



# **SISTEM SUMBER MANUSIA**

**User Guide**

**For CL Verifier**

**Front End (SAP FIORI)**

**Conveyance Loan**

**(Application)**

VERSION: 1.0



## INTRODUCTION

This user guide acts as a reference for **CL Verifier (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**.

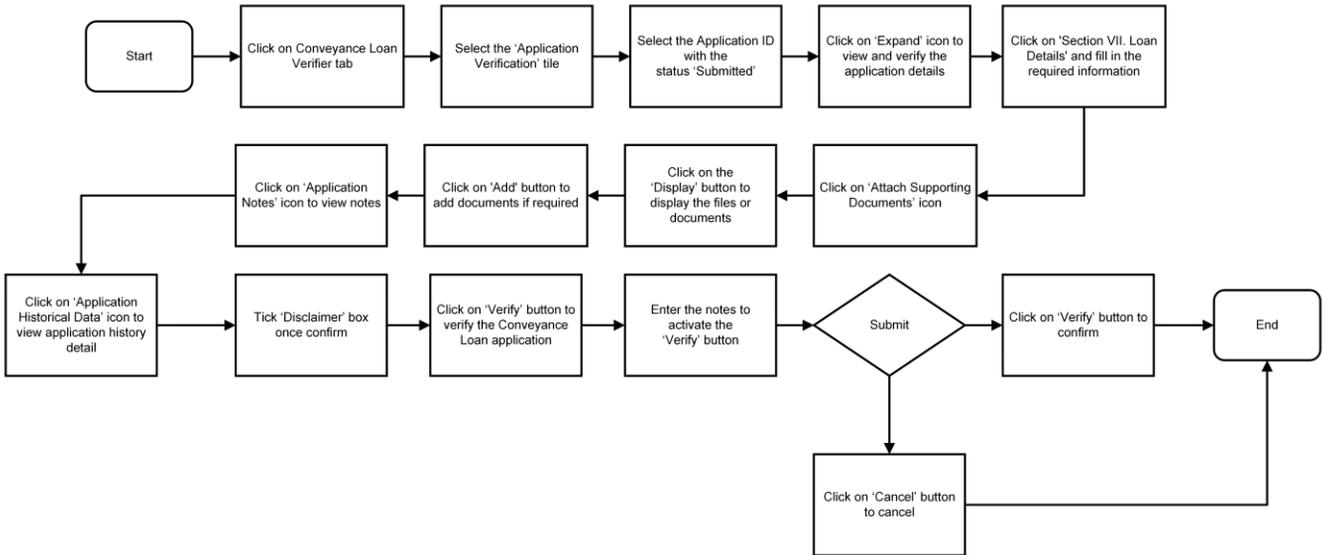


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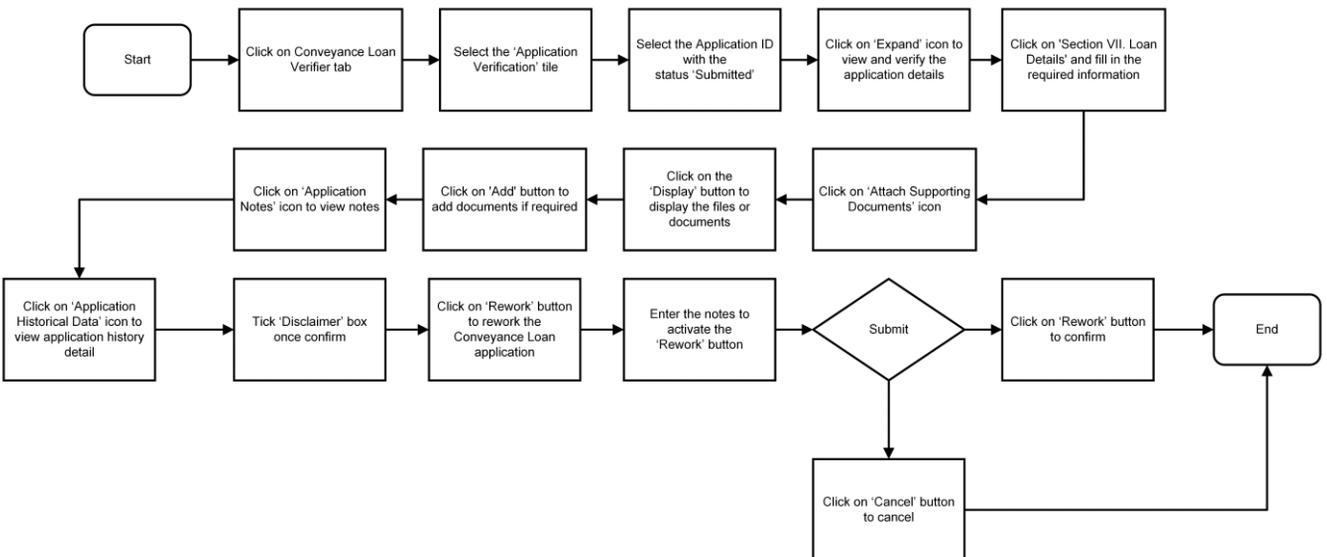
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## Process Overview

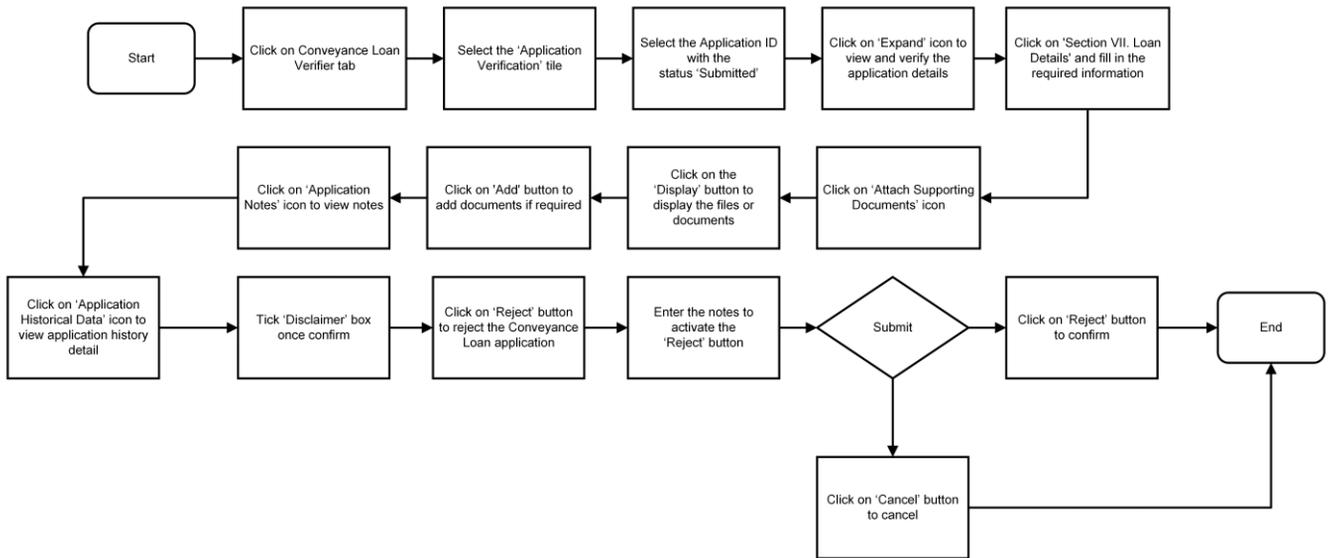
### Verify Conveyance Loan Application



### Rework Conveyance Loan Application

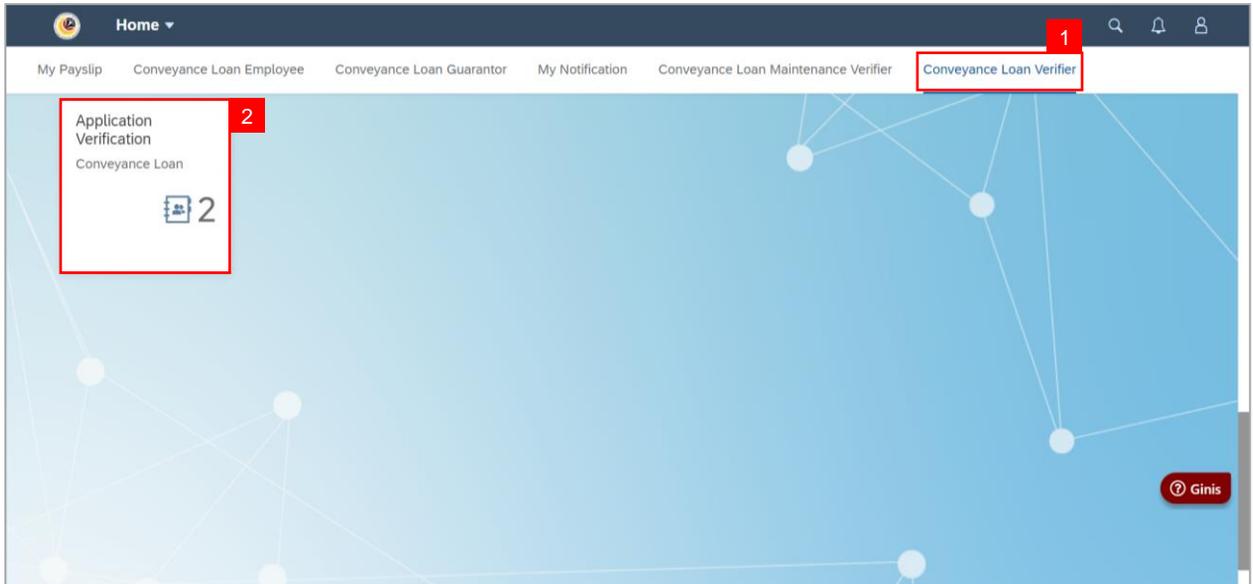


## Reject Conveyance Loan Application



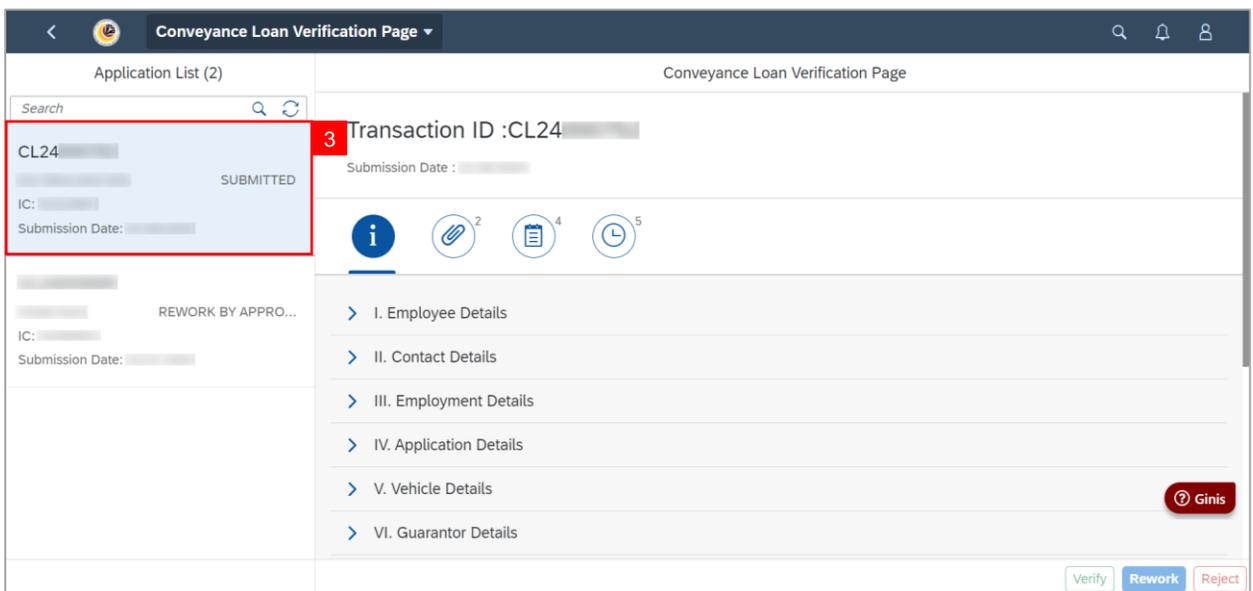
<b>MAINTAIN APPLICATION</b>	<b>Front End User</b>
	CL Verifier

1. Click on **Conveyance Loan Verifier** tab.
2. Select the **Application Verification** tile.



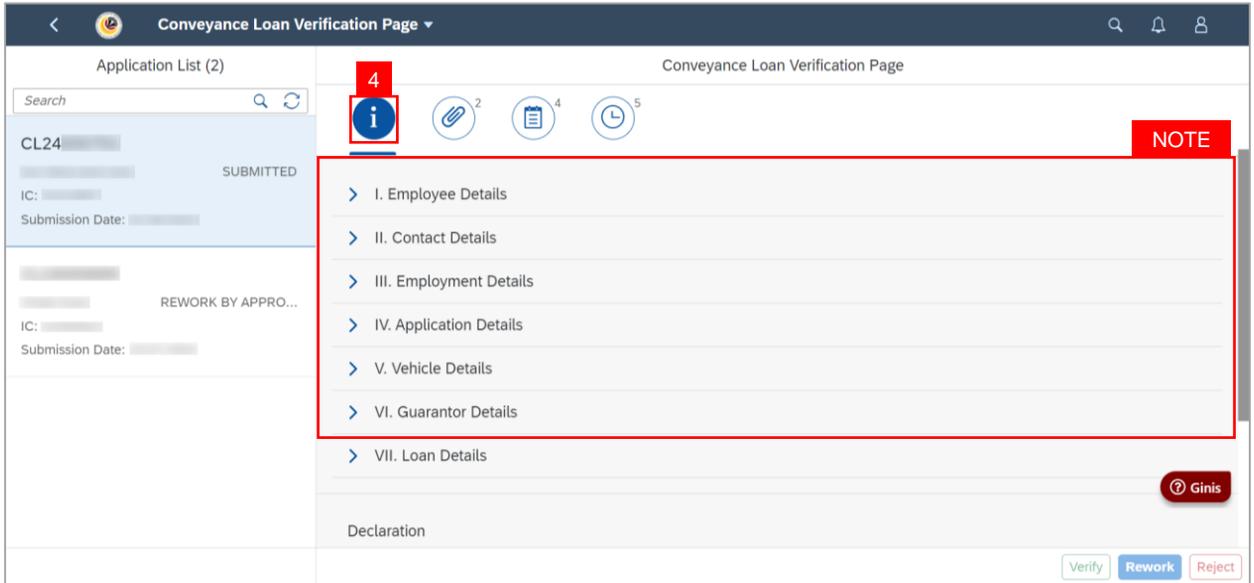
**Note:** The **Conveyance Loan Verification Page** will be displayed.

3. Under **Application List**, select the Application ID with the **'Submitted'/'Endorsed'** status.



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

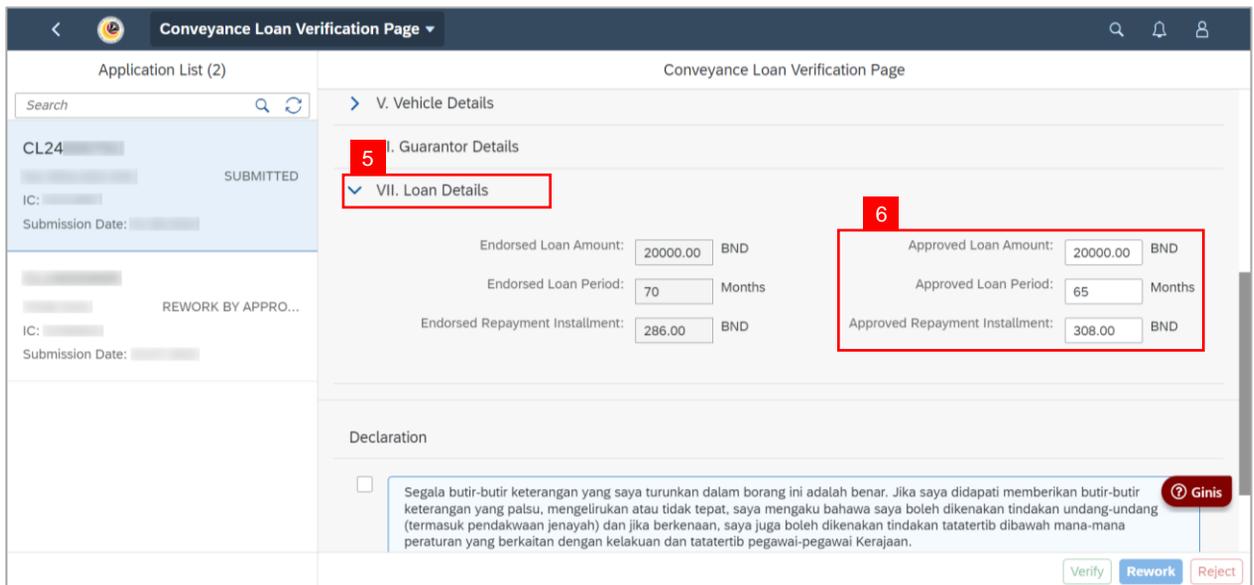
**Note:** Conveyance Loan Verifier can only view and verify the application details.



The screenshot shows the 'Conveyance Loan Verification Page' with a sidebar for 'Application List (2)'. The main content area displays a list of application details. A red box highlights the 'Application Details' section, which includes a search bar, a refresh icon, and a list of sections: I. Employee Details, II. Contact Details, III. Employment Details, IV. Application Details, V. Vehicle Details, VI. Guarantor Details, and VII. Loan Details. A red box with the number '4' is placed over the information icon in the top navigation bar. A 'NOTE' badge is visible in the top right corner. At the bottom, there are buttons for 'Verify', 'Rework', and 'Reject', and a 'Ginis' icon.

5. Click on **Section VII. Loan Details**.

6. Fill in the required information.



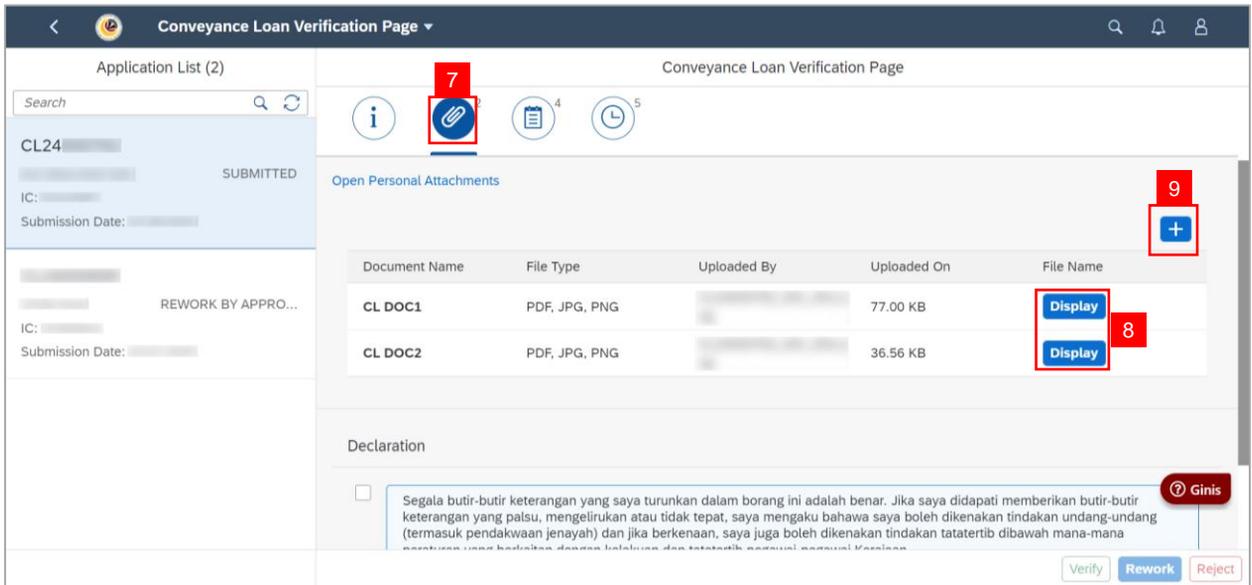
The screenshot shows the 'Conveyance Loan Verification Page' with the 'Application List (2)' sidebar. The main content area displays the details of a submitted application. A red box highlights the 'VII. Loan Details' section, which includes a search bar, a refresh icon, and a list of sections: I. Guarantor Details and VII. Loan Details. A red box with the number '5' is placed over the 'VII. Loan Details' section. The 'VII. Loan Details' section contains the following information:

Field	Value	Unit
Endorsed Loan Amount	20000.00	BND
Endorsed Loan Period	70	Months
Endorsed Repayment Installment	286.00	BND
Approved Loan Amount	20000.00	BND
Approved Loan Period	65	Months
Approved Repayment Installment	308.00	BND

A red box with the number '6' is placed over the 'Approved Loan Amount' field. Below the loan details is a 'Declaration' section with a checkbox and a text area containing the following text: '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.' A 'Ginis' icon is visible in the bottom right corner. At the bottom, there are buttons for 'Verify', 'Rework', and 'Reject'.

7. Click on **Supporting Documents** tab.

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



Conveyance Loan Verification Page

Application List (2)

Search

CL24 [redacted] SUBMITTED  
IC: [redacted]  
Submission Date: [redacted]

[redacted] REWORK BY APPRO...  
IC: [redacted]  
Submission Date: [redacted]

Open Personal Attachments

Document Name	File Type	Uploaded By	Uploaded On	File Name
CL DOC1	PDF, JPG, PNG	[redacted]	77.00 KB	[redacted] <b>Display</b>
CL DOC2	PDF, JPG, PNG	[redacted]	36.56 KB	[redacted] <b>Display</b>

Declaration

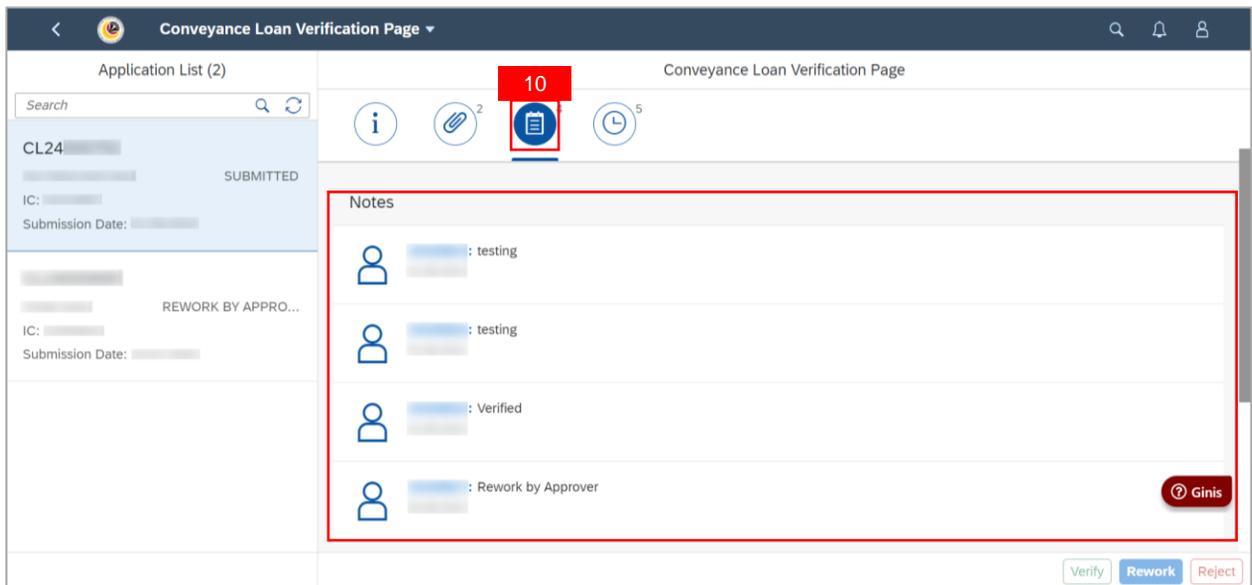
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkaitan dengan teladan dan etika. **Ginis**

Verify Rework Reject

9. Click on **Add** button to add documents (if required).

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

**Admin.**



Conveyance Loan Verification Page

Application List (2)

Search

CL24 [redacted] SUBMITTED  
IC: [redacted]  
Submission Date: [redacted]

[redacted] REWORK BY APPRO...  
IC: [redacted]  
Submission Date: [redacted]

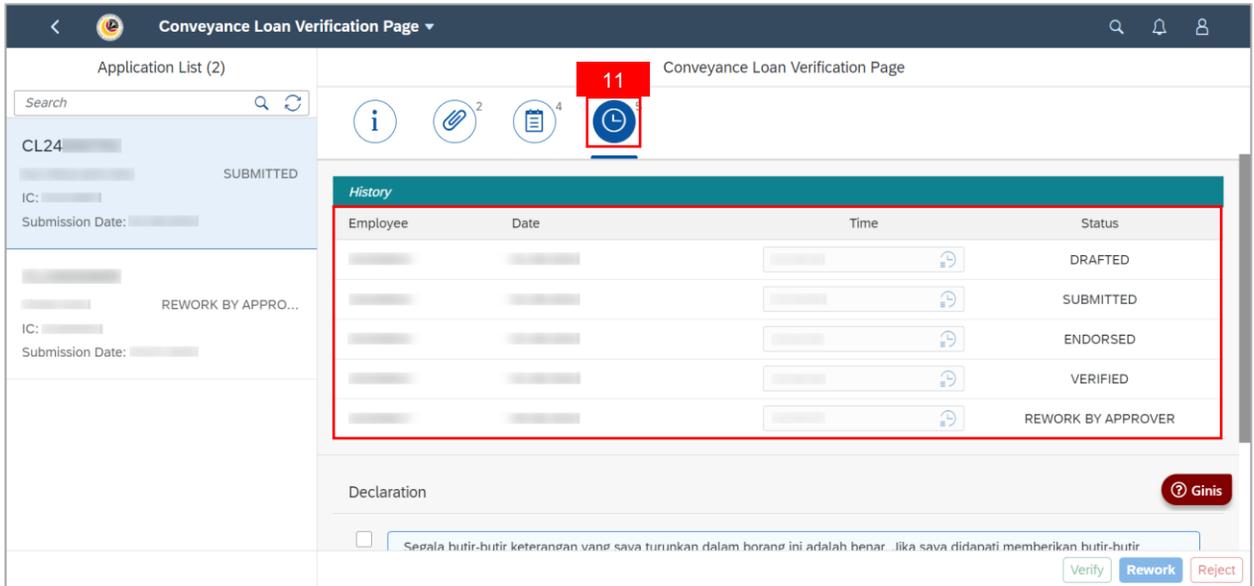
Notes

- [redacted] : testing
- [redacted] : testing
- [redacted] : Verified
- [redacted] : Rework by Approver

**Ginis**

Verify Rework Reject

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



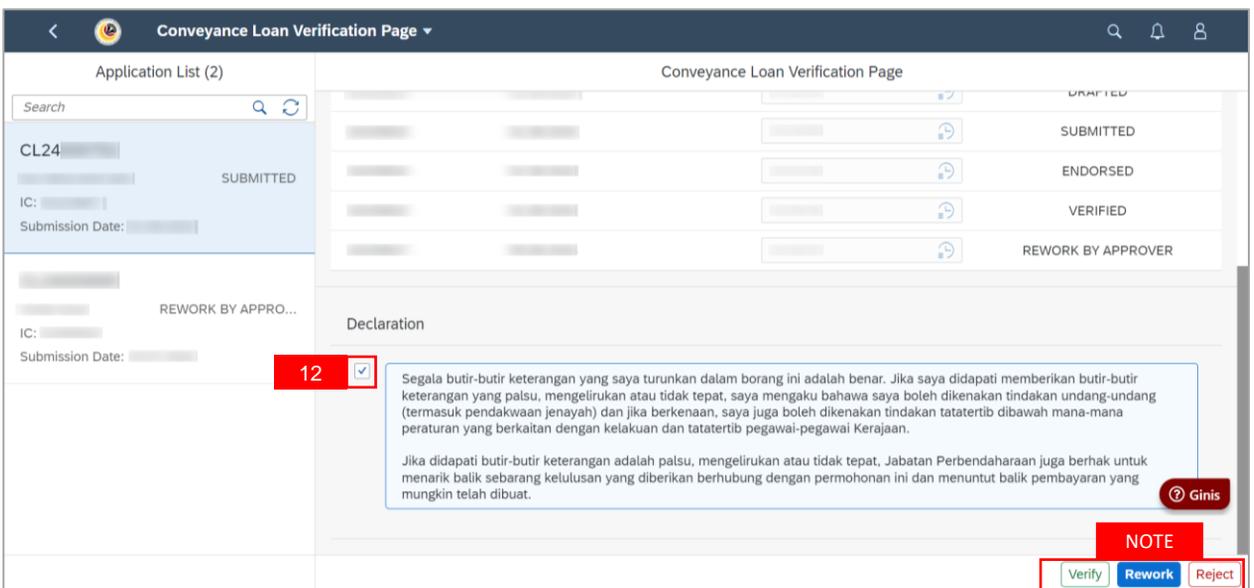
The screenshot shows the 'Conveyance Loan Verification Page' with the 'Application History' tab selected. A red box highlights the 'History' tab icon, which is labeled '11'. The 'History' table is also highlighted with a red border. The table has the following columns: Employee, Date, Time, and Status. The rows show the following statuses: DRAFTED, SUBMITTED, ENDORSED, VERIFIED, and REWORK BY APPROVER. Below the table is a 'Declaration' section with a checkbox and a text area. The 'Verify', 'Rework', and 'Reject' buttons are visible at the bottom right.

Employee	Date	Time	Status
			DRAFTED
			SUBMITTED
			ENDORSED
			VERIFIED
			REWORK BY APPROVER

12. Tick on **Declaration** checkbox.

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

- Verify** button to verify applications.
- Rework** button to rework applications.
- Reject** button to reject applications.

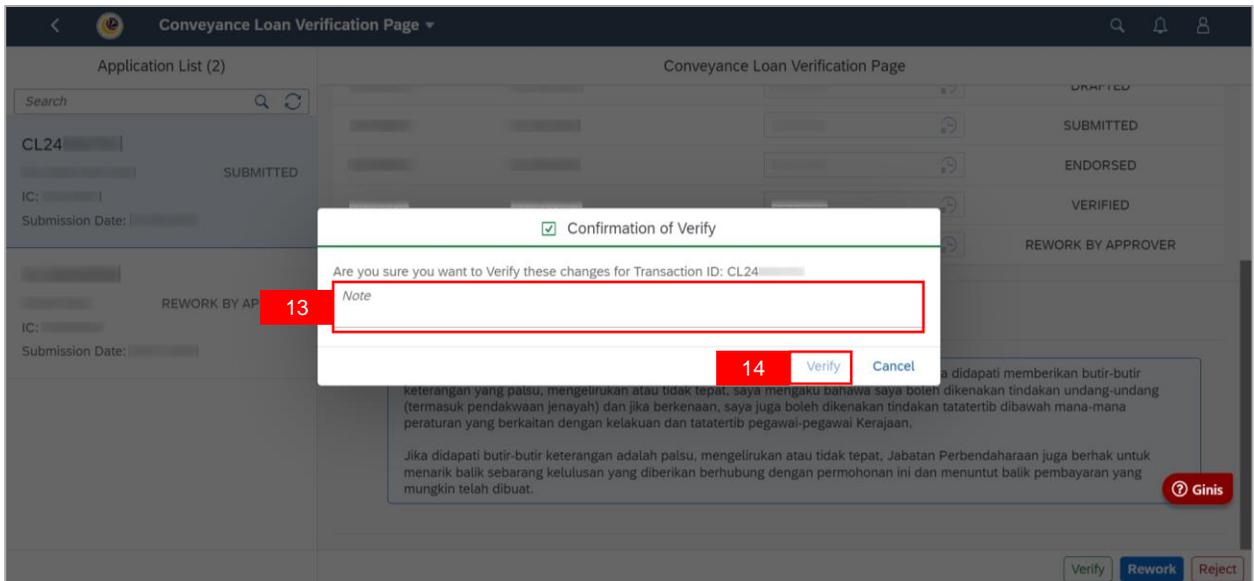


The screenshot shows the 'Conveyance Loan Verification Page' with the 'Declaration' checkbox checked. A red box highlights the checkbox, which is labeled '12'. The 'Declaration' text area is also highlighted with a red border. The text in the text area reads: 'Segala butir-butir keterangan yang saya 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.' The 'Verify', 'Rework', and 'Reject' buttons are visible at the bottom right.

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

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

14. Click on **Verify / Rework / Reject** button to submit the application.



**Outcome:** The **application** has successfully been verified / reworked / rejected by **CL Verifier**.