



# **SISTEM SUMBER MANUSIA**

**User Guide**

**For CL Approver**

**Front End (SAP FIORI)**

**Conveyance Loan**

**(Application)**

**VERSION: 1.0**

## INTRODUCTION

This user guide acts as a reference for **CL Approver (Front End User)** to manage **Conveyance Loan**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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                               |
|----------------|---------------------------------------|
| <b>SSM</b>     | Sistem Sumber Manusia                 |
| <b>SAP GUI</b> | SAP Graphical User Interface/Back End |
| <b>FIORI</b>   | Front End/Web Portal                  |
| <b>ESS</b>     | Employee Self Service                 |
| <b>MSS</b>     | Manager Self Service                  |
| <b>CL</b>      | Conveyance Loan                       |

## FURTHER ASSISTANCE

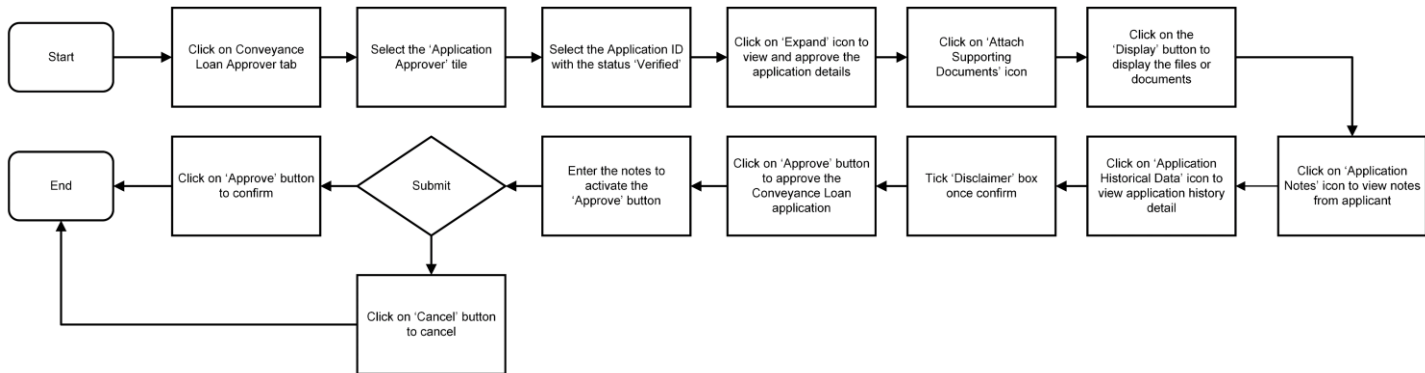
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

## Table of Content

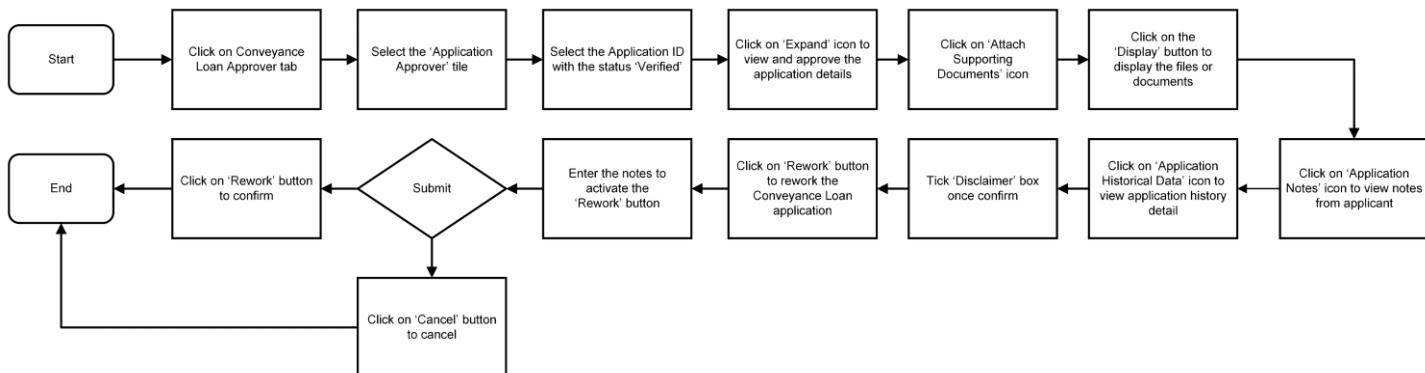
| Topics   | Page              |
|--|-------------------|
| Introduction   | <a href="#">2</a> |
| Glossary   | <a href="#">2</a> |
| Further Assistance   | <a href="#">2</a> |
| Process Overview   | <a href="#">4</a> |
| Maintain Application <ul style="list-style-type: none"><li>• Approve Conveyance Loan Application</li><li>• Rework Conveyance Loan Application</li><li>• Reject Conveyance Loan Application</li></ul> | <a href="#">5</a> |

## Process Overview

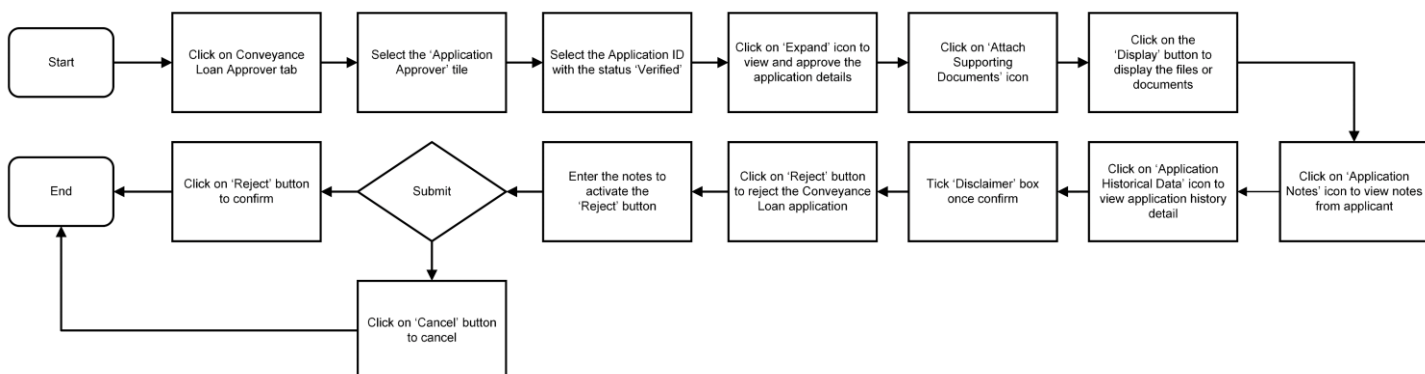
### Approve Conveyance Loan Application



### Rework Conveyance Loan Application

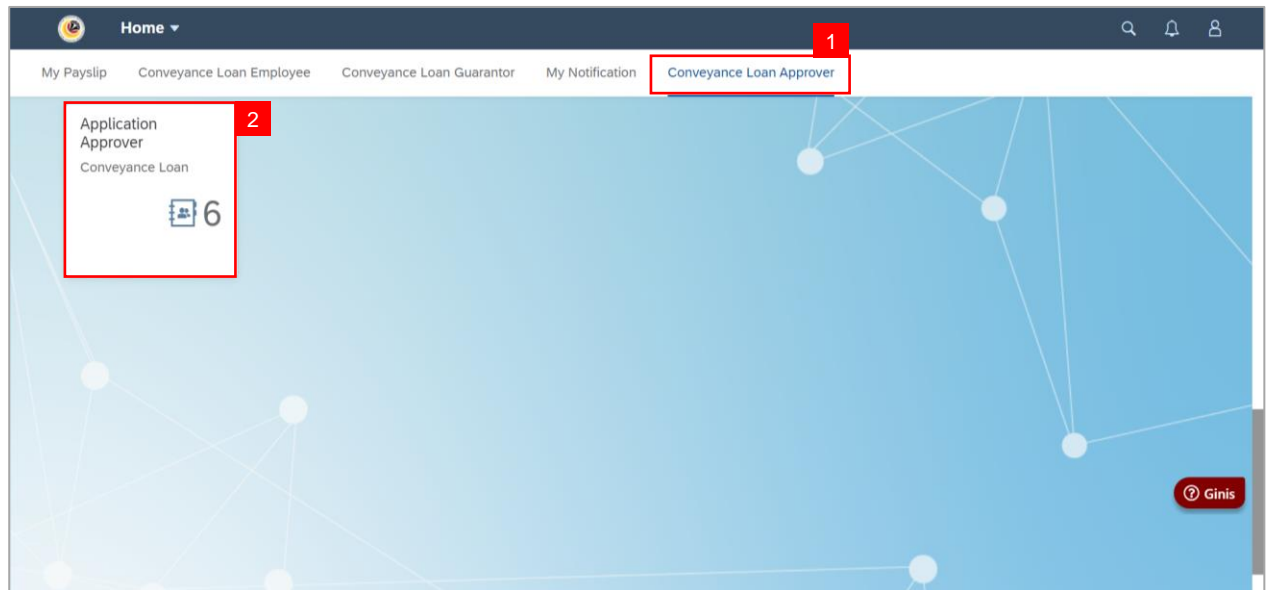


### Reject Conveyance Loan Application



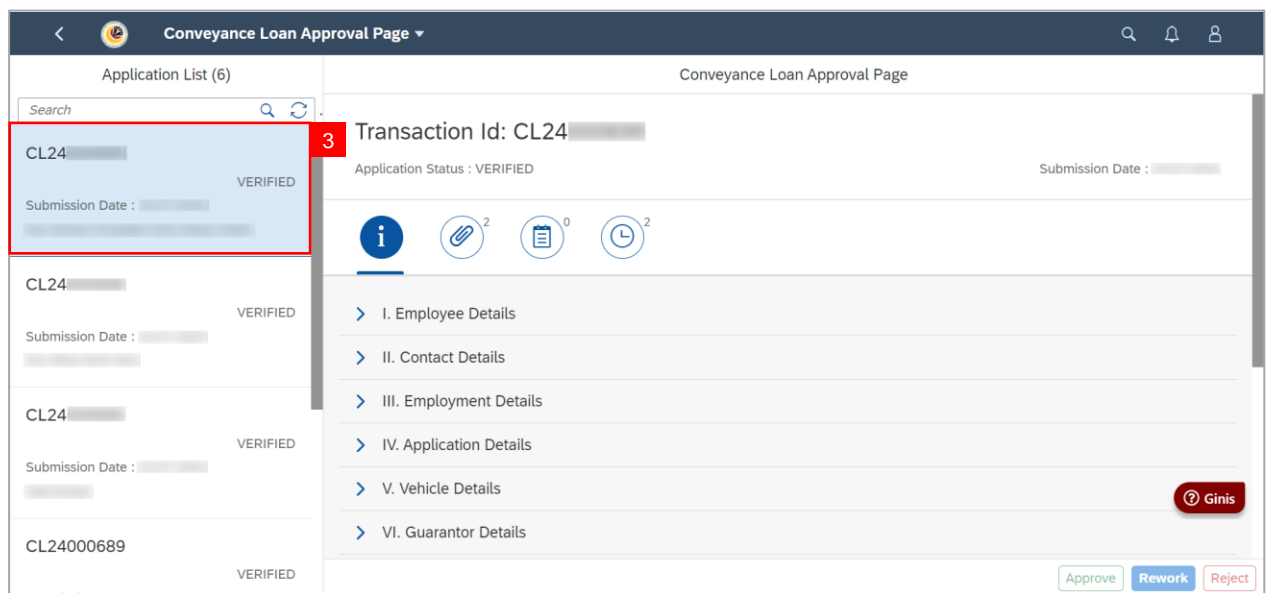
|                      |                |
|----------------------|----------------|
| MAINTAIN APPLICATION | Front End User |
|                      | CL Approver    |

1. Click on **Conveyance Loan Approver**.
2. Select the **Application Approver** tile.



**Note:** The **Conveyance Loan Approval Page** will be displayed.

3. Under **Application List**, select the Application ID with the **'Verified'** status.





4. Click on **Application Details** tab.

**Note:** Conveyance Loan Approver can only view and approve the application details.

Conveyance Loan Approval Page

Application List (6)

Search

CL24 VERIFIED

Submission Date :

CL24 VERIFIED

Submission Date :

CL24 VERIFIED

Submission Date :

CL24000689 VERIFIED

Transaction Id: CL24

Application Status : VERIFIED

Submission Date :

4

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2

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2

NOTE

I. Employee Details

II. Contact Details

III. Employment Details

IV. Application Details

V. Vehicle Details

VI. Guarantor Details

Ginis

Approve Rework Reject

5. Click on **Supporting Documents** tab.

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

Conveyance Loan Approval Page

Application List (5)

Search

CL24 VERIFIED

Submission Date :

CL24 VERIFIED

Submission Date :

CL24 VERIFIED

Submission Date :

CL24 VERIFIED

Application Status : VERIFIED

Submission Date :

5

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5

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2

Open Personal Attachments

| Supporting Document | Mandatory | Uploaded By | Uploaded On | Filename               |
|---------------------|-----------|-------------|-------------|------------------------|
| CL DOC1             | Y         |             |             | CL24000729_001_001.png |
| CL DOC2             | N         |             |             | CL24000729_001_003.png |

6

Display

Display

Declaration

☐

Segala butir-butir keterangan yang saya turunkan dalam borang 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 tata tertib dibawah mana-mana

Ginis

Approve Rework Reject



7. Click on **Notes** tab to view any remarks or notes entered by **Employee** and/or **CL Admin**.

Conveyance Loan Approval Page

Application List (5)

Search

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

Conveyance Loan Approval Page

Application Status : VERIFIED

Submission Date :

7

Notes

No data

Declaration

☐

Segala butir-butir keterangan yang saya turunkan dalam borang 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 dibawah 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.

Ginis

Approve Rework Reject

8. Click on **Application History** tab to view application history details.

9. Tick on **Declaration** checkbox.

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

- i. **Approve** button to approve applications.
- ii. **Rework** button to rework applications.
- iii. **Reject** button to reject applications.

Conveyance Loan Approval Page

Application List (5)

Search

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

CL24

VERIFIED

Submission Date :

Conveyance Loan Approval Page

Application Status : VERIFIED

Submission Date :

8

History

| Employee | Date       | Time     | Status   |
|----------|------------|----------|----------|
|          | 25.07.2024 | 21:20:43 | DRAFTED  |
|          | 25.07.2024 | 21:28:18 | VERIFIED |

Declaration

9

☒

Segala butir-butir keterangan yang saya turunkan dalam borang 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 dibawah mana-mana peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Ginis

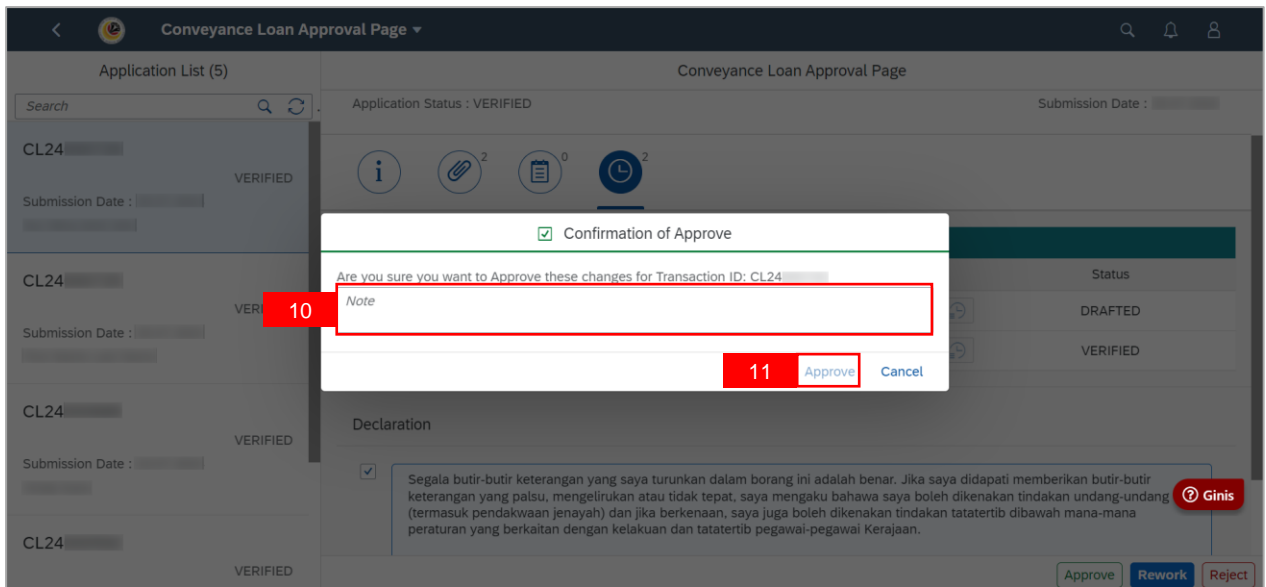
NOTE

Approve Rework Reject

**Note:** The **Confirmation of Approve / Rework / Reject** message will be displayed.

10. Enter remarks or notes in the space provide to activate the **Approve / Rework / Reject** button.

11. Click on **Approve / Rework / Reject** button to submit the application.



The screenshot displays the 'Conveyance Loan Approval Page' interface. On the left, there is a table titled 'Application List (5)' with columns for 'Application ID', 'Status', and 'Submission Date'. The table contains five rows, all with 'VERIFIED' status. A red box labeled '10' highlights the 'Note' field in the second row. A modal dialog box titled 'Confirmation of Approve' is open in the center, asking 'Are you sure you want to Approve these changes for Transaction ID: CL24?'. It has a 'Note' field and a red box labeled '11' over the 'Approve' button. The background shows a sidebar with icons for information, attachments, documents, and a clock. At the bottom right, there is a 'Ginix' logo and buttons for 'Approve', 'Rework', and 'Reject'.

**Outcome:** The **application** has successfully been approved / reworked / rejected by **CL Approver**.