
(Guarantor Process)**

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Guarantor (Front End User)** to manage **Conveyance Loan**. 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
CL	Conveyance Loan

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**.

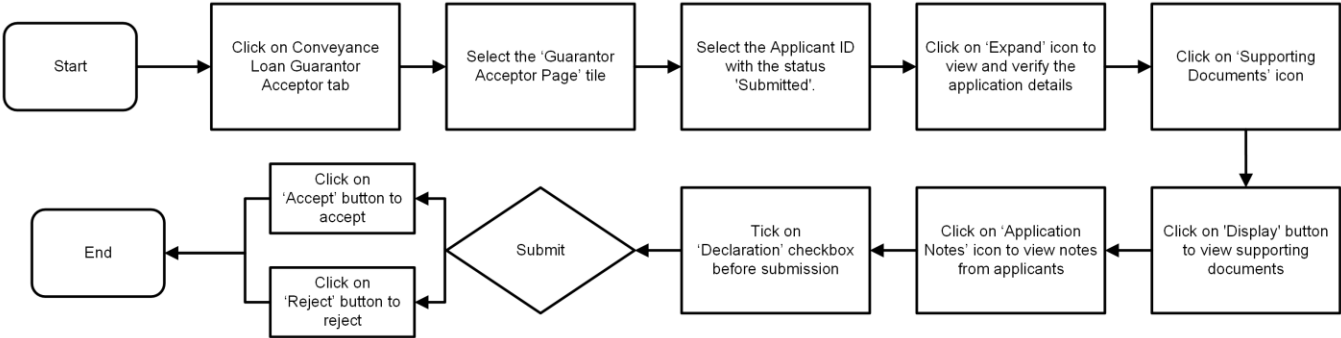
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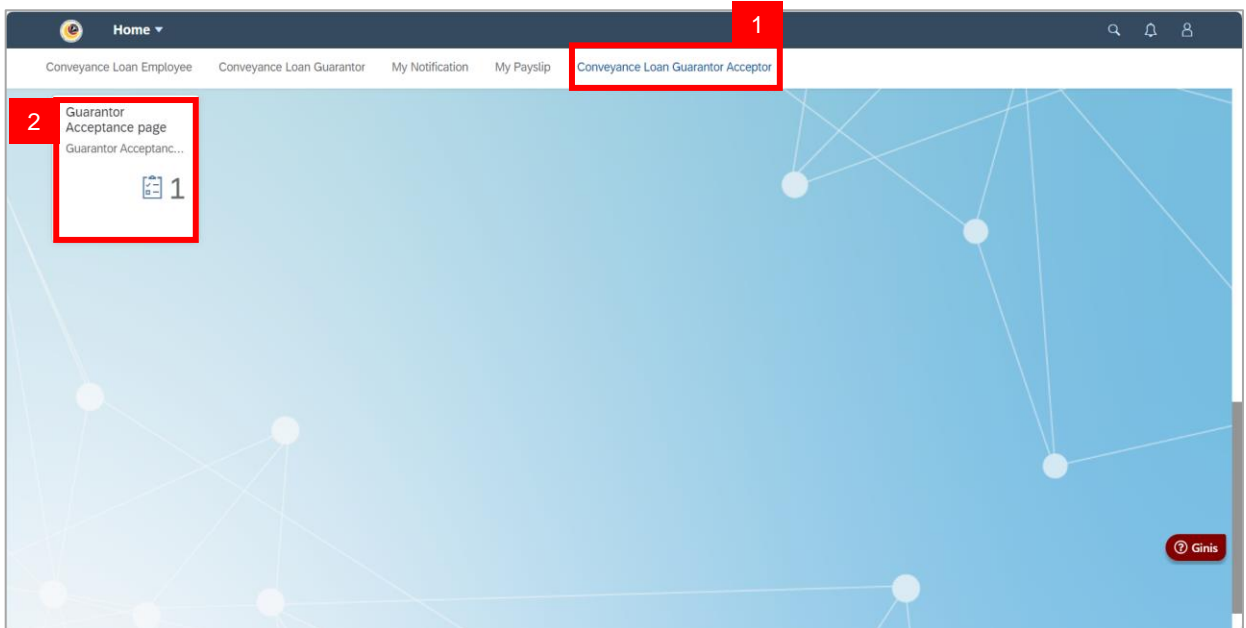
Process Overview

Maintain Request for Conveyance Loan

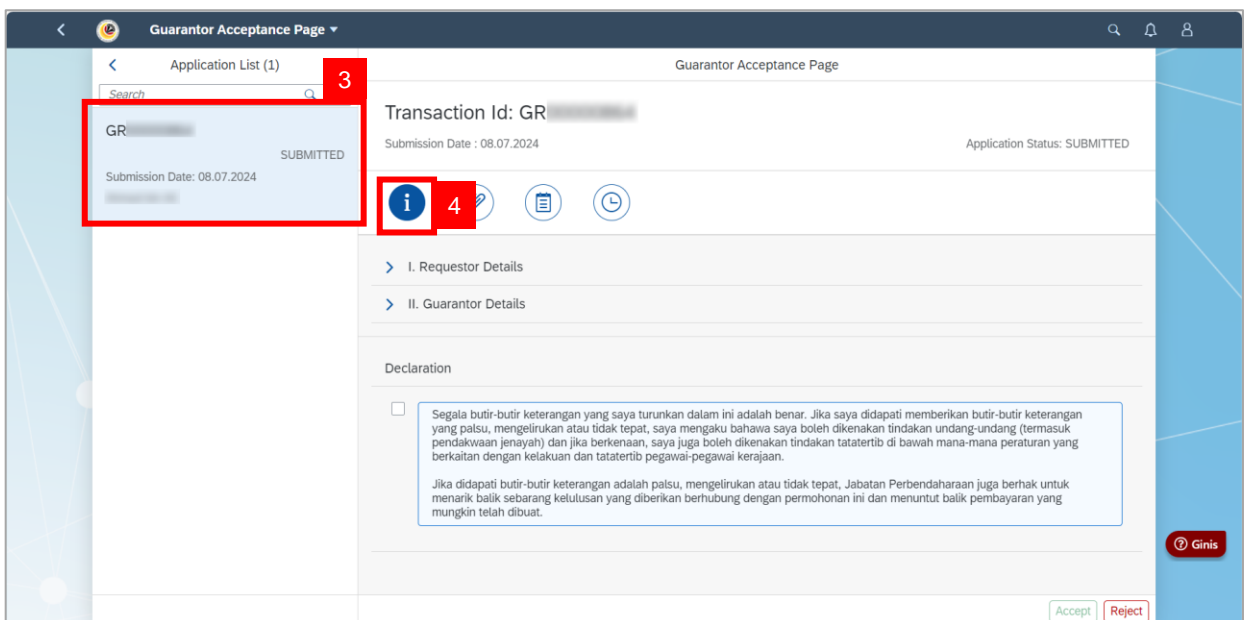


MAINTAIN REQUEST FOR CONVEYANCE LOAN	Front End User
	Guarantor

1. Click on **Conveyance Loan Guarantor Acceptor**.
2. Select the '**Guarantor Acceptance page**' tile.

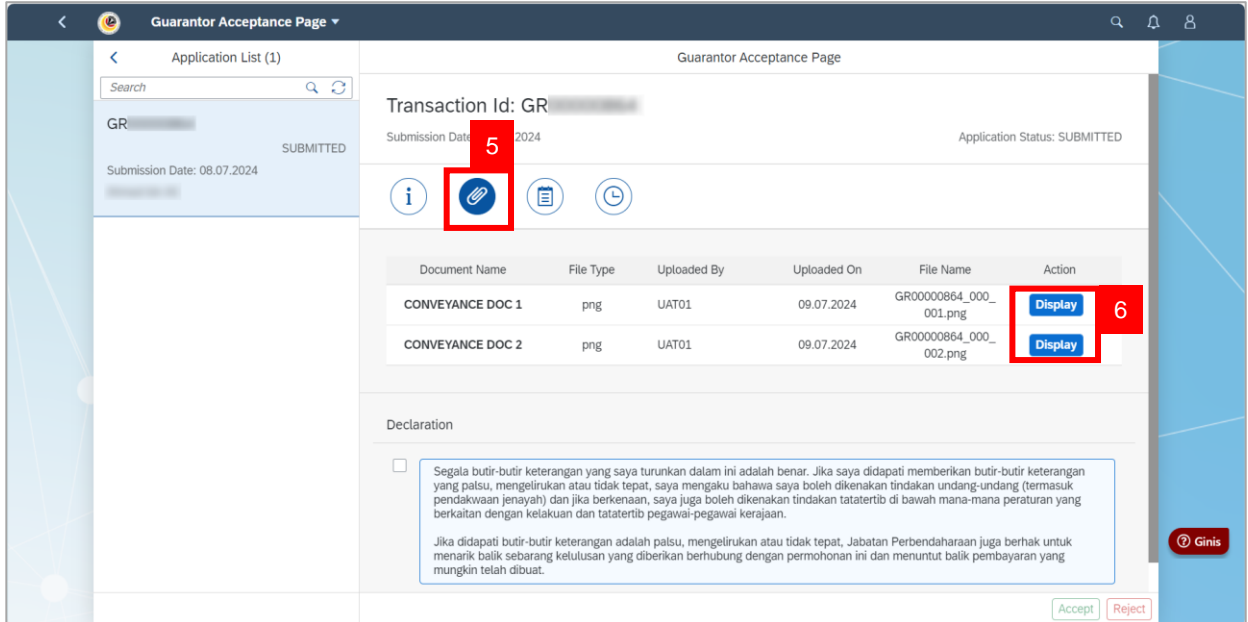


3. Under the List of Conveyance Loan, select the Application ID with the status '**Submitted**'.
4. Under '**Application Details**' tab, click on '**Expand**' icon on both Requestor Details and Guarantor Details to view and verify the application details.



5. Click on **'Supporting Documents'** icon.

6. Click on **'Display'** button to view supporting documents.

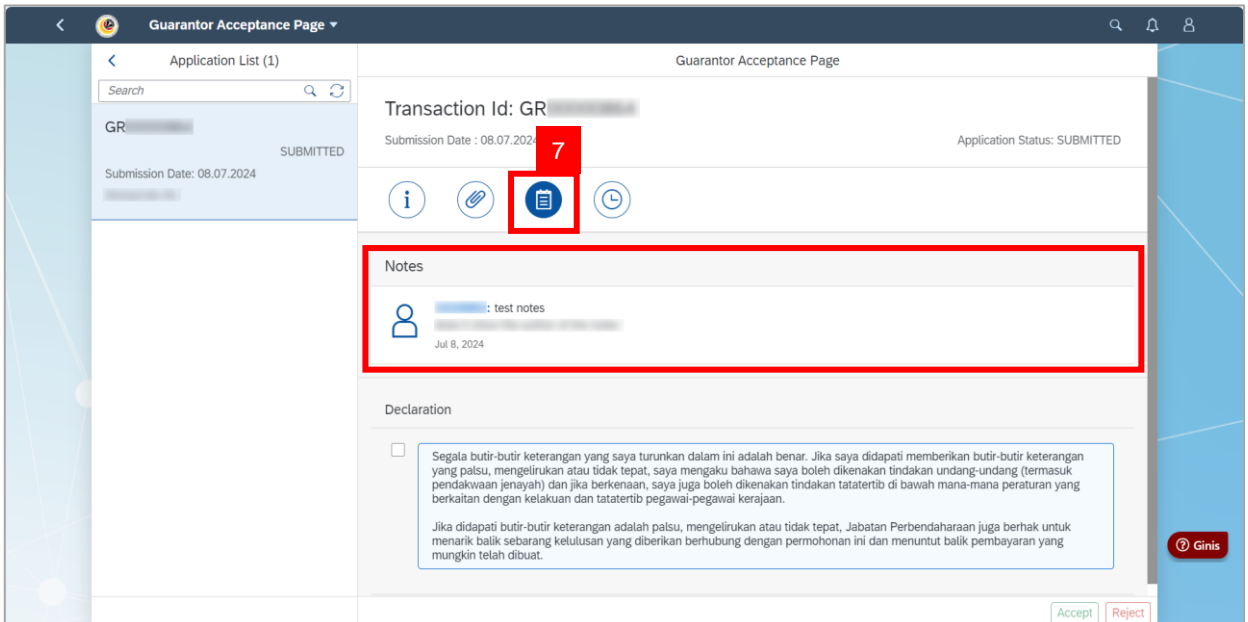


The screenshot shows the 'Guarantor Acceptance Page' for a transaction with ID GR [redacted]. The application status is 'SUBMITTED' and the submission date is 08.07.2024. The 'Supporting Documents' section contains a table with two documents:

Document Name	File Type	Uploaded By	Uploaded On	File Name	Action
CONVEYANCE DOC 1	png	UAT01	09.07.2024	GR00000864_000_001.png	Display
CONVEYANCE DOC 2	png	UAT01	09.07.2024	GR00000864_000_002.png	Display

Below the table is a 'Declaration' section with a checkbox and a text box for a declaration. The 'Display' button for the first document is highlighted with a red box and labeled with a red '6'.

7. Click on **'Application Notes'** icon to view notes from applicant.



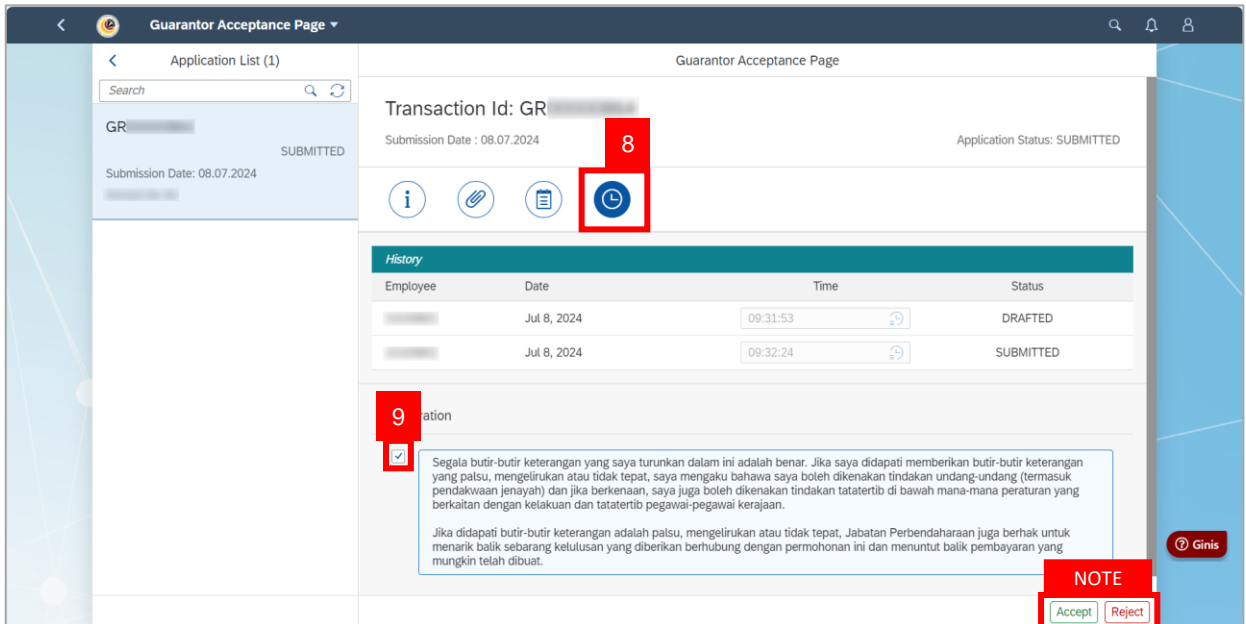
The screenshot shows the 'Guarantor Acceptance Page' for the same transaction. The 'Application Notes' section is highlighted with a red box and labeled with a red '7'. The notes section contains a user profile icon, the text 'test notes', and the date 'Jul 8, 2024'. Below the notes is a 'Declaration' section with a checkbox and a text box for a declaration. The 'Application Notes' icon is highlighted with a red box and labeled with a red '7'.

8. Click on **Application History** tab to view previous application and status.

9. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **Guarantor** may also click on the following buttons:

- Accept** button to accept applications.
- Reject** button to reject applications.



The screenshot displays the 'Guarantor Acceptance Page' interface. On the left, a sidebar shows 'Application List (1)' with a search bar and a list item for 'GR' with status 'SUBMITTED' and submission date '08.07.2024'. The main content area shows 'Transaction Id: GR' and 'Submission Date: 08.07.2024'. A red box labeled '8' highlights a clock icon in the top navigation bar. Below this is a 'History' table with columns 'Employee', 'Date', 'Time', and 'Status'. The table contains two rows: one for 'DRAFTED' at '09:31:53' and another for 'SUBMITTED' at '09:32:24'. A red box labeled '9' highlights a 'Declaration' checkbox which is checked. Below the checkbox is a text area with a declaration statement in Indonesian. At the bottom right, a 'NOTE' box contains 'Accept' and 'Reject' buttons.

Employee	Date	Time	Status
	Jul 8, 2024	09:31:53	DRAFTED
	Jul 8, 2024	09:32:24	SUBMITTED

Declaration

☒

Segala butir-butir keterangan yang saya turunkan dalam ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib di bawah mana-mana peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

NOTE

Accept Reject

Outcome: The **application** has successfully been accepted / rejected.