



SISTEM SUMBER MANUSIA

User Guide

For Conveyance Loan Administrator

Conveyance Loan (Maintenance)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Conveyance Loan Administrator** 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**.



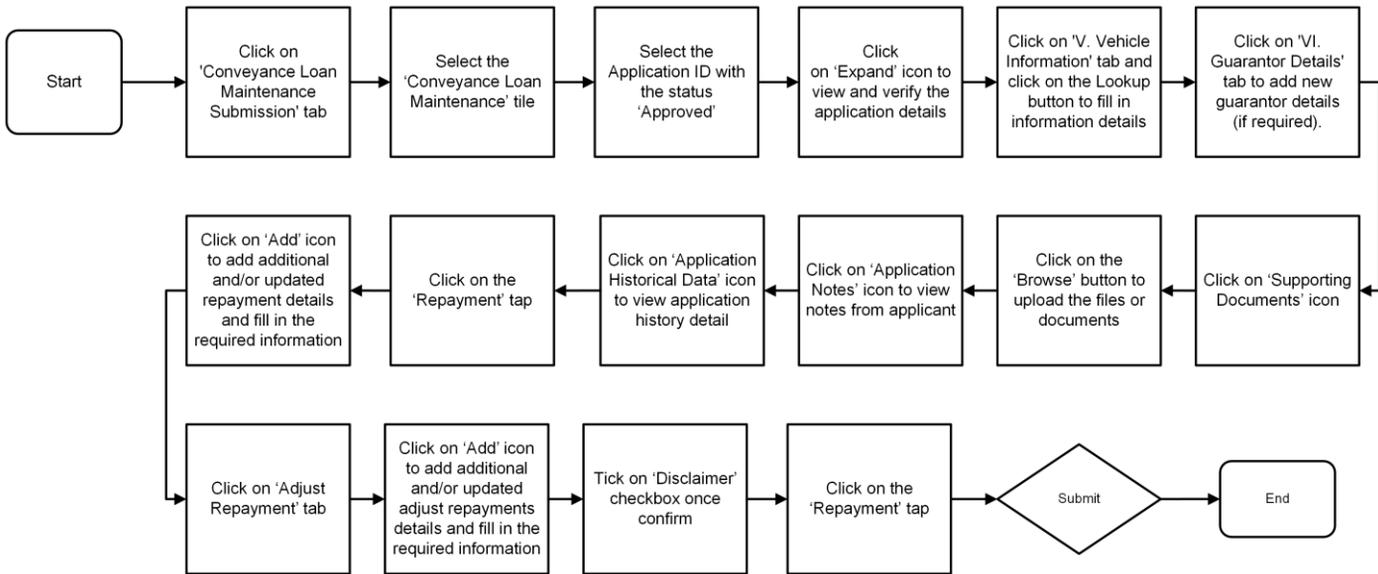
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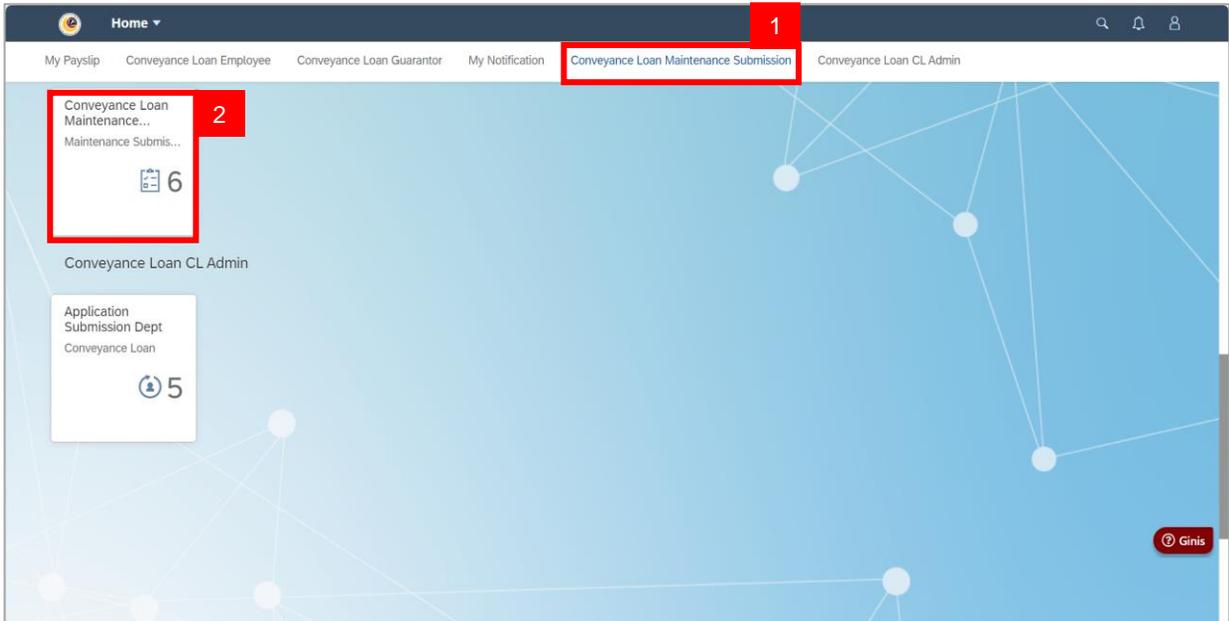
Process Overview

Update Conveyance Loan Application



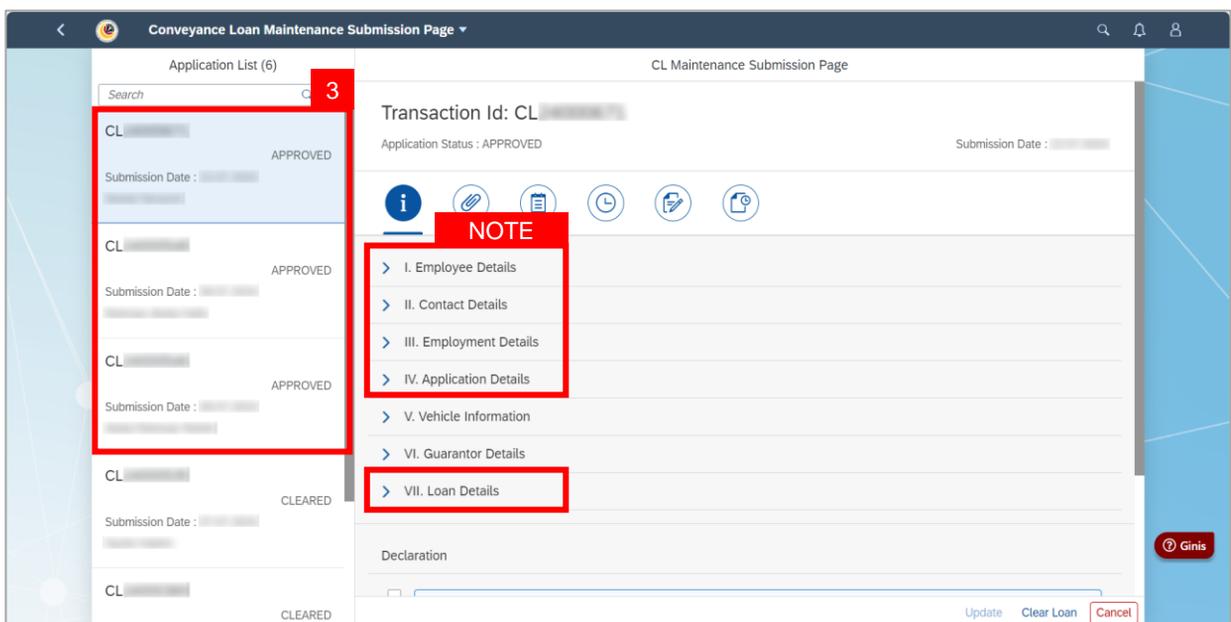
UPDATE CONVEYANCE LOAN APPLICATION	Frontend User
	Conveyance Loan Administrator

1. Click on **Conveyance Loan Maintenance Submission** tab.
2. Select the **'Conveyance Loan Maintenance'** tile.



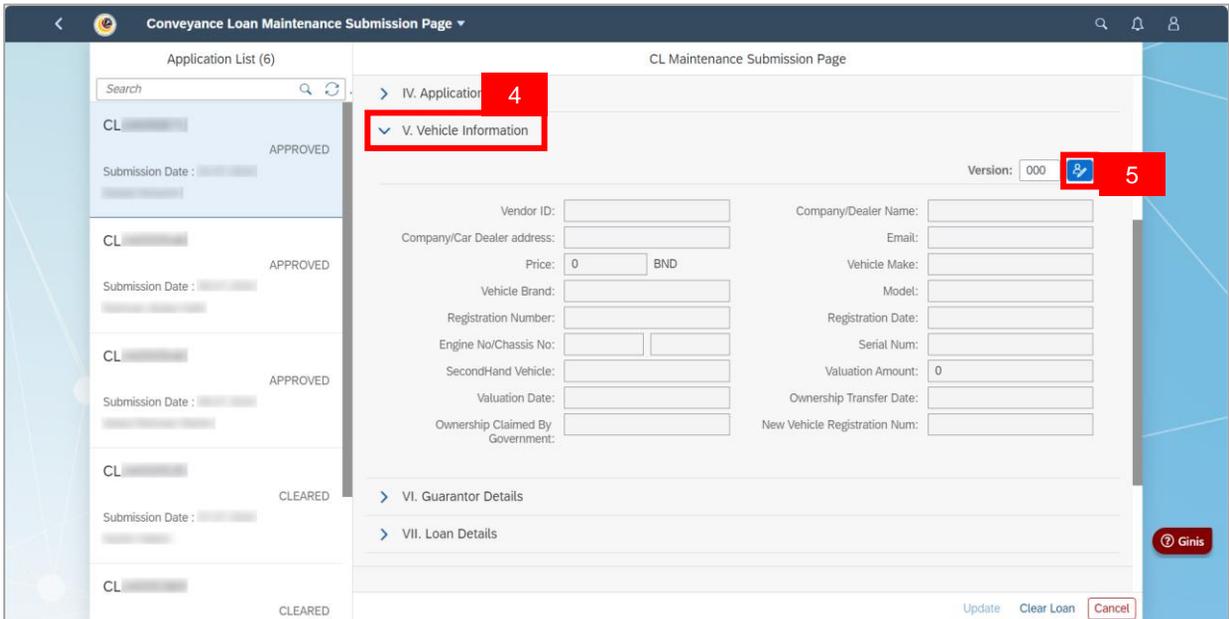
3. Under the Application List, select the Application ID with the status **'Approved'**.

Note: Under **'Application Details'** icon, all data that is available in **Section I to IV** and **VII** have been auto-populated based on the information filled in the ESS Portal / Back End.

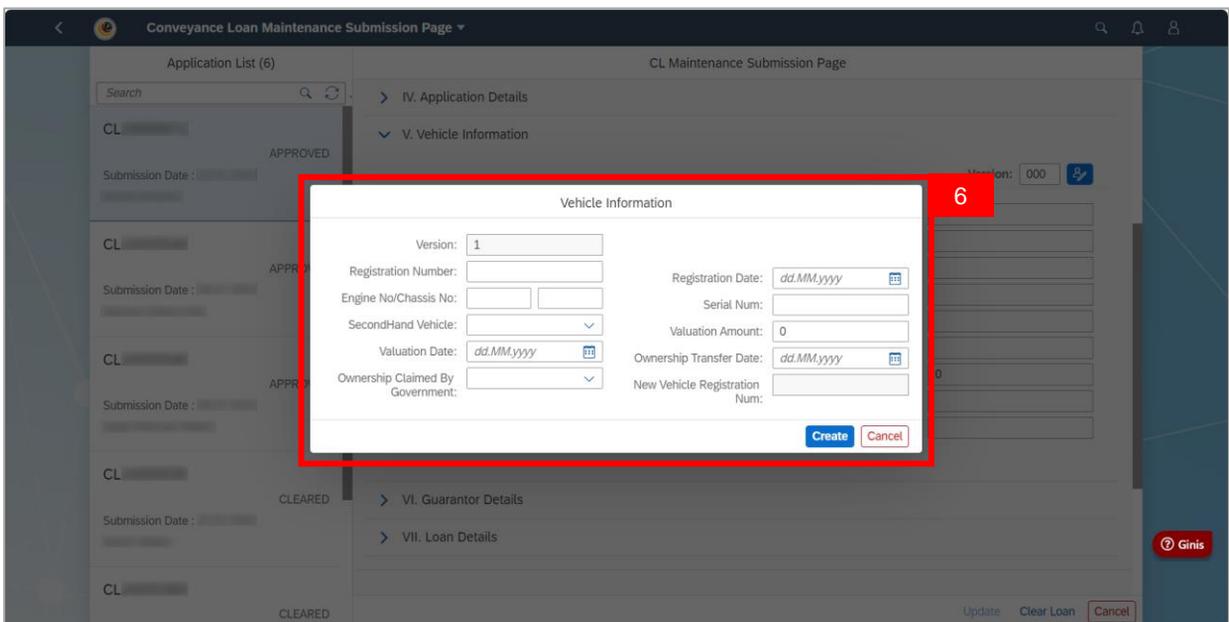


4. Click on 'V. Vehicle Information'.

5. Click on maintain version.

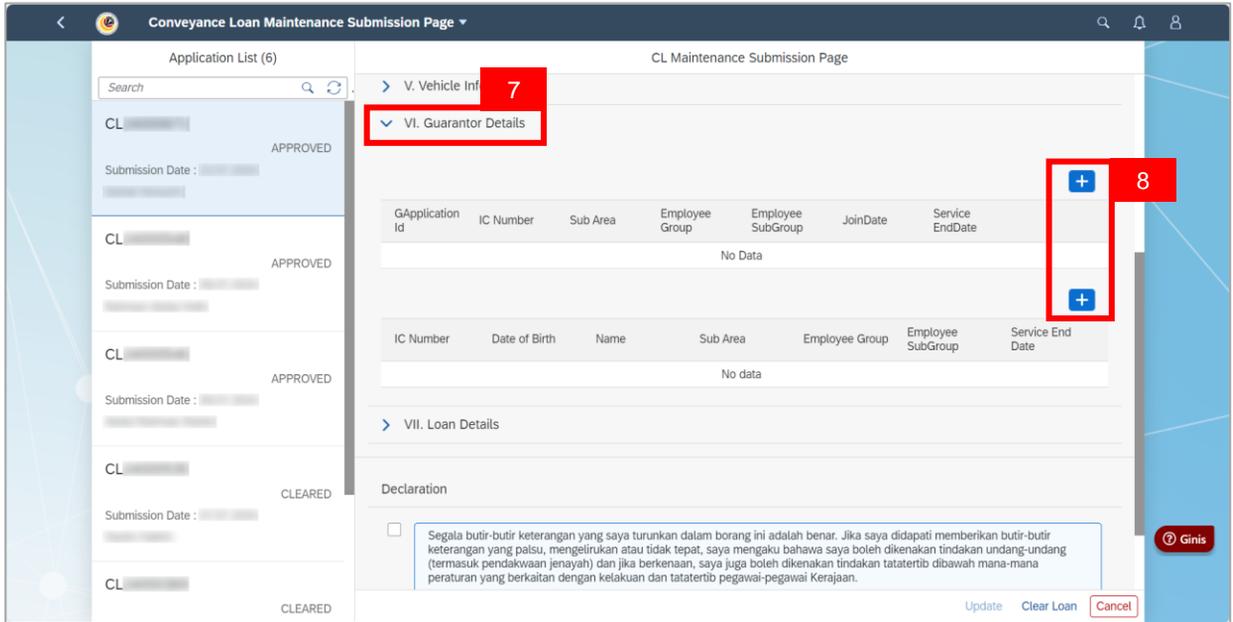


6. Fill in the required information.



7. Click on **VI. Guarantor Details**.

8. Click on **Add** button to add new guarantor details (if required).



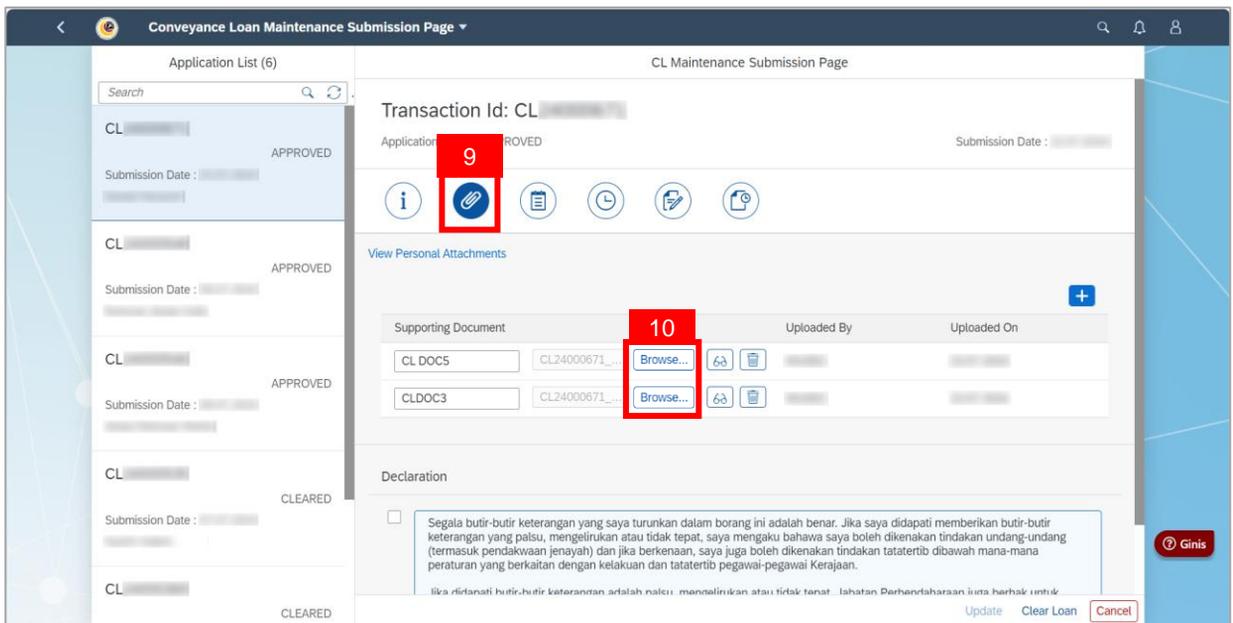
The screenshot shows the 'Conveyance Loan Maintenance Submission Page'. On the left is an 'Application List (6)' with columns for Application ID, Submission Date, and Status (APPROVED or CLEARED). The main area is titled 'CL Maintenance Submission Page' and contains several sections:

- V. Vehicle Info**: A section with a red box labeled '7' around the 'VI. Guarantor Details' link.
- VI. Guarantor Details**: A table with columns: GApplication Id, IC Number, Sub Area, Employee Group, Employee SubGroup, JoinDate, Service EndDate. The table is currently empty with 'No Data' displayed. A red box labeled '8' highlights a blue '+' button in the top right corner of this section.
- VII. Loan Details**: A section with a red box labeled '9' around the 'Attach Supporting Documents' icon.
- Declaration**: A text area with a checkbox and a paragraph of Indonesian text.

At the bottom right, there are buttons for 'Update', 'Clear Loan', and 'Cancel', along with a 'Ginis' logo.

9. Click on **'Attach Supporting Documents'** icon.

10. Click on **Browse** button to add documents (if required).

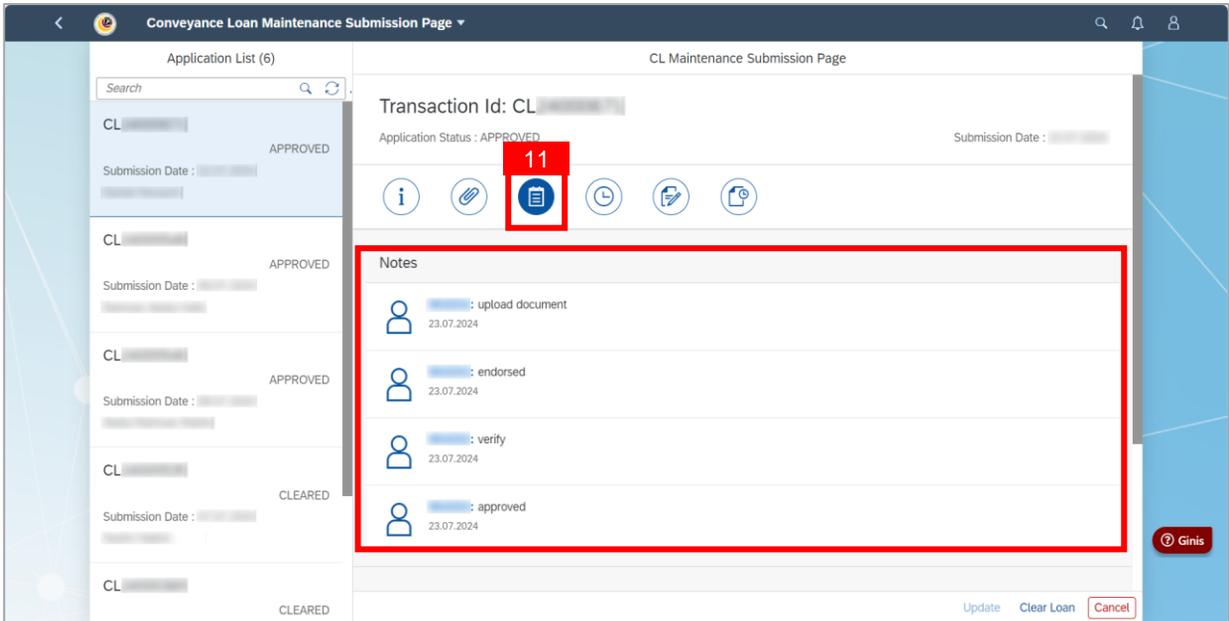


The screenshot shows the 'Conveyance Loan Maintenance Submission Page' with the 'Transaction Id: CL [redacted]' and 'Application: [redacted] APPROVED' information. The 'View Personal Attachments' section is active, showing a table of supporting documents:

Supporting Document	Uploaded By	Uploaded On
CL DOC5	CL24000671_...	[redacted]
CLDOC3	CL24000671_...	[redacted]

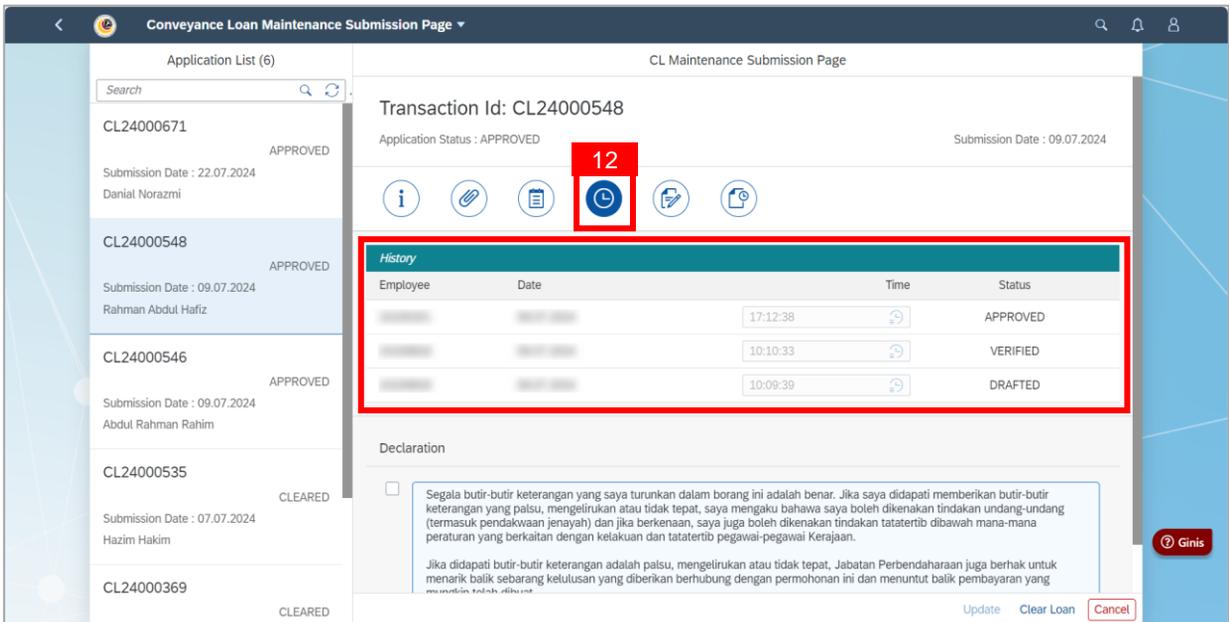
A red box labeled '10' highlights the 'Browse...' button next to the 'CL DOC5' document. Above the table, there is a red box labeled '9' around the 'Attach Supporting Documents' icon (a blue circle with a paperclip). Below the table, there is a 'Declaration' section with a checkbox and a paragraph of Indonesian text. At the bottom right, there are buttons for 'Update', 'Clear Loan', and 'Cancel', along with a 'Ginis' logo.

11. Click on **Notes** tab to view any remarks or notes.



The screenshot shows the 'Conveyance Loan Maintenance Submission Page'. On the left, there is an 'Application List (6)' with entries for 'CL' and 'CLEARED' statuses. The main area displays 'Transaction Id: CL' and 'Application Status: APPROVED'. A red box highlights the 'Notes' icon in the top navigation bar, labeled '11'. Below it, the 'Notes' section is expanded, showing a list of actions: 'upload document', 'endorsed', 'verify', and 'approved', each with a user icon and the date '23.07.2024'. At the bottom right, there are buttons for 'Update', 'Clear Loan', and 'Cancel', along with a 'Ginis' logo.

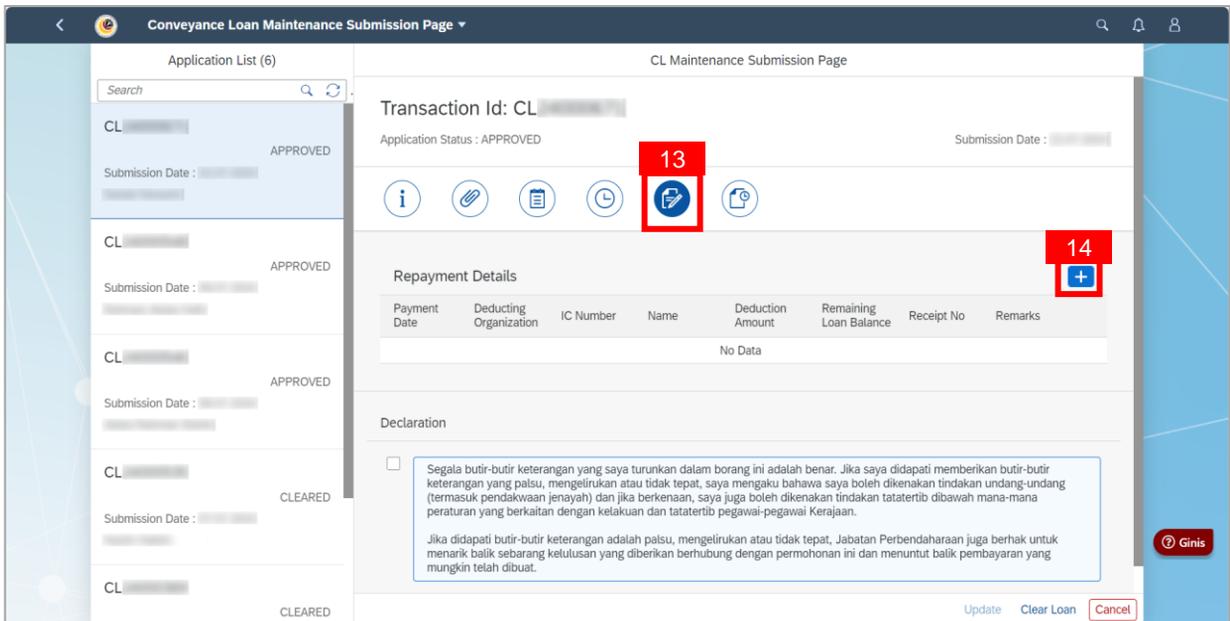
12. Click on **Application History** tab to view application history details.



The screenshot shows the 'Conveyance Loan Maintenance Submission Page' with the 'Application History' tab selected. The left sidebar shows an 'Application List (6)' with details for 'CL24000671', 'CL24000548', 'CL24000546', 'CL24000535', and 'CL24000369'. The main area displays 'Transaction Id: CL24000548' and 'Application Status: APPROVED'. A red box highlights the 'Application History' icon in the top navigation bar, labeled '12'. Below it, the 'History' table is expanded, showing a list of actions with columns for 'Employee', 'Date', 'Time', and 'Status'. The table contains three rows: 'APPROVED' at 17:12:38, 'VERIFIED' at 10:10:33, and 'DRAFTED' at 10:09:39. Below the table is a 'Declaration' section with a checkbox and a text area containing a disclaimer. At the bottom right, there are buttons for 'Update', 'Clear Loan', and 'Cancel', along with a 'Ginis' logo.

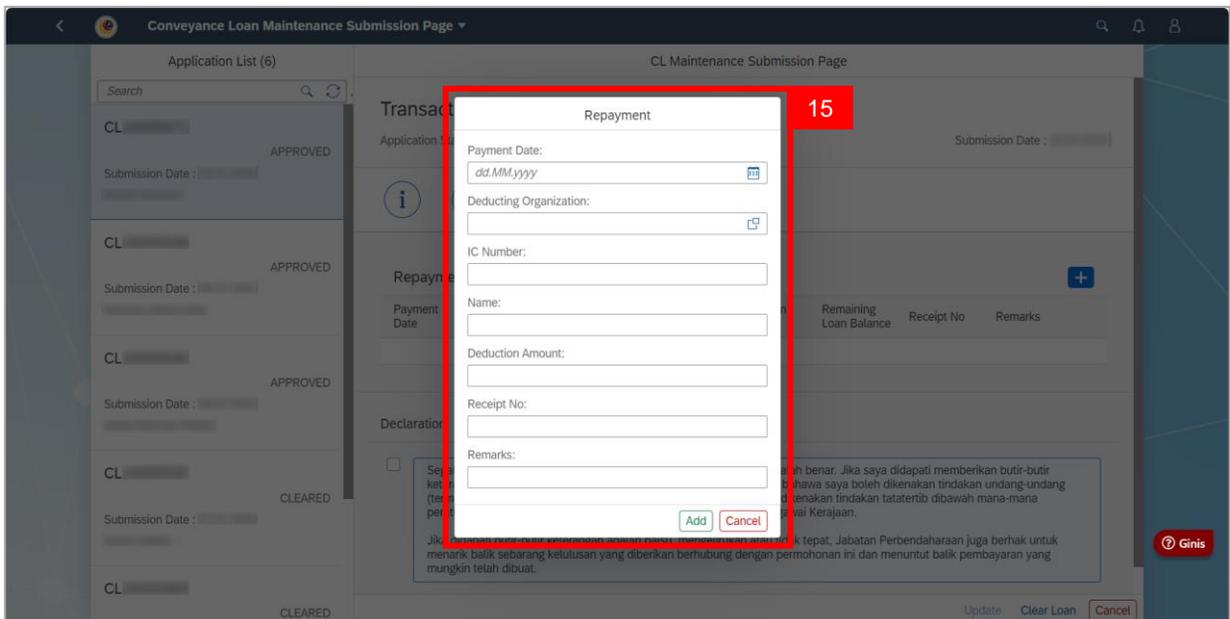
Employee	Date	Time	Status
		17:12:38	APPROVED
		10:10:33	VERIFIED
		10:09:39	DRAFTED

13. Click on 'Repayment' tab.

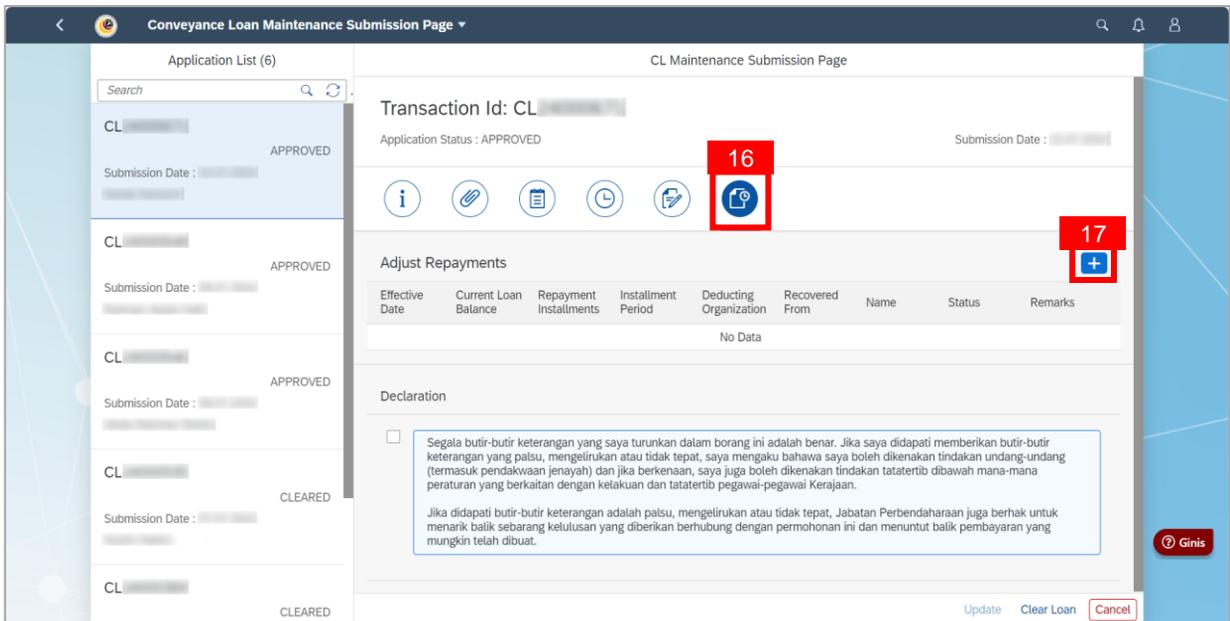


14. Click on 'Add' icon to add additional repayment details, if any.

15. Fill in the required information.

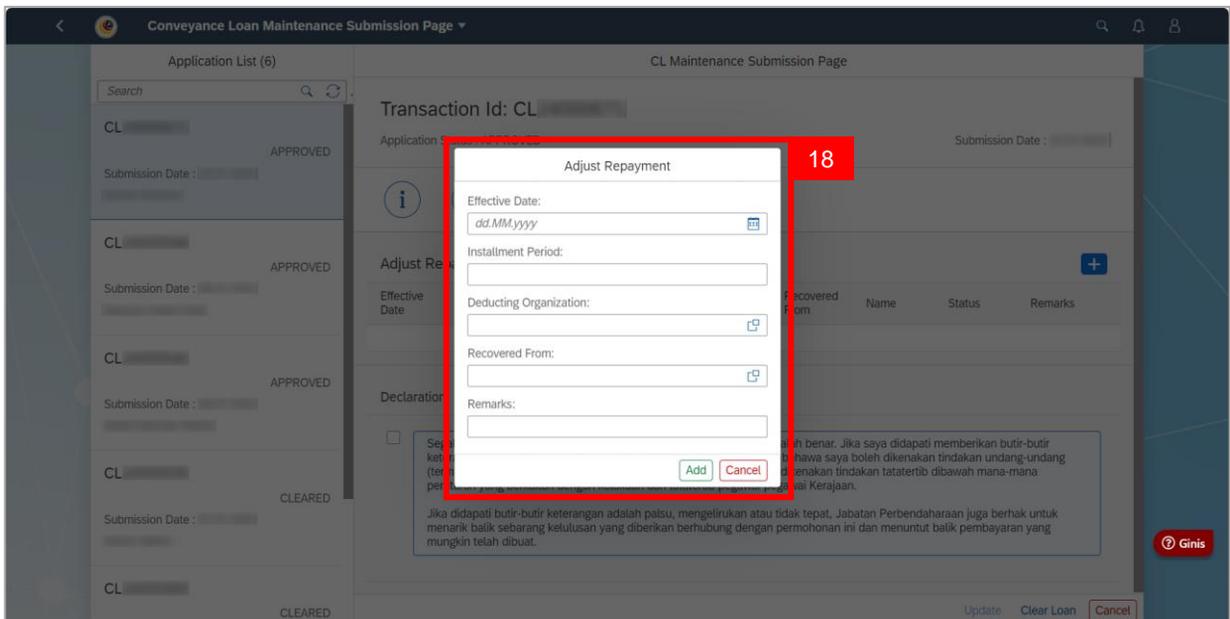


16. Click on 'Adjust Repayment' tab.

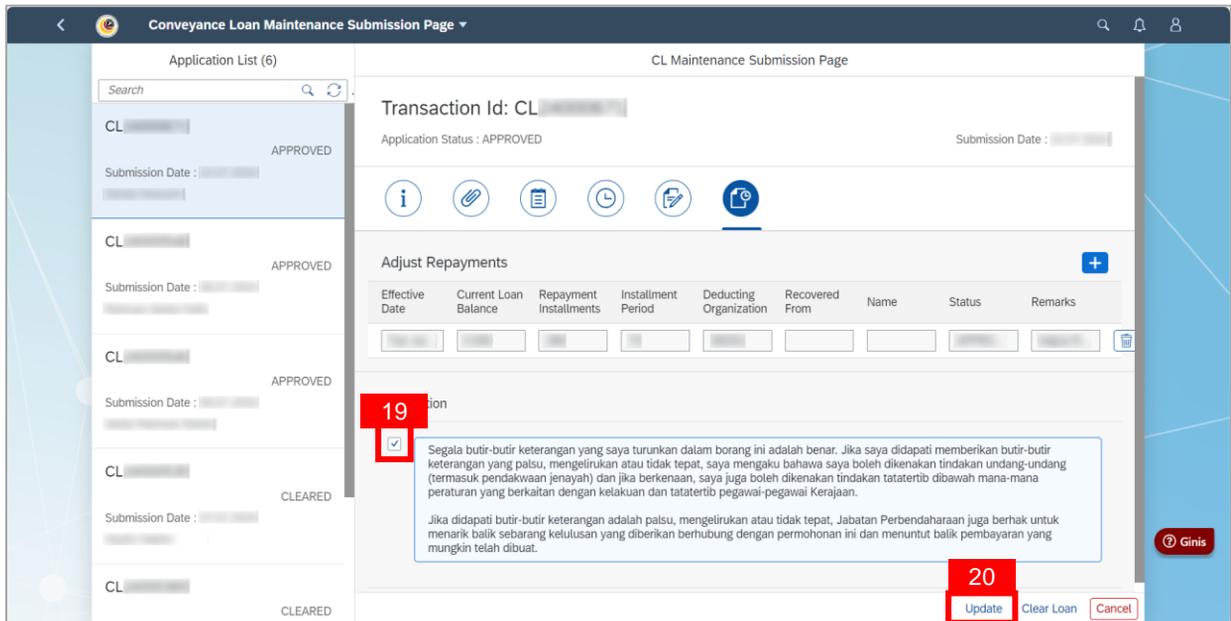


17. Click on 'Add' icon to update repayment adjustment details.

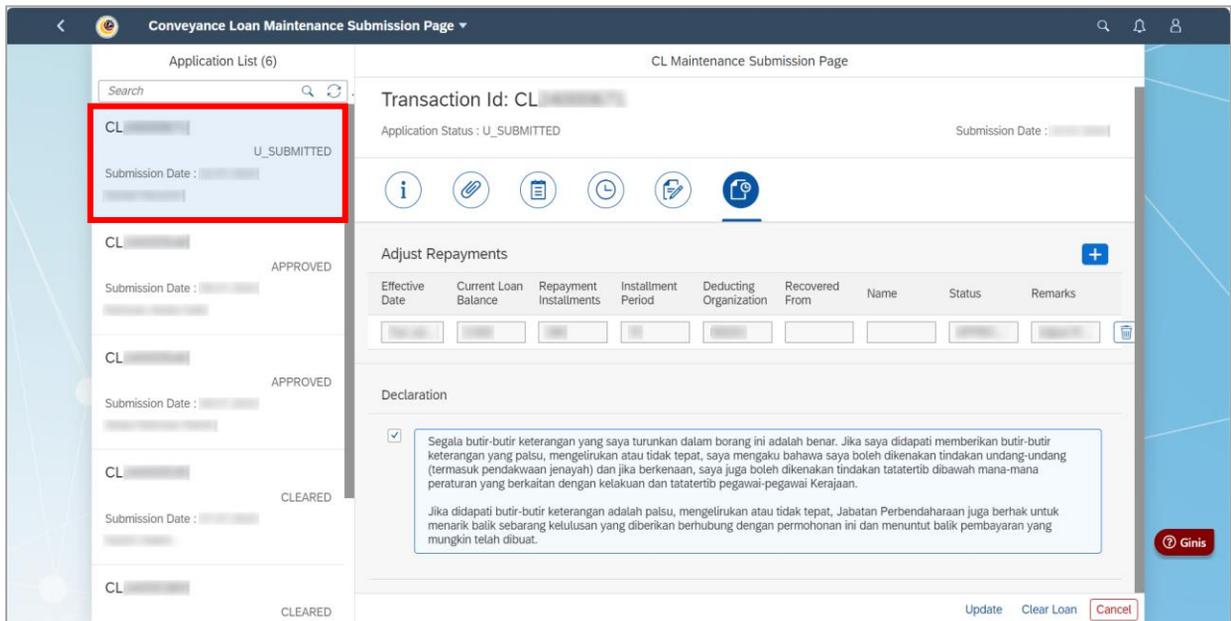
18. Fill in the required information.



19. Tick on 'Disclaimer' checkbox once confirm.



20. Click on 'Update' button.



Outcome: The application has successfully been submitted and listed under the Application List with the status 'U_Submitted'.