



SISTEM SUMBER MANUSIA

User Guide

for Department Admin

Front End (FIORI) & Back End (SAP GUI)

Counselling

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Department Admin (Front End & Back End User)** to manage **Counselling module**. 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

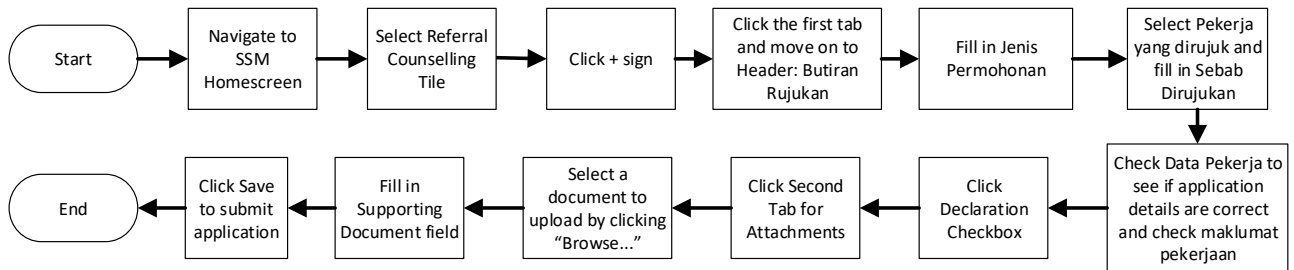
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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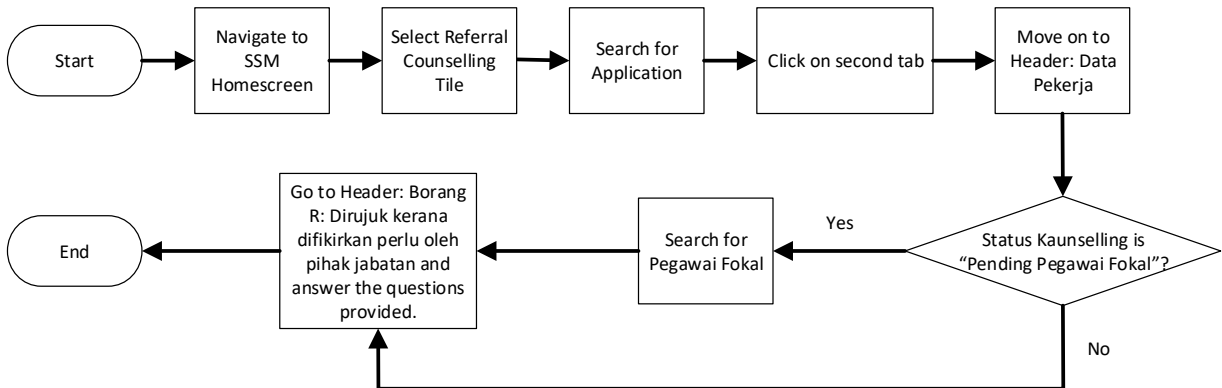
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Process Overview

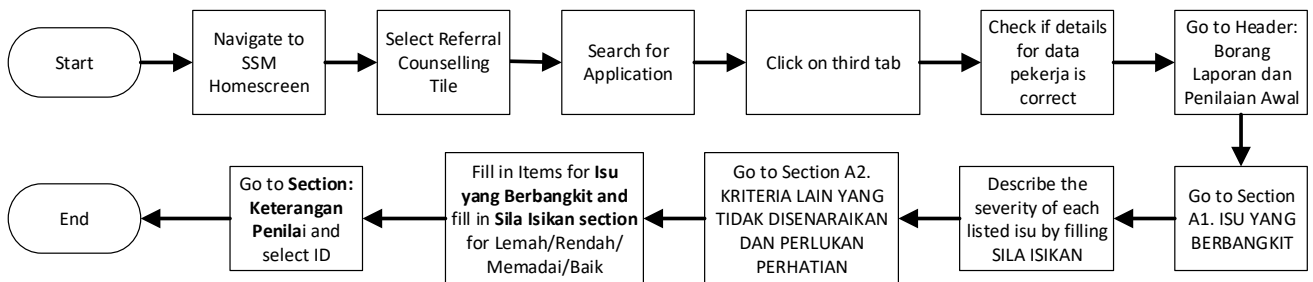
Fill in Referral Application



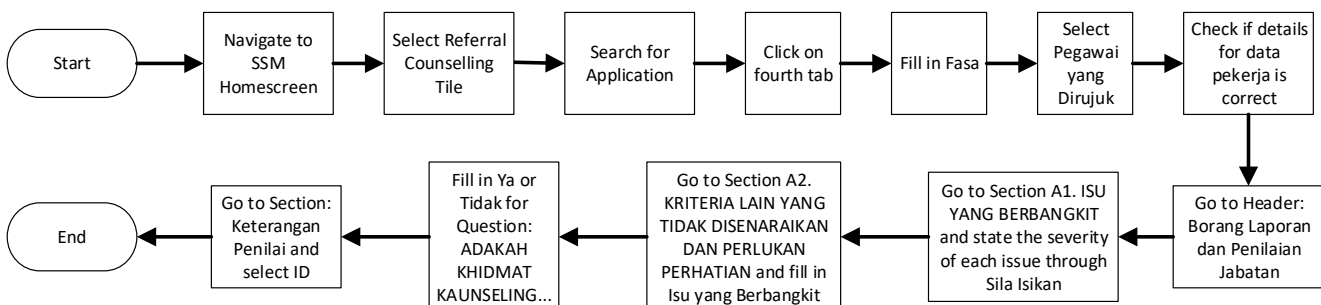
Submit Borang R



Submit Borang LPJ

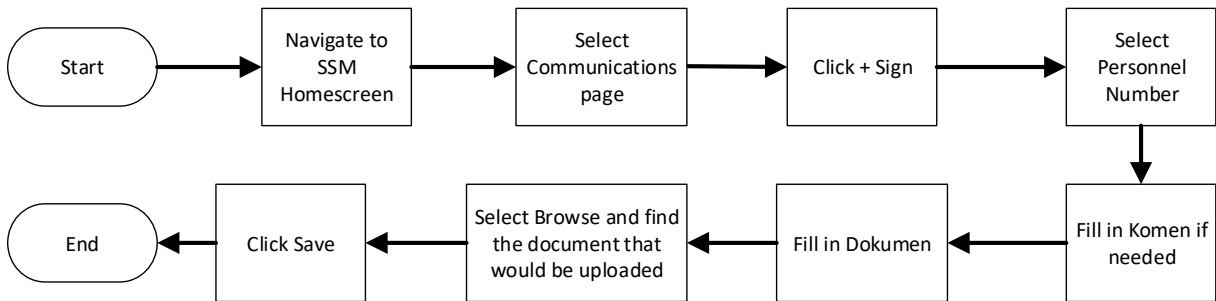


Submit Borang LPJS

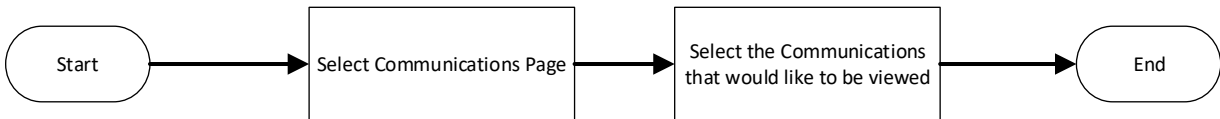


Process Overview

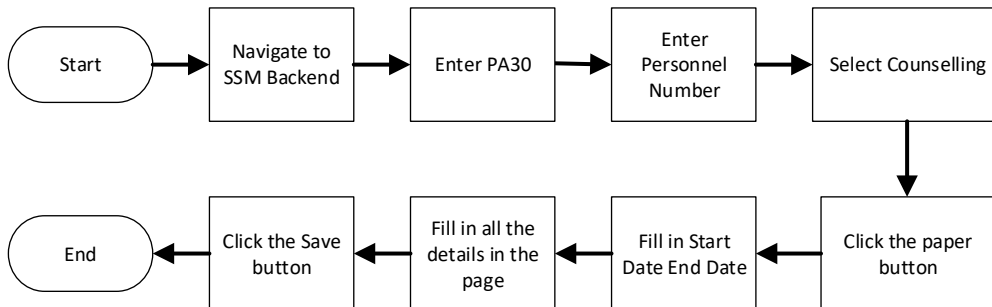
Fill Communications Page



View Communications

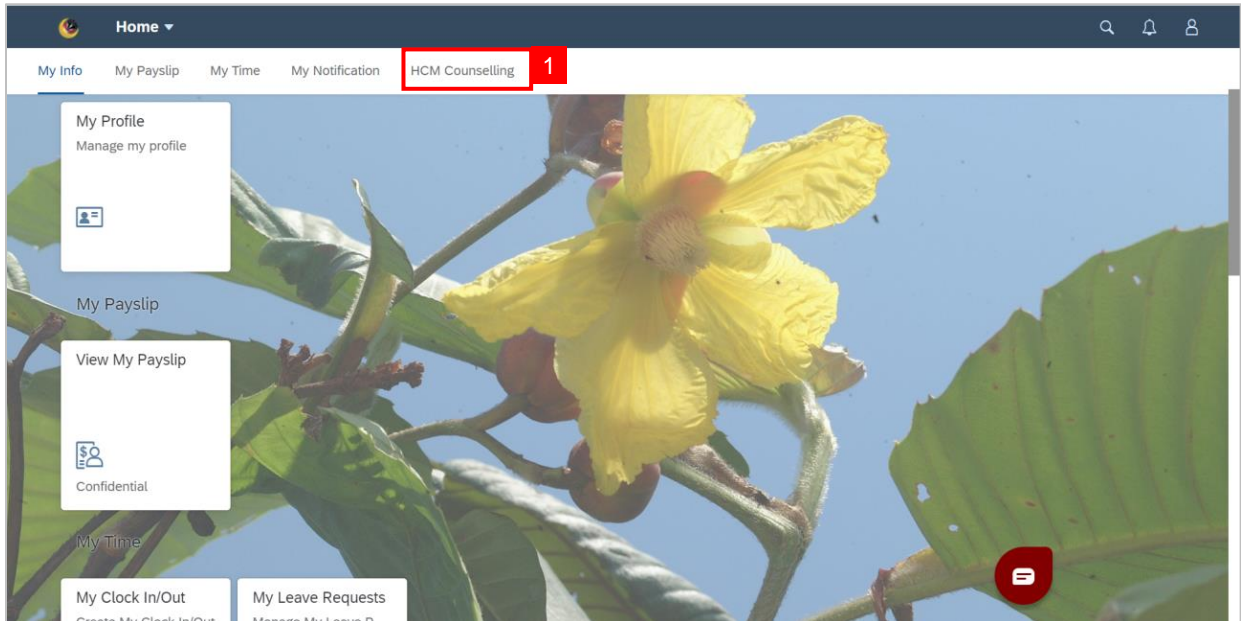


Fill in Counselling Infotype

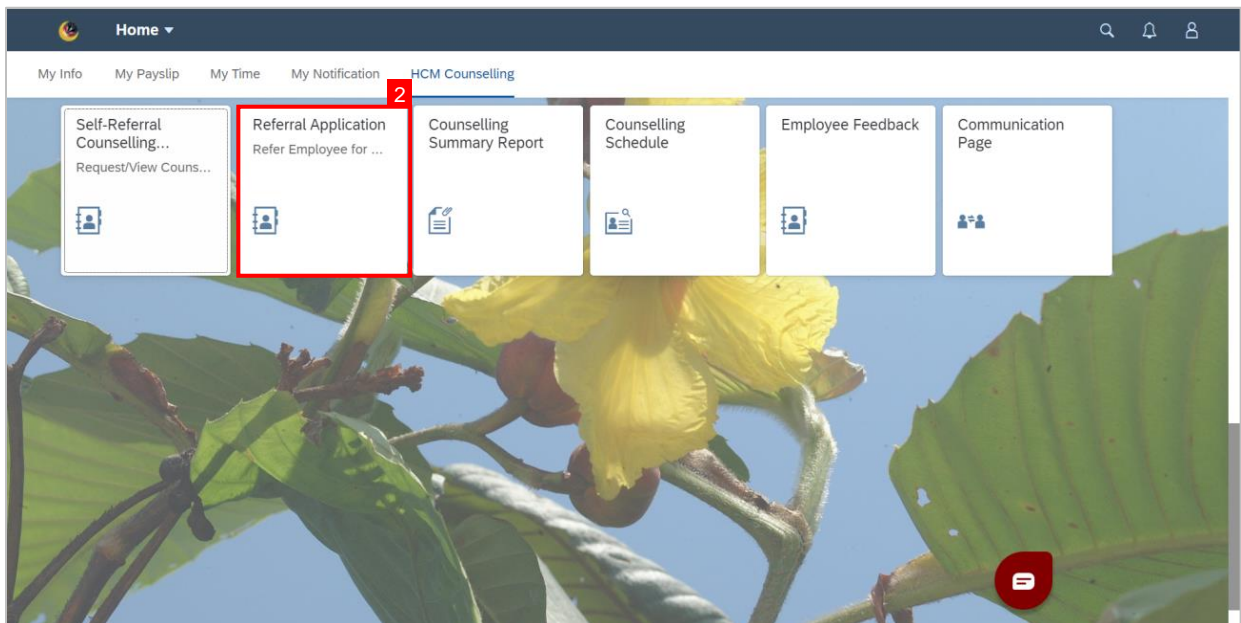


FILL IN REFERRAL APPLICATION	Front-End User
	Department Admin

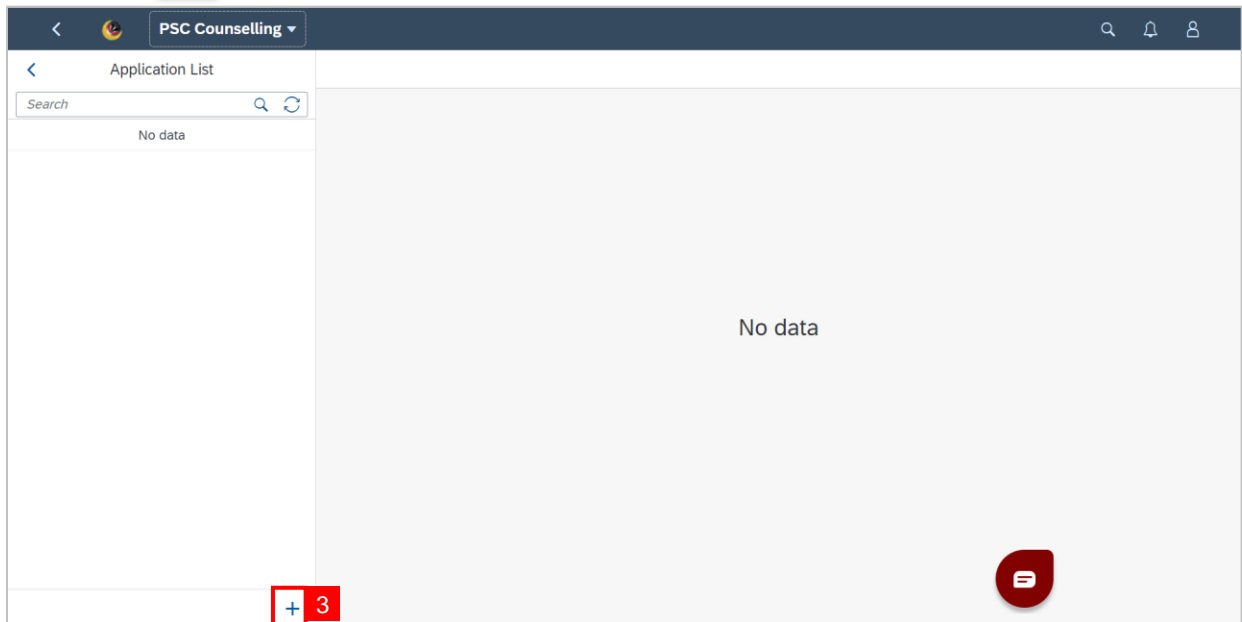
1. Navigate to SSM Homescreen and click on the **HR Counselling Group** tab.



2. Click on **Referral Application** tile.



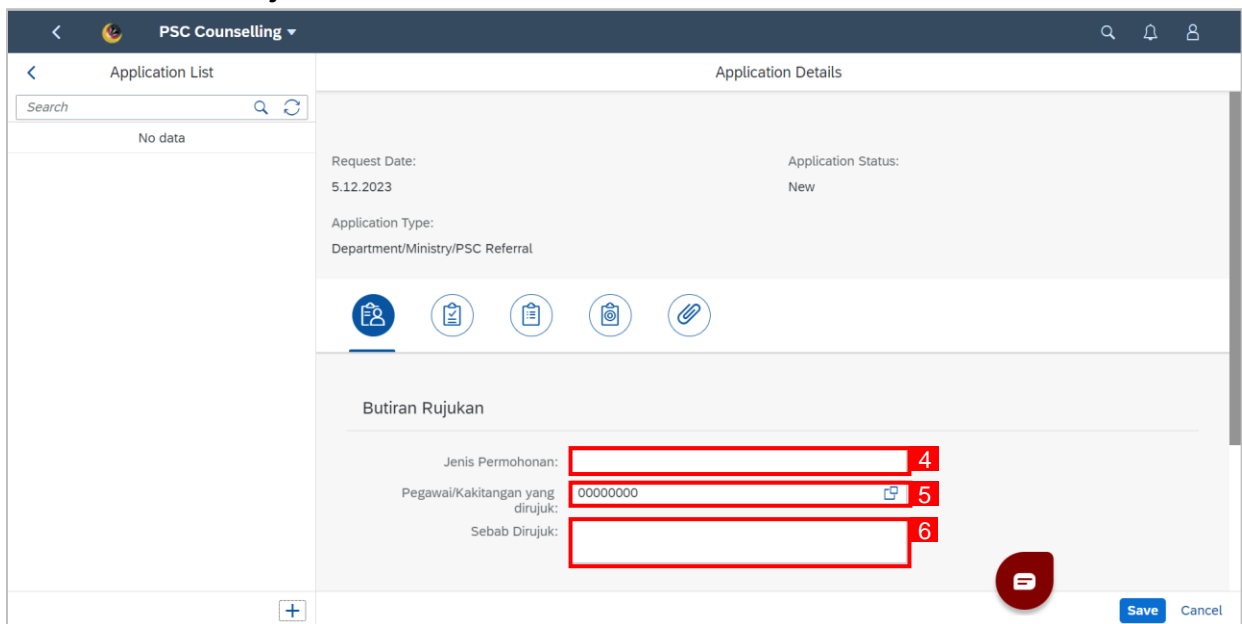
3. Click on  button.




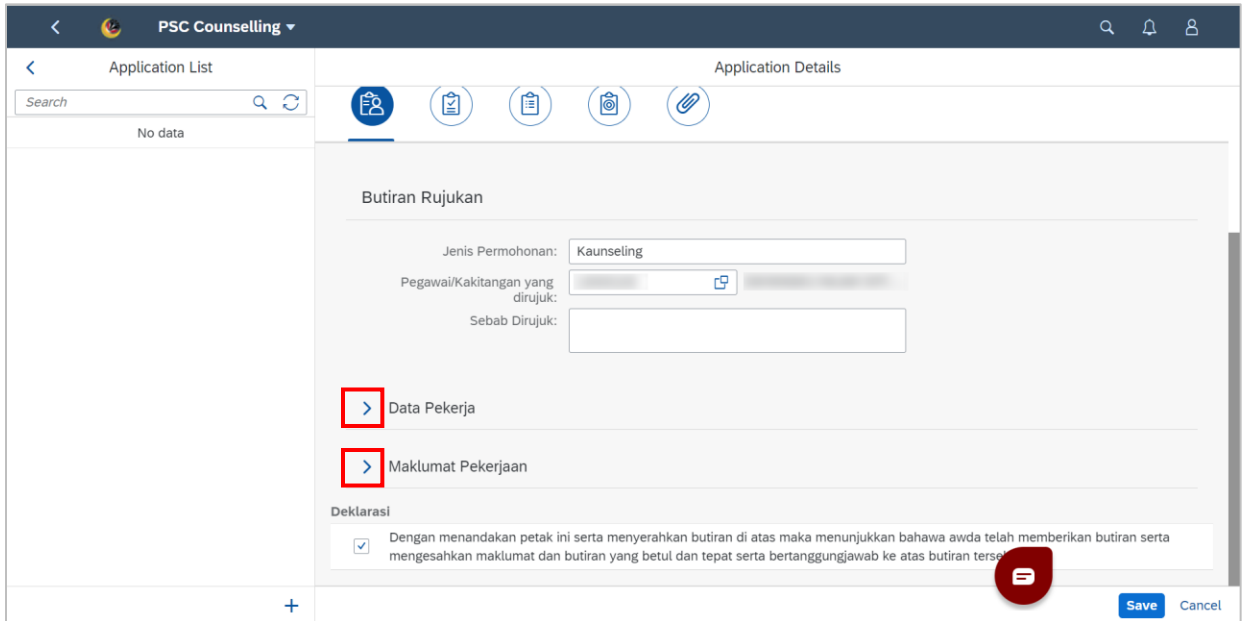
4. Fill in **Jenis Pemohonan**.

5. Select **Pegawai/Kakitangan yang dirujuk**.

6. Fill in **Sebab Dirujuk**.



Note: Department/PSC may check employee's **Data Pekerja** and **Maklumat Perkerjaan** by clicking the arrow  next to their respective header to expand them.



PSC Counselling

Application List

Search

No data

Application Details

Butiran Rujukan

Jenis Permohonan: Kounseling

Pegawai/Kakitangan yang dirujuk:

Sebab Dirujuk:

> Data Pekerja

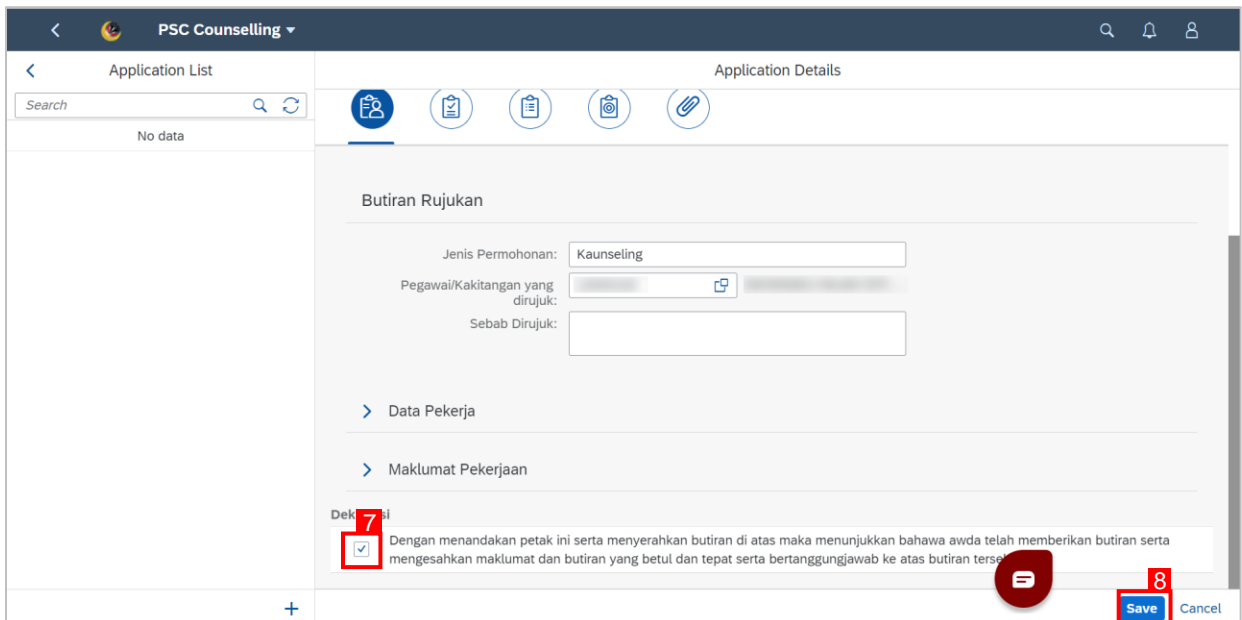
> Maklumat Perkerjaan

Deklarasi

Dengan menandakan petak ini serta menyerahkan butiran di atas maka menunjukkan bahawa awda telah memberikan butiran serta mengesahkan maklumat dan butiran yang betul dan tepat serta bertanggungjawab ke atas butiran tersebut

Save Cancel

7. Tick Declaration checkbox.



PSC Counselling

Application List

Search

No data

Application Details

Butiran Rujukan

Jenis Permohonan: Kounseling

Pegawai/Kakitangan yang dirujuk:

Sebab Dirujuk:

> Data Pekerja

> Maklumat Perkerjaan

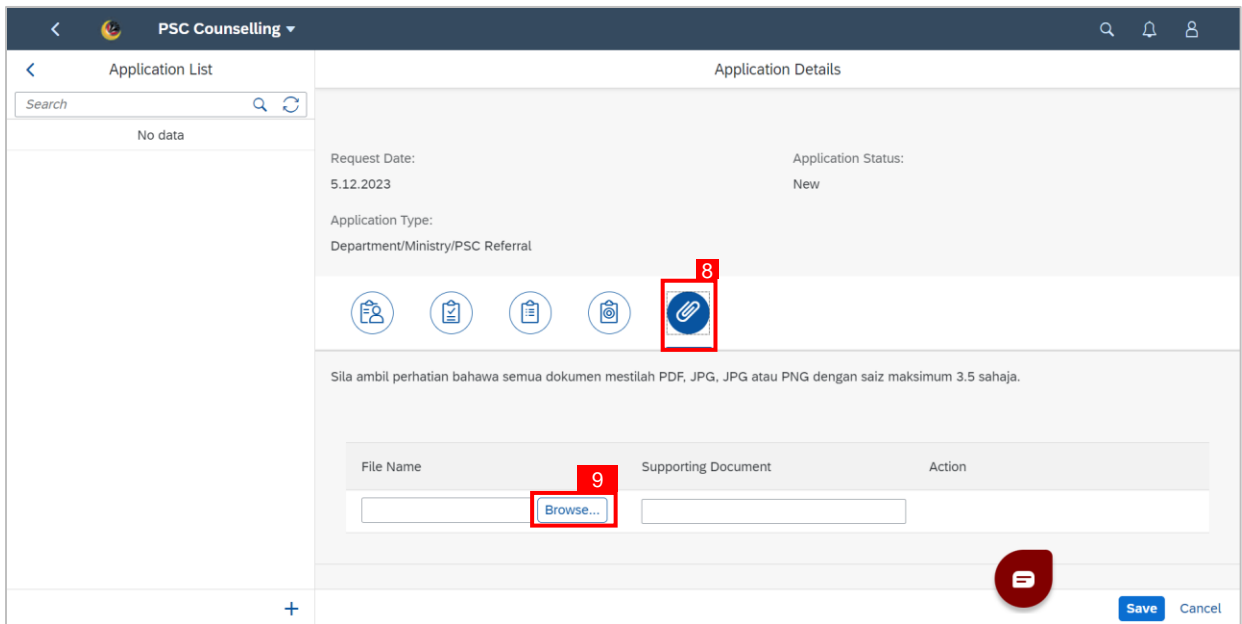
Deklarasi

Dengan menandakan petak ini serta menyerahkan butiran di atas maka menunjukkan bahawa awda telah memberikan butiran serta mengesahkan maklumat dan butiran yang betul dan tepat serta bertanggungjawab ke atas butiran tersebut

Save Cancel

8. Click on the **Attachment** tab.

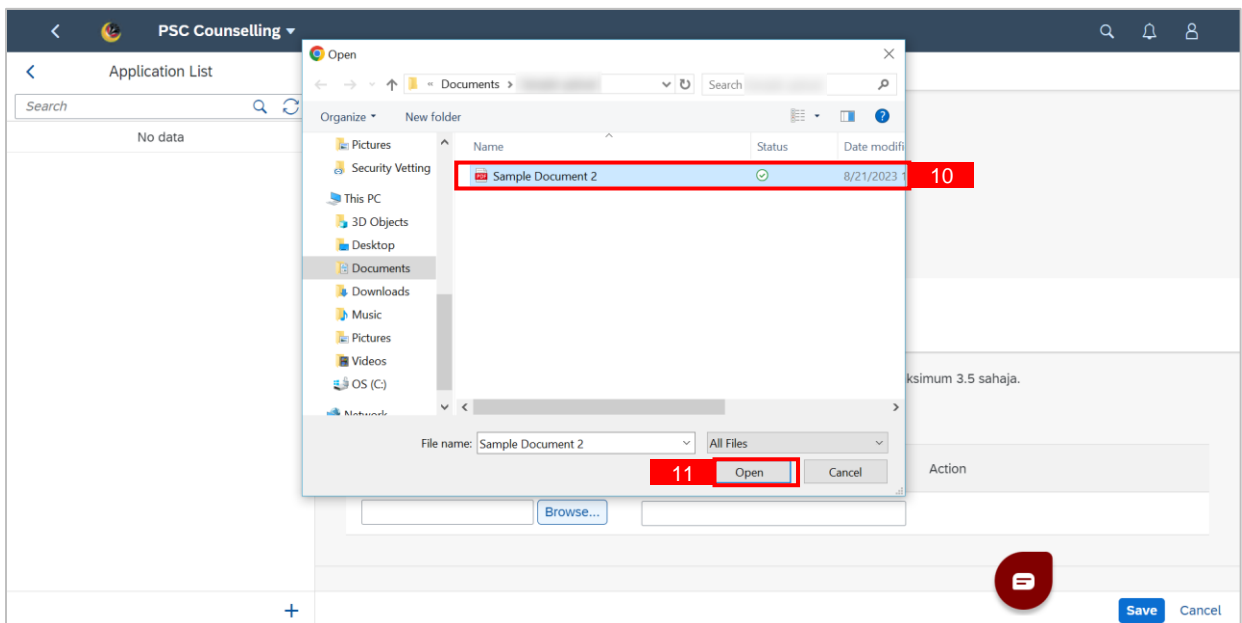
9. Click on **Browse...** to upload Attachment.



Note: A file explorer window will open.

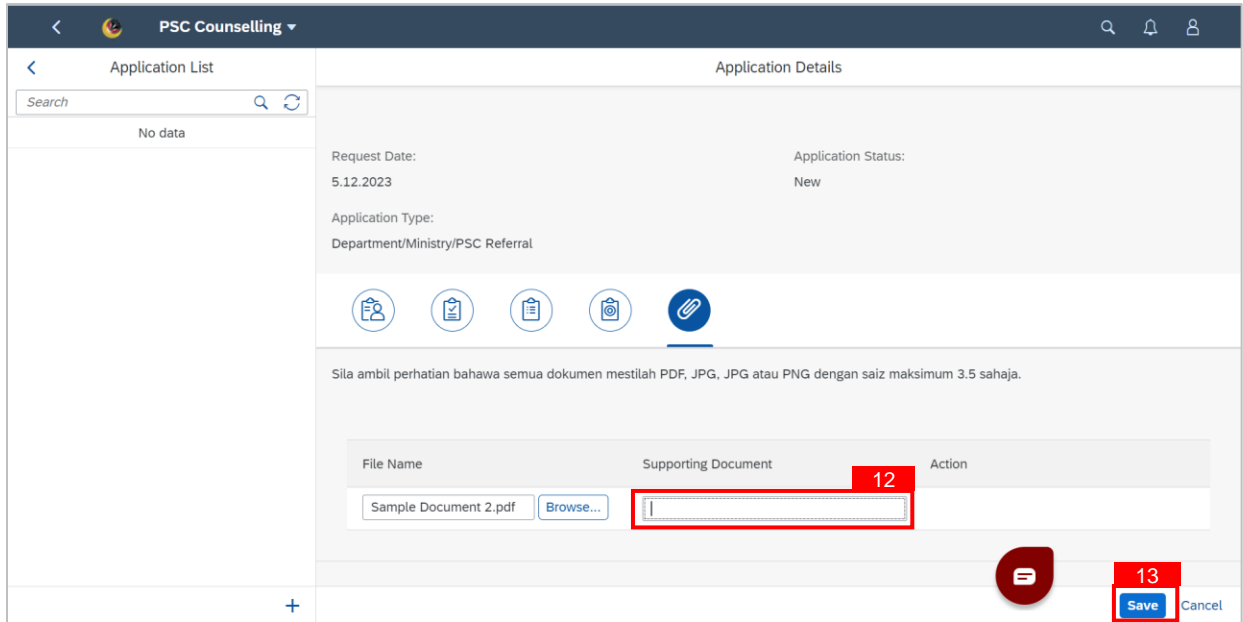
10. Find and select the document to be uploaded as an attachment.

11. Click **Open** to upload the document as an attachment



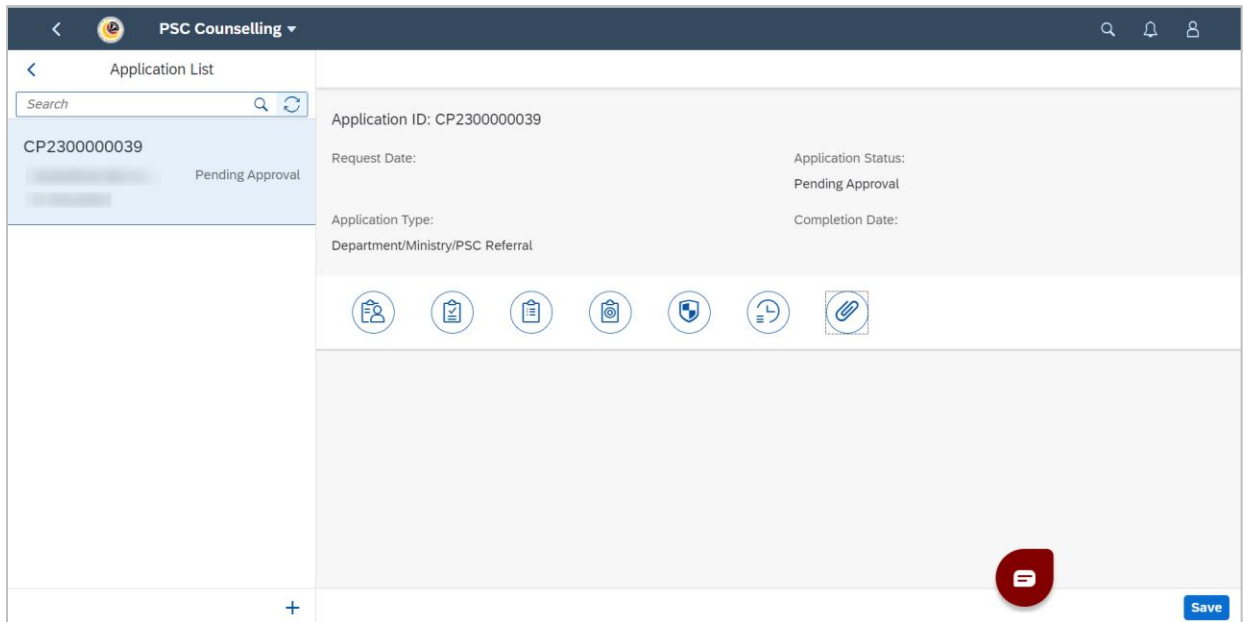
12. Fill in Supporting Document Name in **Supporting Document**.

13. Then, click **Save**.



The screenshot shows the 'Application Details' page in the PSC Counselling system. The left sidebar shows 'Application List' with a search bar and 'No data'. The main content area displays application details: Request Date: 5.12.2023, Application Status: New, and Application Type: Department/Ministry/PSC Referral. Below the details is a row of icons for user, document, clipboard, camera, and a paperclip icon. A warning message states: 'Sila ambil perhatian bahawa semua dokumen mestilah PDF, JPG, JPG atau PNG dengan saiz maksimum 3.5 sahaja.' Below this is a table with columns 'File Name', 'Supporting Document', and 'Action'. The 'Supporting Document' column contains a text input field with a red box around it and the number '12'. The 'File Name' column shows 'Sample Document 2.pdf' and a 'Browse...' button. At the bottom right, there is a 'Save' button with a red box around it and the number '13', and a 'Cancel' button.

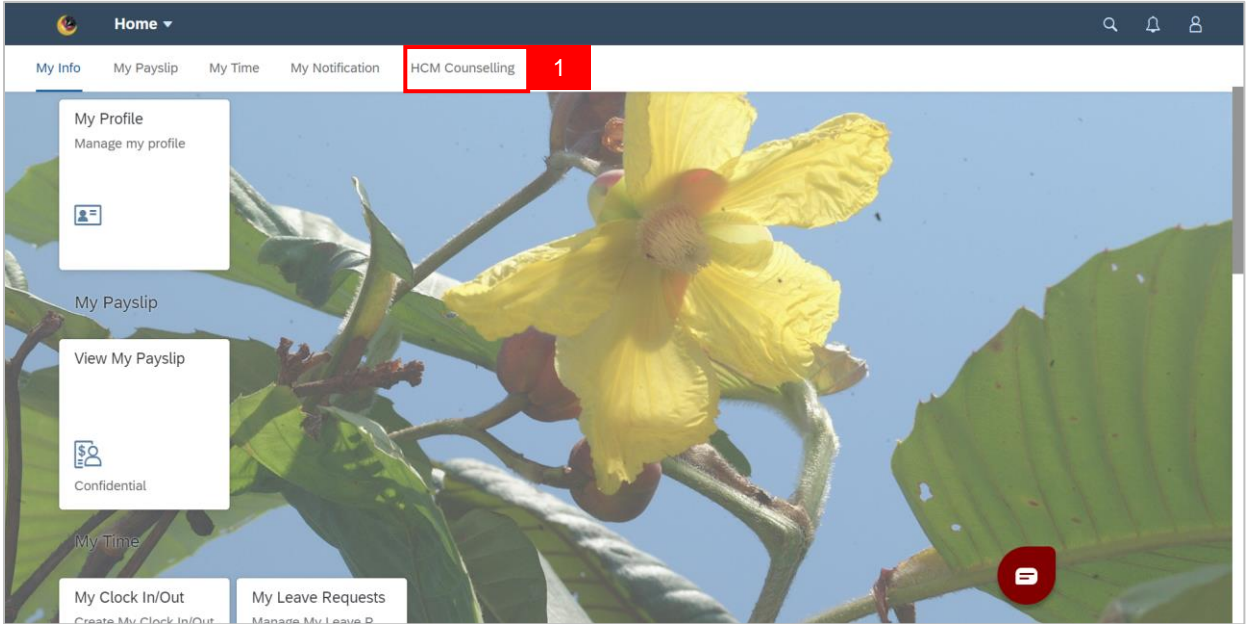
Outcome: Referral Application has successfully been saved and is pending approval.



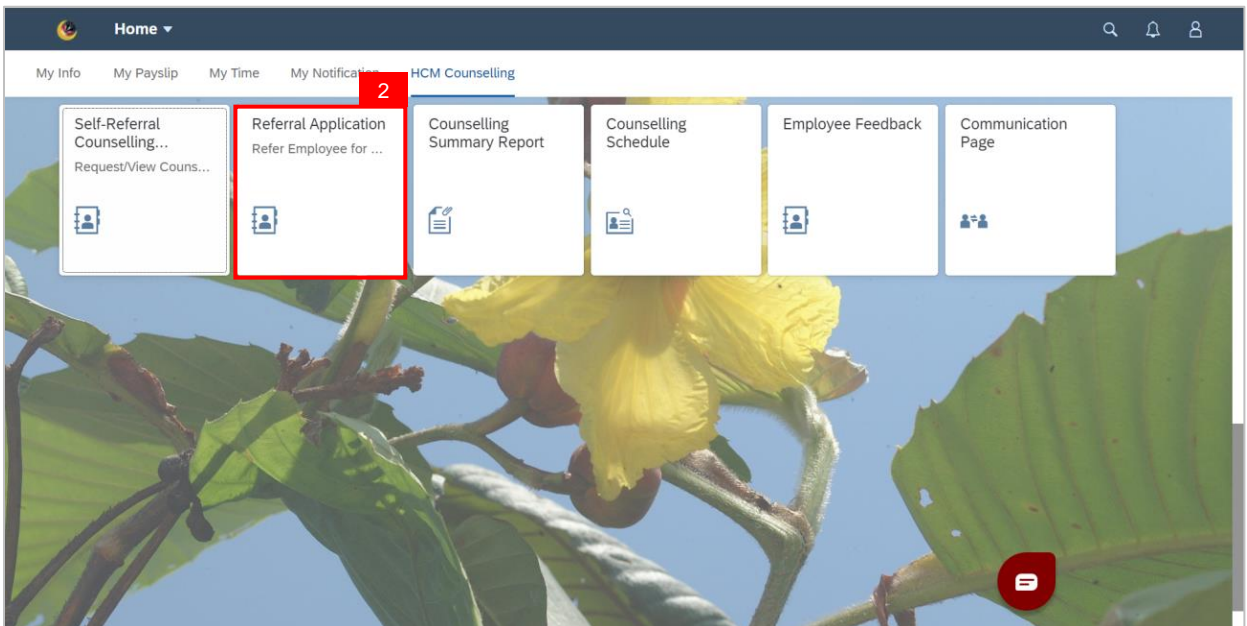
The screenshot shows the 'Application Details' page for application ID CP2300000039. The left sidebar shows 'Application List' with a search bar and a list item for 'CP2300000039' with the status 'Pending Approval'. The main content area displays application details: Application ID: CP2300000039, Request Date, Application Status: Pending Approval, and Application Type: Department/Ministry/PSC Referral. Below the details is a row of icons for user, document, clipboard, camera, shield, clock, and a paperclip icon. At the bottom right, there is a 'Save' button.

SUBMIT BORANG R	Front-End User
	Department Admin

1. Navigate to HR Counselling.

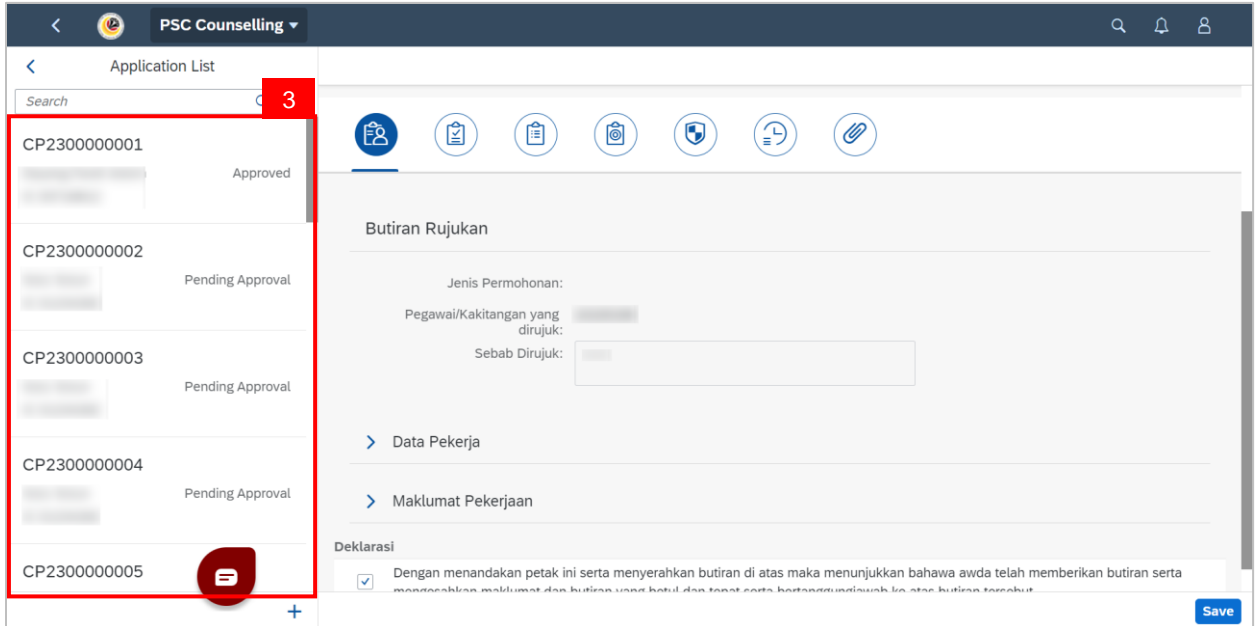


2. Select Referral Application tile



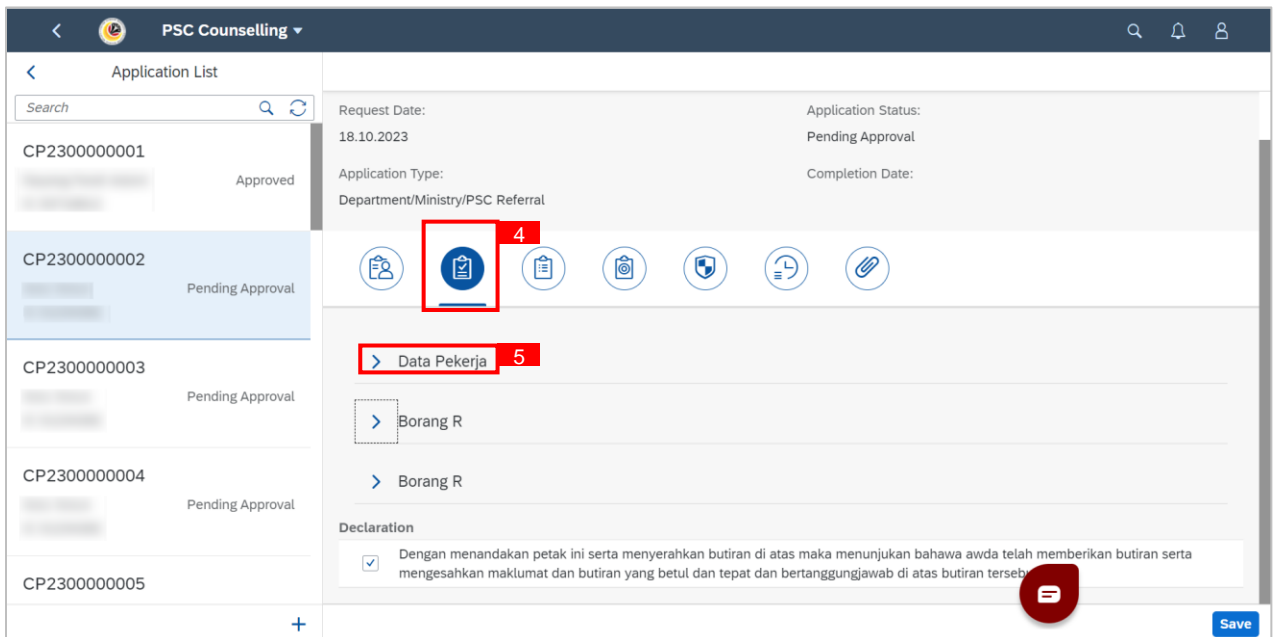
Note: Referral Application page will be shown.

3. Select an application.



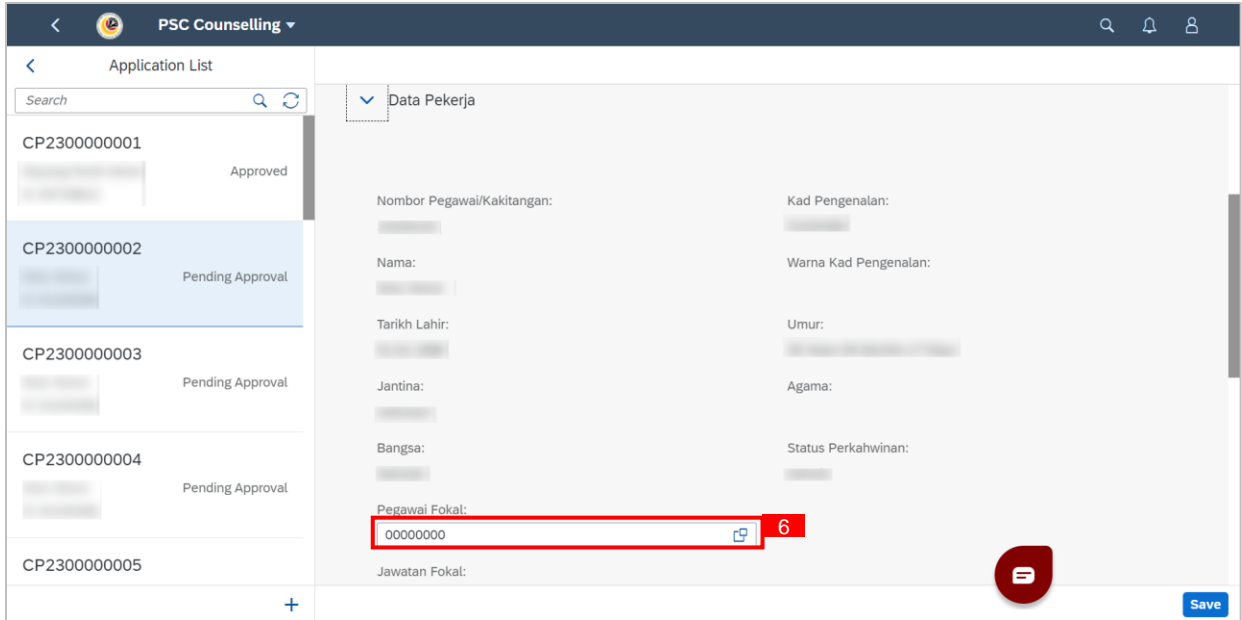
4. Go to the second tab.

5. **Data Pekerja** may be checked if necessary.



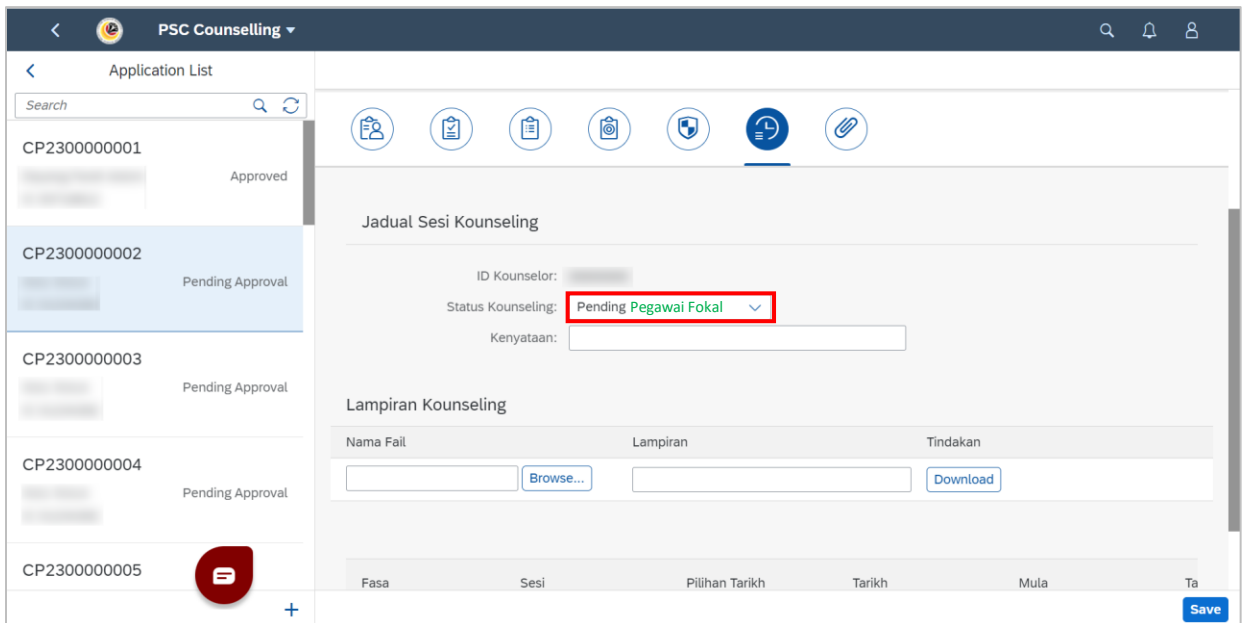
Note: Pegawai Fokal is only needed when **Status Kaunseling** is “**Pending Pegawai Fokal**”

6. Select **Pegawai Fokal**.



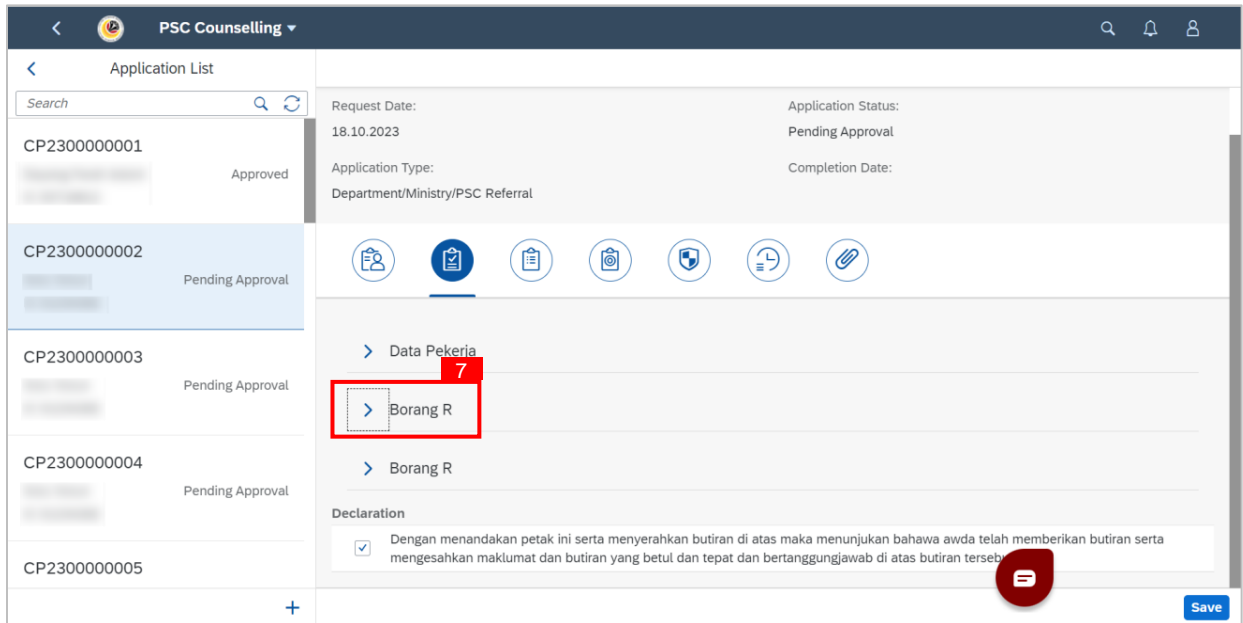
The screenshot shows the 'Application List' on the left and the 'Data Pekerja' form on the right. The application list includes entries for CP2300000001 (Approved), CP2300000002 (Pending Approval), CP2300000003 (Pending Approval), CP2300000004 (Pending Approval), and CP2300000005. The 'Data Pekerja' form contains fields for Nombor Pegawai/Kakitangan, Kad Pengenalan, Nama, Warna Kad Pengenalan, Tarikh Lahir, Umur, Jantina, Agama, Bangsa, and Status Perkahwinan. The 'Pegawai Fokal' field is highlighted with a red box and contains the value '00000000'. A red circle with the number '6' is next to the field. A 'Save' button is visible at the bottom right.

Note: Pegawai Fokal is only entered when **Status Kaunseling** is “**Pending Pegawai Fokal**”



The screenshot shows the 'Application List' on the left and the 'Jadual Sesi Kounseling' form on the right. The application list is the same as in the previous screenshot. The 'Jadual Sesi Kounseling' form includes fields for ID Kounselor, Status Kounseling, and Kenyataan. The 'Status Kounseling' dropdown menu is highlighted with a red box and shows the selected value 'Pending Pegawai Fokal'. Below this is the 'Lampiran Kounseling' section with fields for Nama Fail, Lampiran, and Tindakan, each with a corresponding button (Browse... and Download). At the bottom, there is a table with columns: Fasa, Sesi, Pilihan Tarikh, Tarikh, Mula, and Ta. A 'Save' button is visible at the bottom right.

7. Expand **Borang R: Dirujuk kerana difikirkan perlu oleh pihak jabatan** (The first Borang R header)

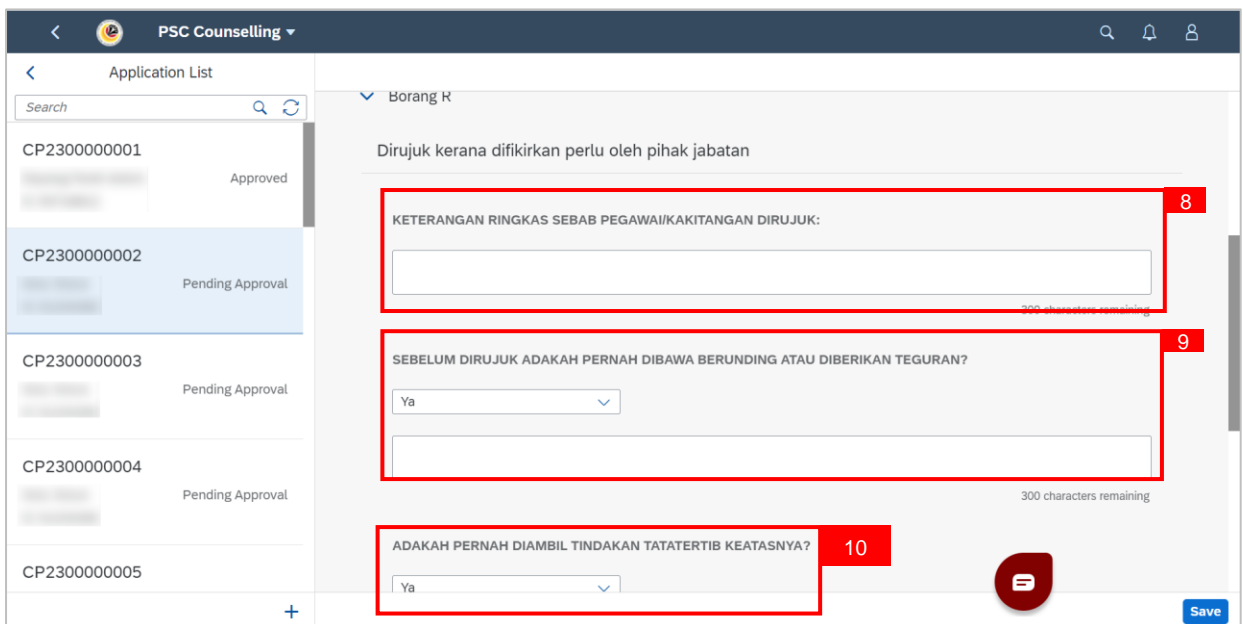


The screenshot shows the 'Application List' interface in the PSC Counselling system. On the left, there is a list of applications with IDs CP2300000001 to CP2300000005 and their statuses (Approved or Pending Approval). On the right, there is a detailed view of an application. The 'Request Date' is 18.10.2023, and the 'Application Status' is 'Pending Approval'. The 'Application Type' is 'Department/Ministry/PSC Referral'. Below this, there are several icons for actions. A red box highlights the 'Borang R' option, with a red '7' next to it. Below the icons, there are sections for 'Data Pekerja', 'Borang R', and 'Declaration'. The 'Declaration' section has a checkbox that is checked and a text area for a declaration. A red speech bubble icon is visible at the bottom right of the declaration area.

8. Fill in **KETERANGAN RINGKAS SEBAB PEGAWAI/KAKITANGAN DIRUJUK.**

9. Answer the question **SEBELUM DIRUJUK ADAKAH PERNAH DIBAWA BERUNDING ATAU DIBERIKAN TEGURAN?**

10. Answer the question **ADAKAH PERNAH DIAMBIL TINDAKAN TATATERTIB KEATASNYA?**



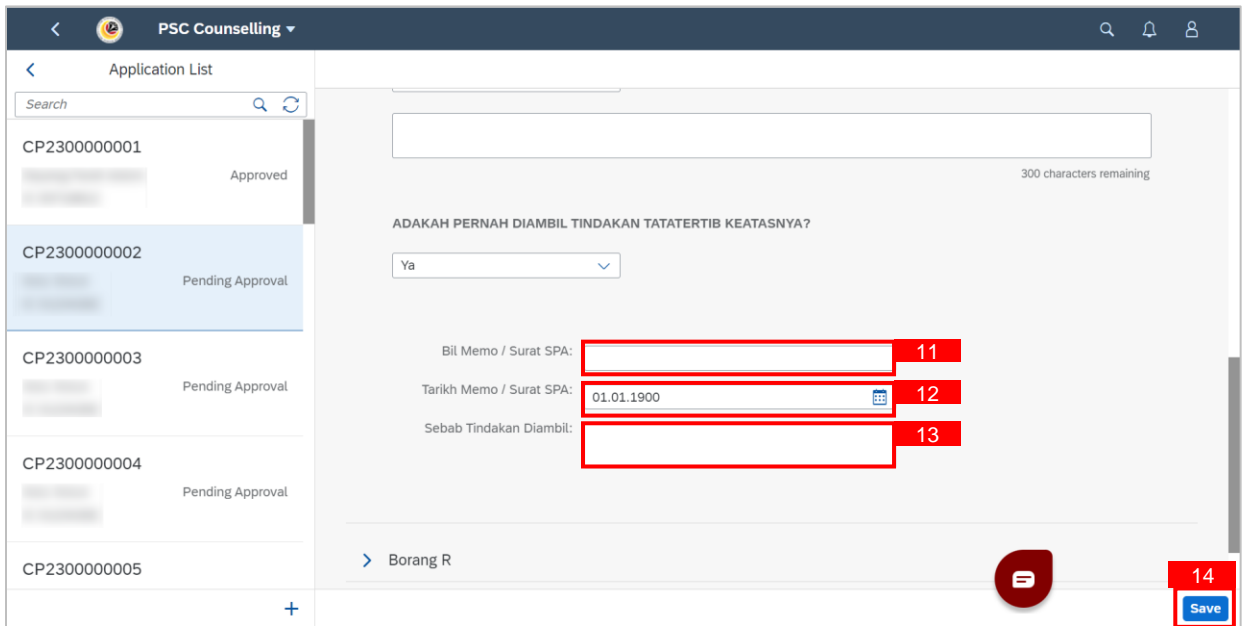
The screenshot shows the 'Application List' interface with the 'Borang R' section expanded. The text 'Dirujuk kerana difikirkan perlu oleh pihak jabatan' is visible. Three questions are highlighted with red boxes and red numbers: 8. 'KETERANGAN RINGKAS SEBAB PEGAWAI/KAKITANGAN DIRUJUK:' with a text input field below it. 9. 'SEBELUM DIRUJUK ADAKAH PERNAH DIBAWA BERUNDING ATAU DIBERIKAN TEGURAN?' with a dropdown menu showing 'Ya' and a text input field below it. 10. 'ADAKAH PERNAH DIAMBIL TINDAKAN TATATERTIB KEATASNYA?' with a dropdown menu showing 'Ya' and a text input field below it. A red speech bubble icon is visible at the bottom right of the form.

11. Fill in **Bil Memo/Surat SPA**.

12. Type in or select a date for **Tarikh Memo/Surat SPA**.

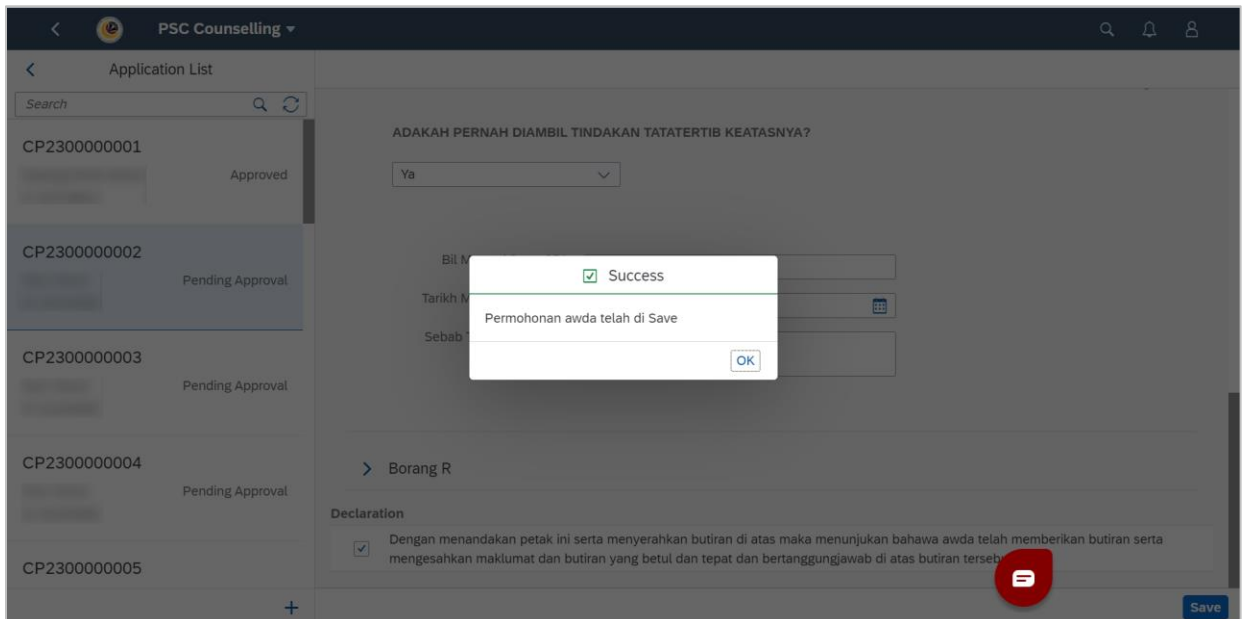
13. Fill in **Sebab Tindakan Diambil**.

14. Click the **Save** button.



The screenshot shows the 'Application List' interface in the PSC Counselling system. The main form area is titled 'Application List' and contains a search bar and a list of applications. The application with ID CP2300000002 is selected and its details are shown in the main form area. The form includes a dropdown menu for 'ADAKAH PERNAH DIAMBIL TINDAKAN TATATERTIB KEATASNYA?' with the value 'Ya'. Below this, there are three input fields: 'Bil Memo / Surat SPA:', 'Tarikh Memo / Surat SPA:', and 'Sebab Tindakan Diambil:'. The first field is empty, the second contains '01.01.1900', and the third is empty. Red boxes highlight these three fields, with red numbers 11, 12, and 13 next to them respectively. At the bottom right, there is a red 'Save' button with a white 'S' icon, and a red number 14 next to it.

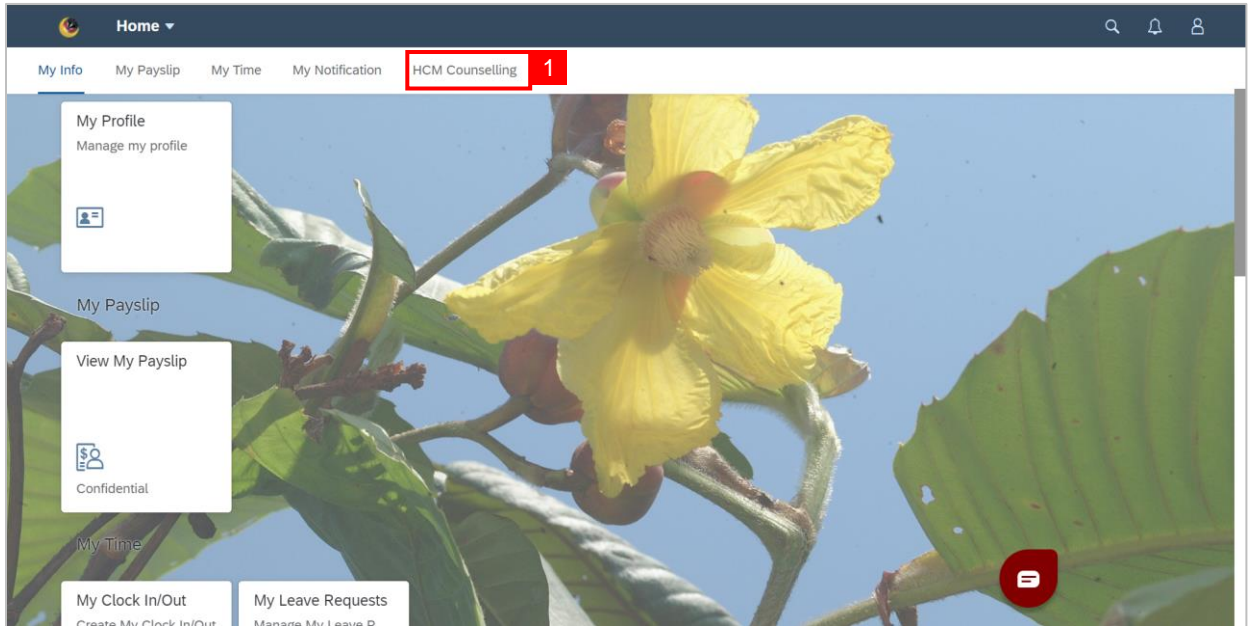
Outcome: Changes has been saved and Borang R: Dirujuk kerana difikirkan perlu oleh pihak jabatan has successfully been submitted.



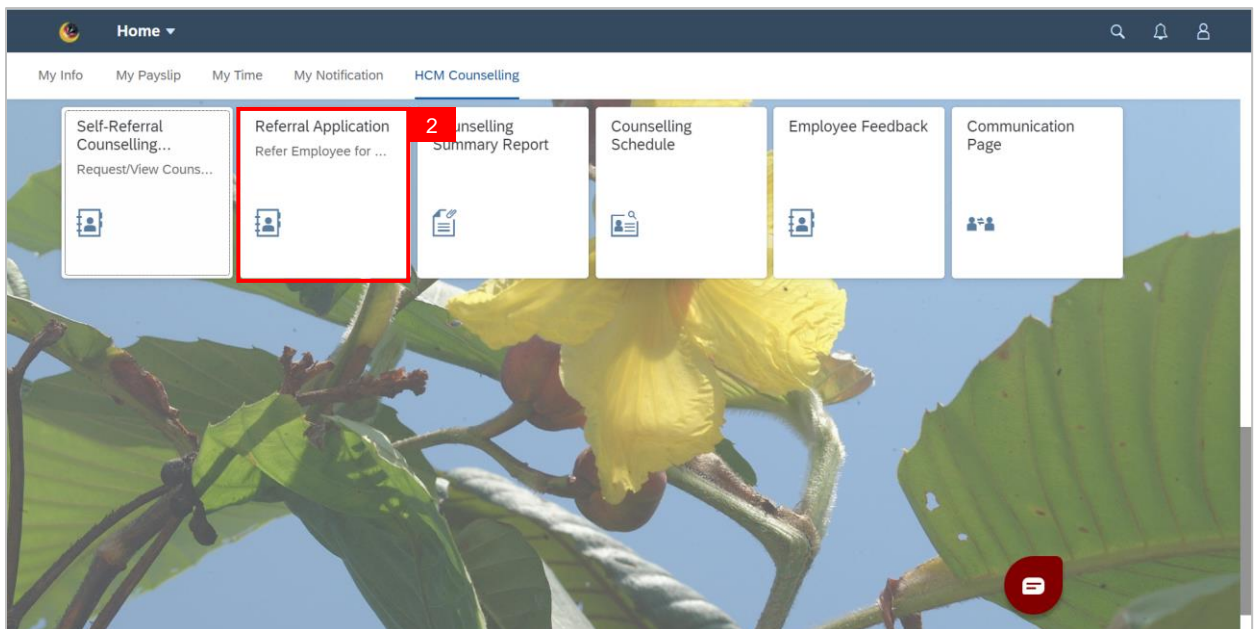
The screenshot shows the same 'Application List' interface as above, but with a 'Success' message dialog box displayed in the center. The dialog box has a green checkmark icon and the text 'Success' and 'Permohonan awda telah di Save'. Below the dialog box, there is a red 'Save' button with a white 'S' icon, and a red number 14 next to it. The background form is dimmed.

SUBMIT BORANG LPJ	Front-End User
	Department Admin

1. Navigate to HR Counselling.

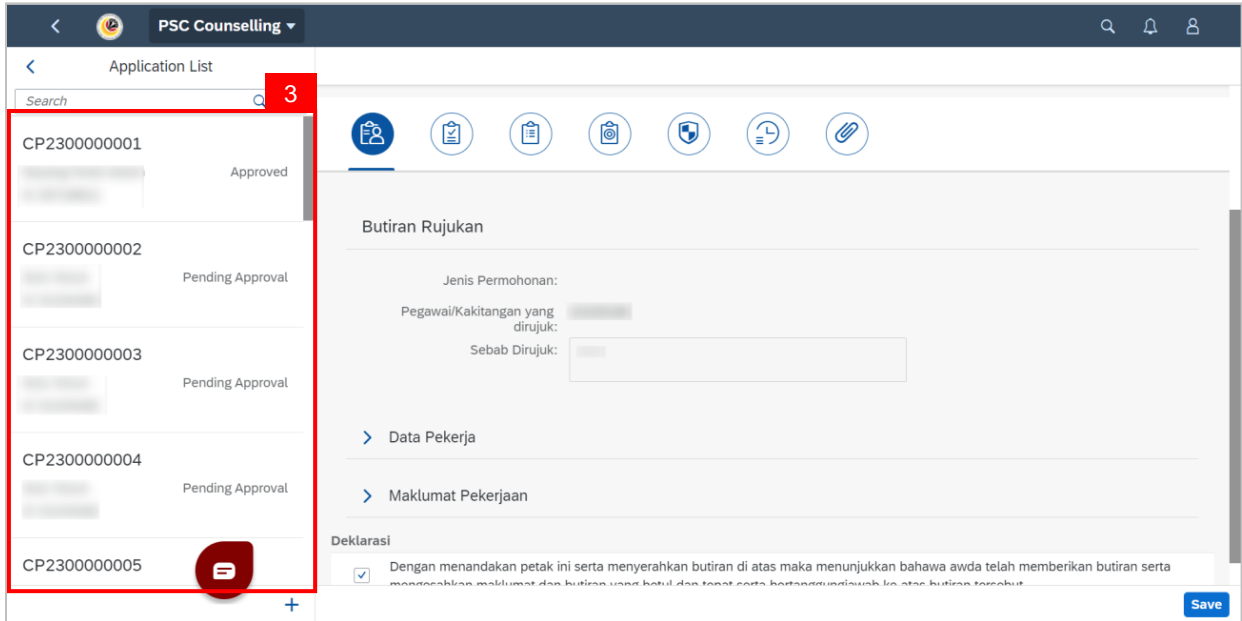


2. Select Referral Application tile

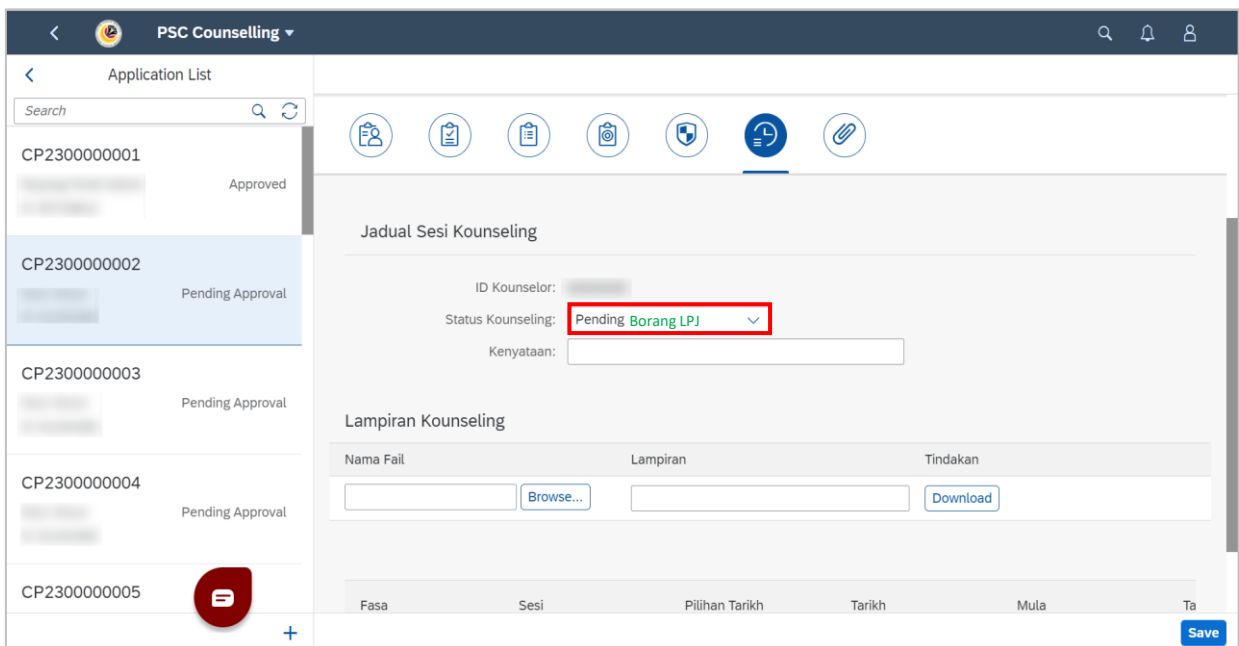


Note: Referral Application page will be shown.

3. Select an application.

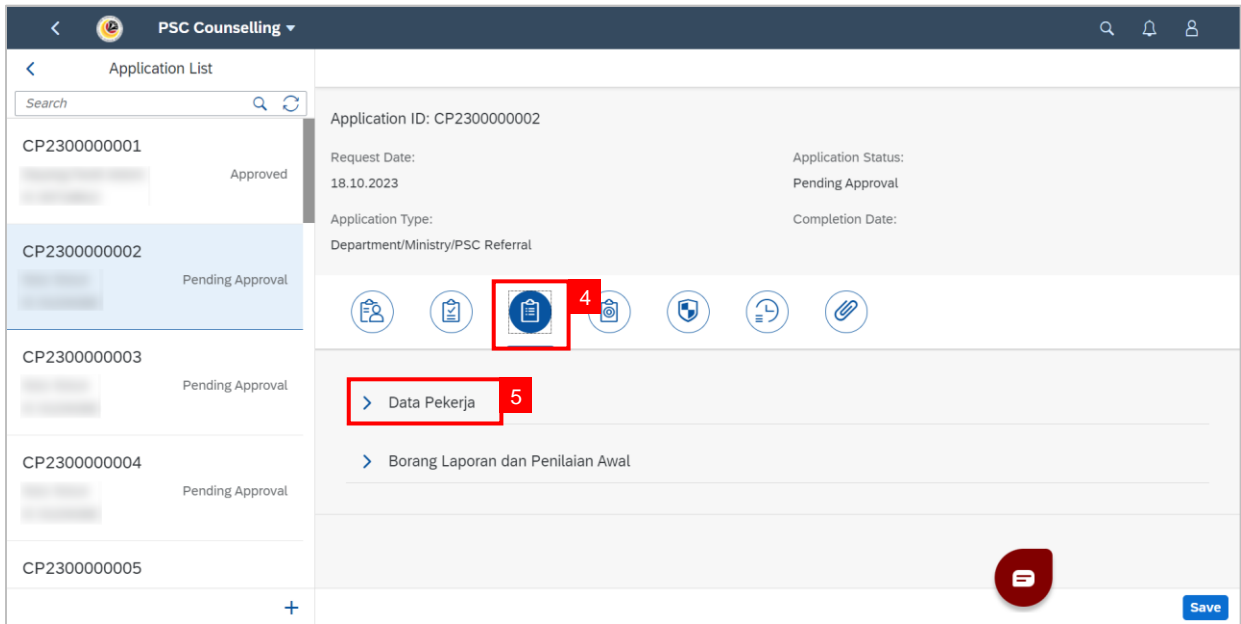


Note: Borang LPJ may only be edited/submitted when **Status Kaunseling** is “**Pending Borang LPJ**”.



4. Go to the third tab.

5. **Data Pekerja** may be checked if necessary



Application ID: CP2300000002

Request Date: 18.10.2023

Application Status: Pending Approval

Application Type: Department/Ministry/PSC Referral

Completion Date:

Application List:

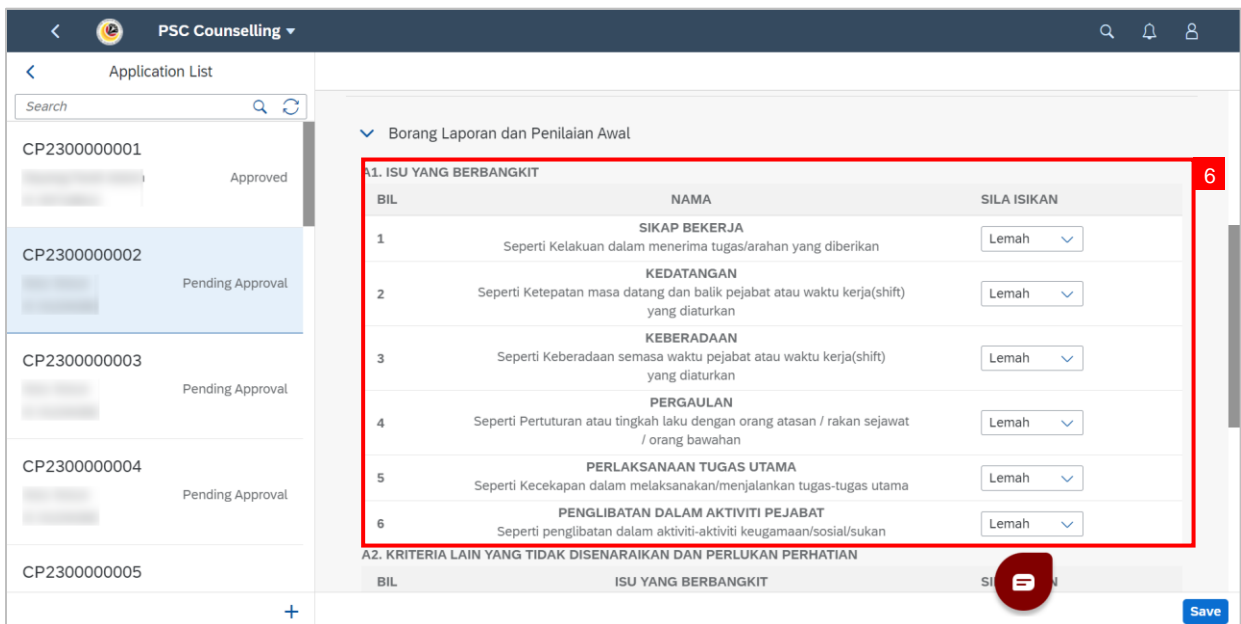
- CP2300000001 Approved
- CP2300000002 Pending Approval
- CP2300000003 Pending Approval
- CP2300000004 Pending Approval
- CP2300000005 Pending Approval

Navigation icons: Home, Add, Data Pekerja (4), Profile, Settings, Print, Attachments

Menu items: > Data Pekerja (5), > Borang Laporan dan Penilaian Awal

Save button

6. Go to **Borang Laporan dan Penilaian Awal** and fill in **A1: ISU YANG BERBANGKIT**.



Application List:

- CP2300000001 Approved
- CP2300000002 Pending Approval
- CP2300000003 Pending Approval
- CP2300000004 Pending Approval
- CP2300000005 Pending Approval

Navigation icons: Home, Add, Data Pekerja, Profile, Settings, Print, Attachments

Menu items: > Data Pekerja, > Borang Laporan dan Penilaian Awal

Save button

Borang Laporan dan Penilaian Awal

A1. ISU YANG BERBANGKIT

BIL	NAMA	SILA ISIKAN
1	SIKAP BEKERJA Seperti Kelakuan dalam menerima tugas/arahan yang diberikan	Lemah
2	KEDATANGAN Seperti Ketepatan masa datang dan balik pejabat atau waktu kerja(shift) yang diaturkan	Lemah
3	KEBERADAAN Seperti Keberadaan semasa waktu pejabat atau waktu kerja(shift) yang diaturkan	Lemah
4	PERGAULAN Seperti Pertuturan atau tingkah laku dengan orang atasan / rakan sejawat / orang bawahan	Lemah
5	PERLAKSANAAN TUGAS UTAMA Seperti Kecekapan dalam melaksanakan/menjalankan tugas-tugas utama	Lemah
6	PENGLIBATAN DALAM AKTIVITI PEJABAT Seperti penglibatan dalam aktiviti-aktiviti keagamaan/sosial/sukan	Lemah

A2. KRITERIA LAIN YANG TIDAK DISENARAikan DAN PERLUKAN PERHATIAN

BIL ISU YANG BERBANGKIT

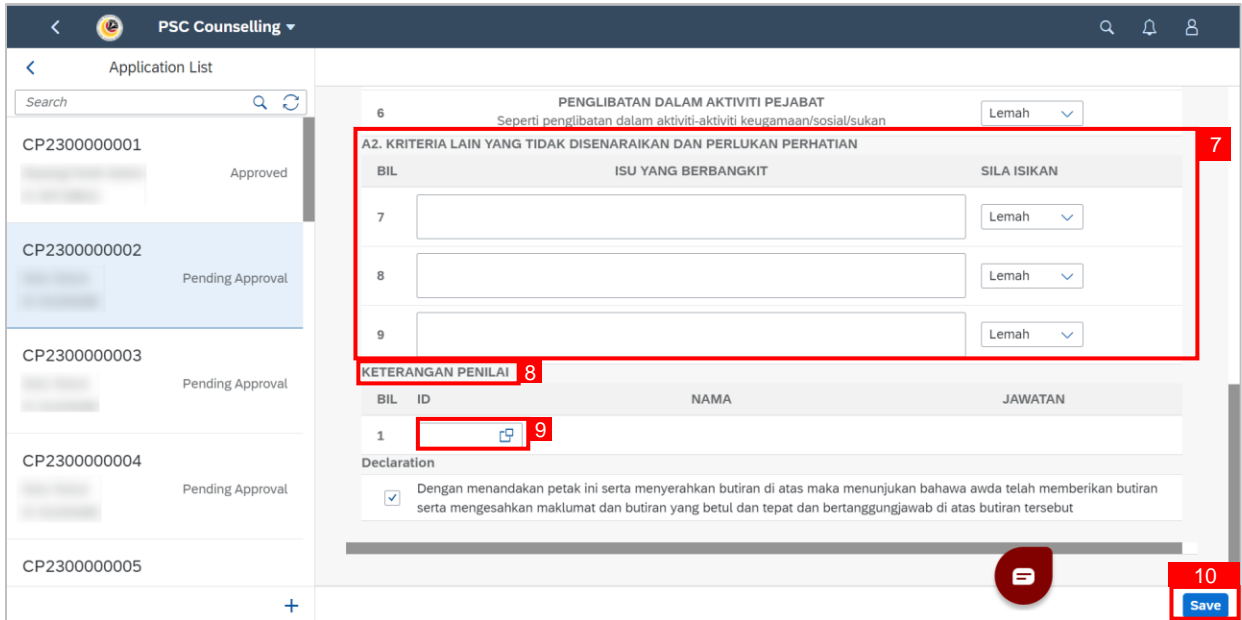
Save button

7. Fill in Section **A2: KRITERIA LAIN YANG TIDAK DISENARAIKAN DAN PERLUKAN PERHATIAN**.

8. Go to **KETERANGAN PENILAI**.

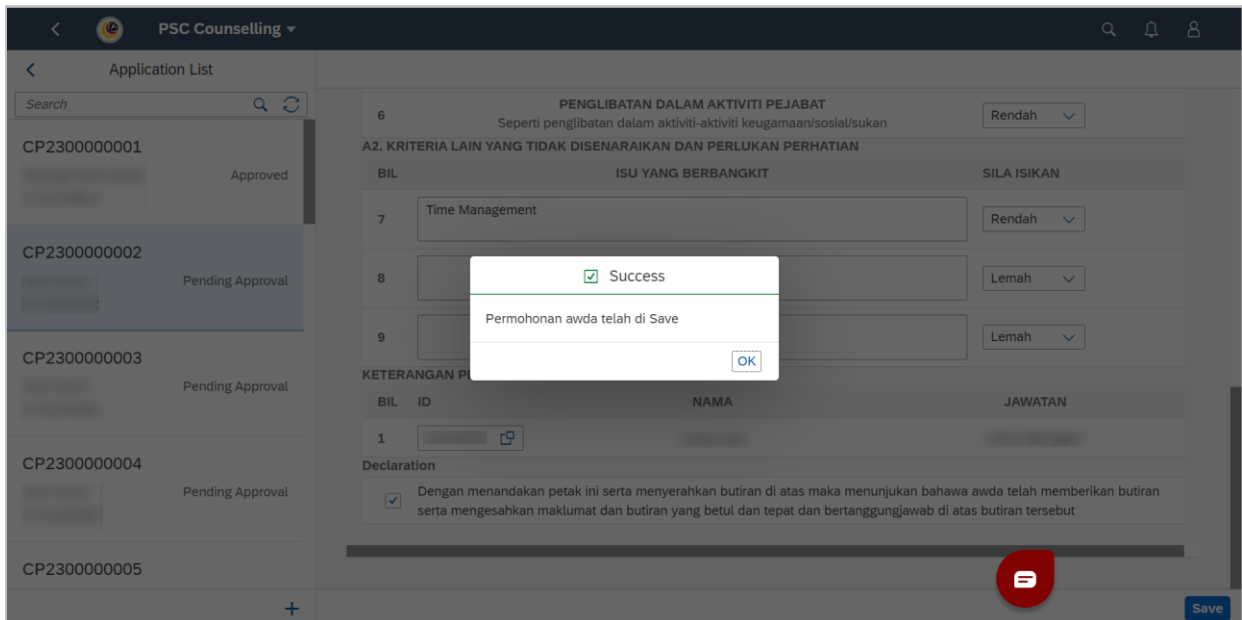
9. Select **ID**.

10. Click the **Save** button.



The screenshot shows the 'Application List' interface in the PSC Counselling system. The main form is titled 'PENGLIBATAN DALAM AKTIVITI PEJABAT' and includes a section 'A2. KRITERIA LAIN YANG TIDAK DISENARAIKAN DAN PERLUKAN PERHATIAN'. This section contains a table with columns 'BIL', 'ISU YANG BERBANGKIT', and 'SILA ISIKAN'. The table has three rows with 'BIL' values 7, 8, and 9, and 'SILA ISIKAN' dropdown menus set to 'Lemah'. Below this is the 'KETERANGAN PENILAI' section, which includes a table with columns 'BIL', 'ID', 'NAMA', and 'JAWATAN'. The first row has 'BIL' 1 and 'ID' selected. A 'Declaration' section is also present with a checked checkbox and a text box. A red box highlights the A2 section, and another red box highlights the 'ID' field in the 'KETERANGAN PENILAI' table. A 'Save' button is visible at the bottom right.

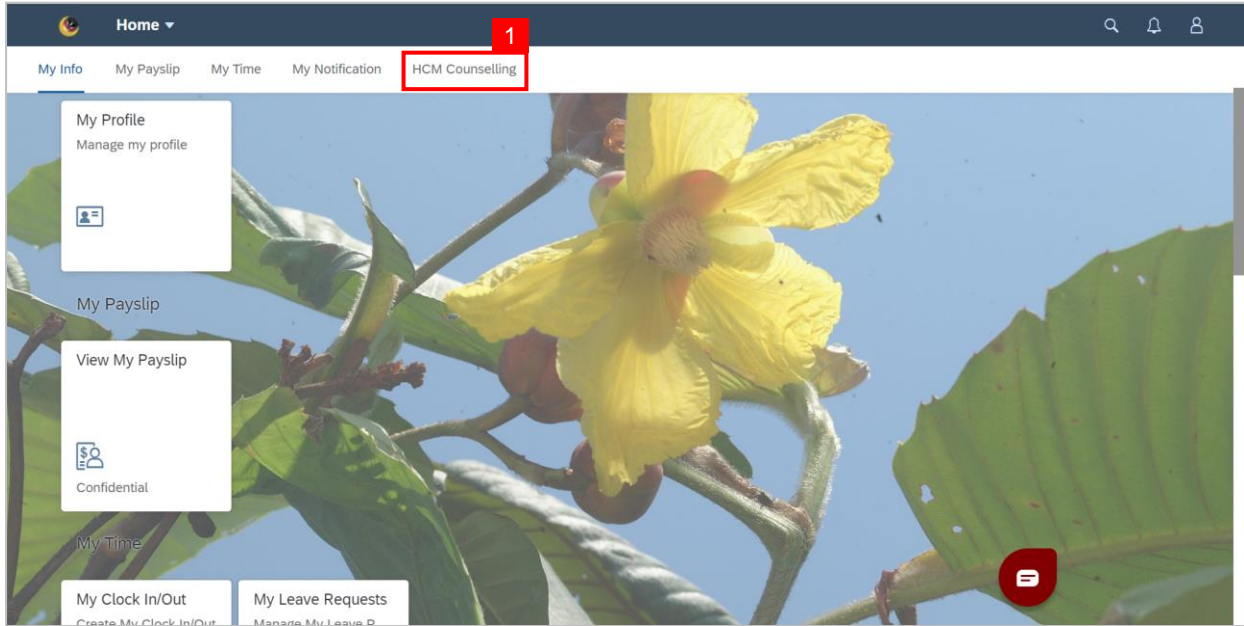
Outcome: Changes has been saved and Borang LPJ has successfully been submitted.



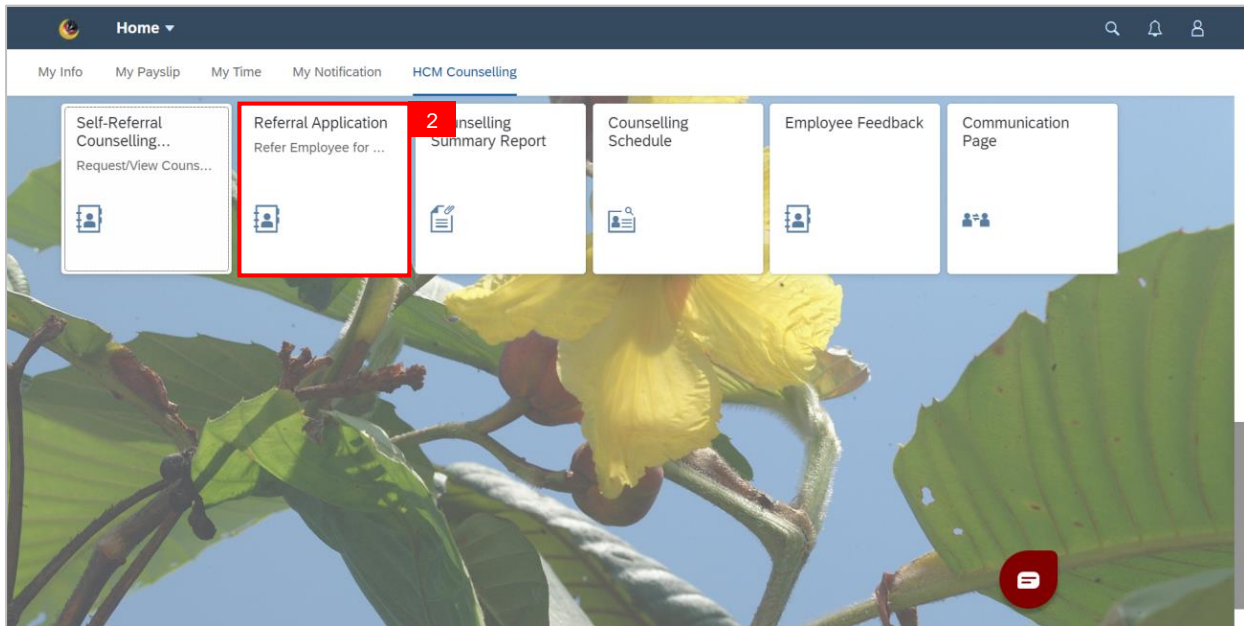
The screenshot shows the same 'Application List' interface as the previous one, but with a success message dialog box displayed. The dialog box contains a green checkmark, the text 'Success', and 'Permohonan awda telah di Save'. An 'OK' button is visible at the bottom right of the dialog box. The background form is dimmed, showing the 'A2. KRITERIA LAIN YANG TIDAK DISENARAIKAN DAN PERLUKAN PERHATIAN' section with 'Time Management' entered in the 'ISU YANG BERBANGKIT' field for row 7. The 'KETERANGAN PENILAI' table and 'Declaration' section are also visible. A 'Save' button is visible at the bottom right of the form.

FILL IN BORANG LPJS	Front-End User
	Department Admin

1. Navigate to SSM Homescreen and **HR Counselling Group** tab.

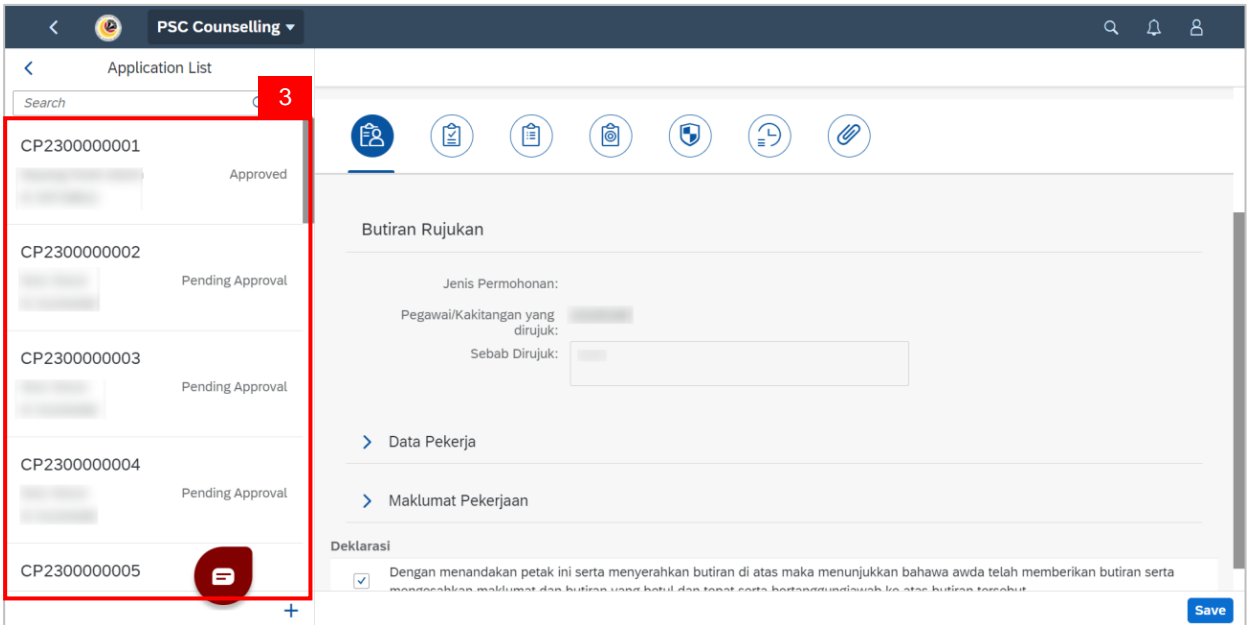


2. Select **Referral Application** tile.

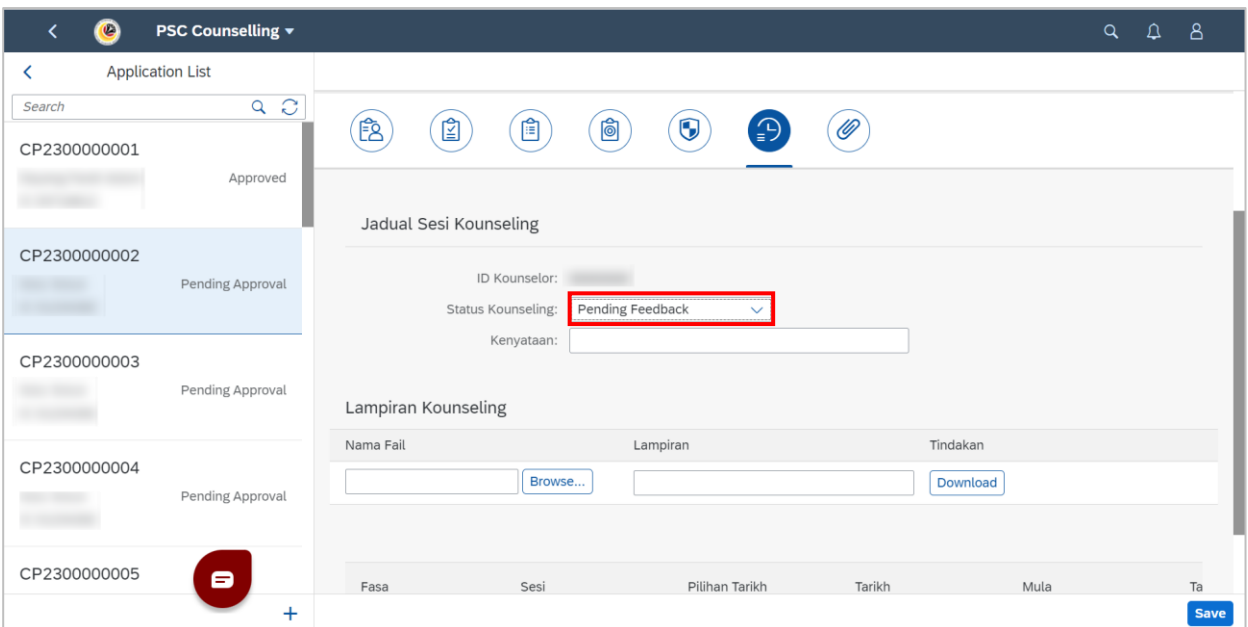


Note: Referral Application page will be shown.

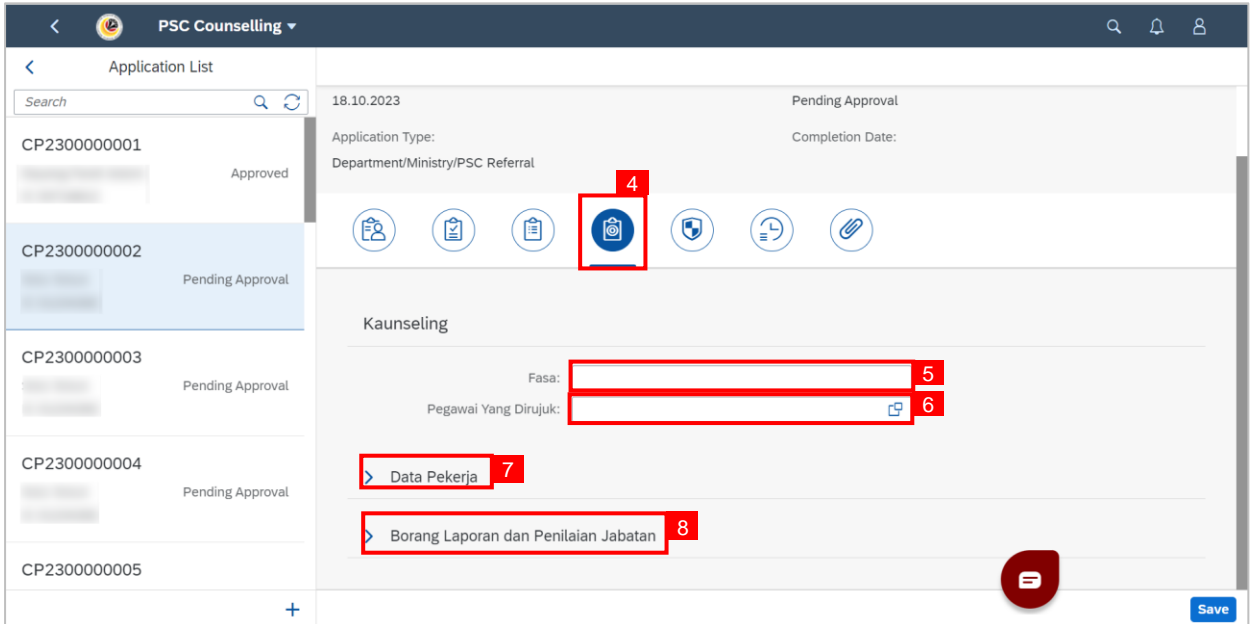
3. Select an application.



Note: Borang LPJS may only be edited/submitted when **Status Kaunseling** is “**Pending Feedback**”.

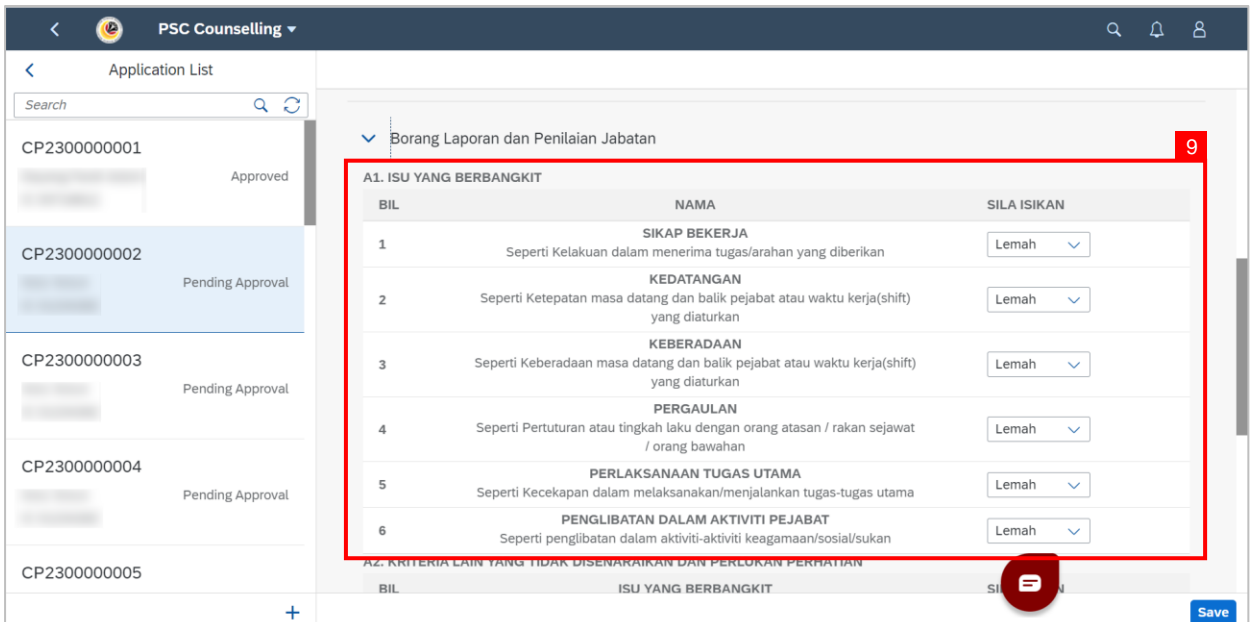


4. Click on the fourth tab.
5. Fill in **Fasa**.
6. Select **Pegawai yang Dirujuk**.
7. **Data Pekerja** may be checked if necessary.
8. Go to **Borang Laporan dan Penilaian Jabatan**.



The screenshot shows the 'Application List' on the left and the 'Kauseling' form on the right. The form is for 'Pending Approval' and includes fields for 'Fasa' (5) and 'Pegawai Yang Dirujuk' (6). Below these are expandable sections: 'Data Pekerja' (7) and 'Borang Laporan dan Penilaian Jabatan' (8). A red box highlights the fourth icon in the top navigation bar (4).

9. Fill in **Section A1. ISU YANG BERBANGKIT**.



The screenshot shows the 'Borang Laporan dan Penilaian Jabatan' form. Section A1, 'ISU YANG BERBANGKIT', is highlighted with a red box and numbered 9. It contains a table with 6 rows, each with a 'BIL' (number), a 'NAMA' (issue name), and a 'SILA ISIKAN' (rating) dropdown menu.

BIL	NAMA	SILA ISIKAN
1	SIKAP BEKERJA Seperti Kelakuan dalam menerima tugas/arahan yang diberikan	Lemah
2	KEDATANGAN Seperti Ketepatan masa datang dan balik pejabat atau waktu kerja(shift) yang diaturkan	Lemah
3	KEBERADAAN Seperti Keberadaan masa datang dan balik pejabat atau waktu kerja(shift) yang diaturkan	Lemah
4	PERGAULAN Seperti Pertuturan atau tingkah laku dengan orang atasan / rakan sejawat / orang bawahan	Lemah
5	PERLAKSANAAN TUGAS UTAMA Seperti Kecekapan dalam melaksanakan/menjalankan tugas-tugas utama	Lemah
6	PENGLIBATAN DALAM AKTIVITI PEJABAT Seperti penglibatan dalam aktiviti-aktiviti keagamaan/sosial/sukan	Lemah

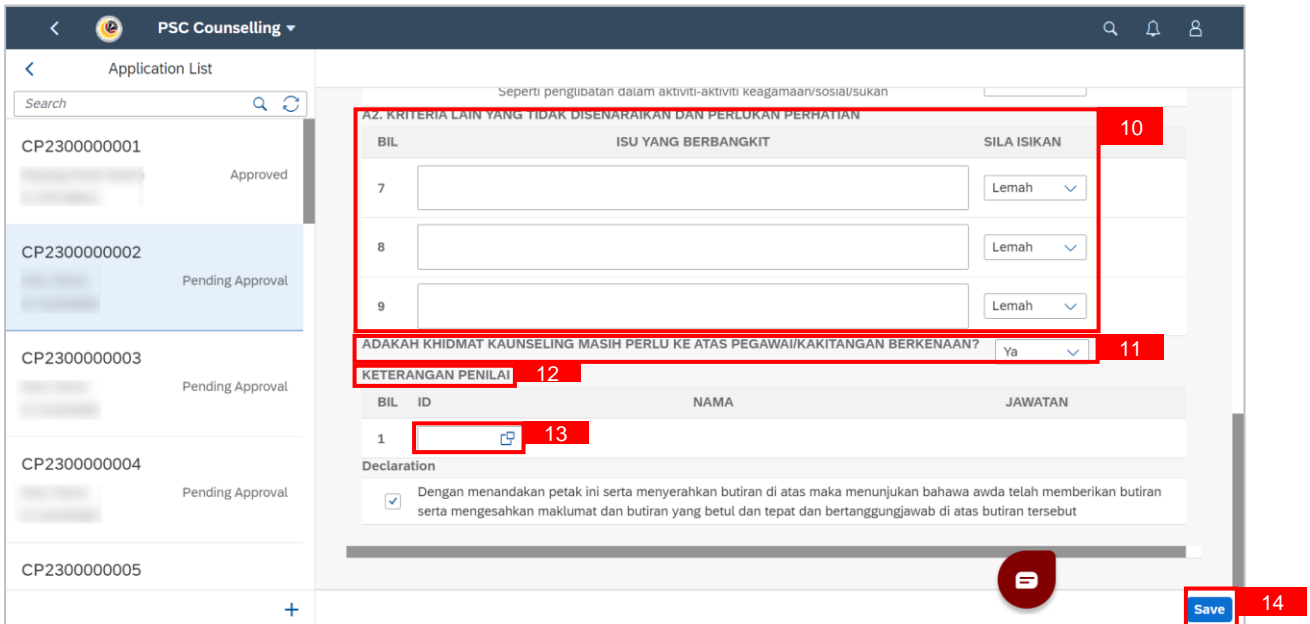
10. Fill in Section **A2. KRITERIA LAIN YANG TIDAK DISENARAIKAN DAN PERLUKAN PERHATIAN** .

11. Answer the question **ADAKAH KHIDMAT KAUNSELING MASIH PERLU KE ATAS PEGAWAI/KAKITANGAN BERKENAAN?**

12. Go to **KETERANGAN PENILAI**.

13. Fill in the **ID**.

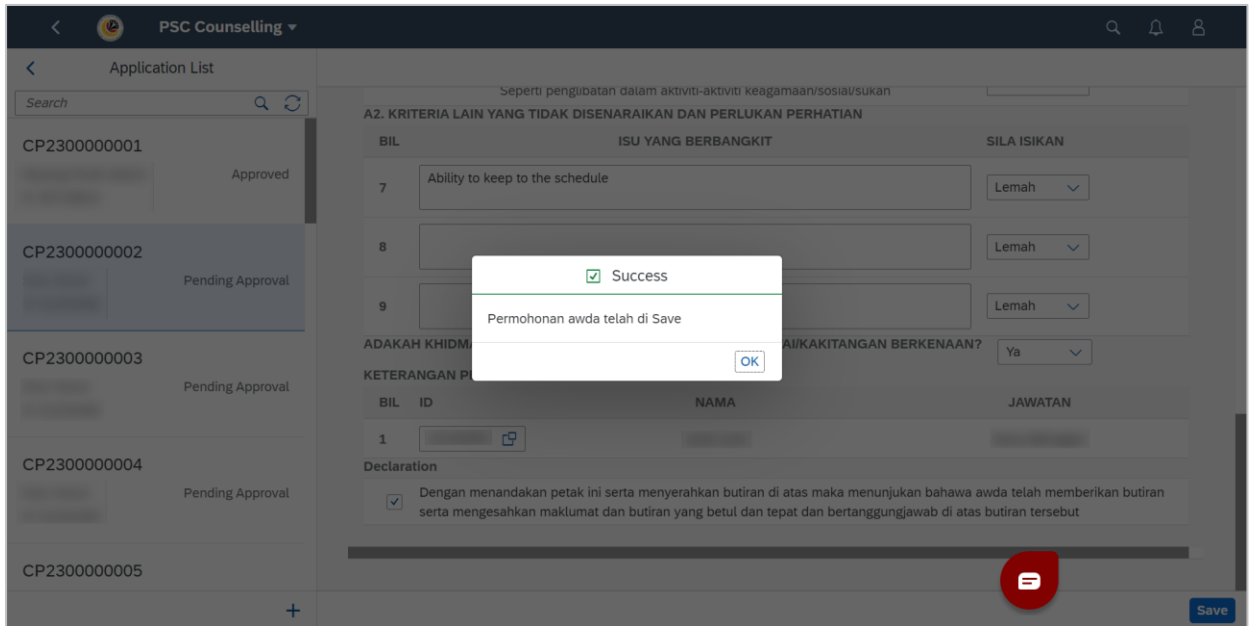
14. Click the **Save** button.



The screenshot shows the 'Application List' interface for 'PSC Counselling'. The main form area is titled 'Seperti pengubatan dalam aktiviti-aktiviti keagamaan/sosial/sukan'. It contains several sections:

- A2. KRITERIA LAIN YANG TIDAK DISENARAIKAN DAN PERLUKAN PERHATIAN** (10): A table with columns 'BIL', 'ISU YANG BERBANGKIT', and 'SILA ISIKAN'. It has three rows with 'BIL' values 7, 8, and 9, and 'SILA ISIKAN' dropdowns set to 'Lemah'.
- ADAKAH KHIDMAT KAUNSELING MASIH PERLU KE ATAS PEGAWAI/KAKITANGAN BERKENAAN?** (11): A question with a 'Ya' dropdown.
- KETERANGAN PENILAI** (12): A section header.
- Table with columns BIL, ID, NAMA, JAWATAN** (13): A table with one row where the 'ID' field is highlighted.
- Declaration**: A checkbox with the text: 'Dengan menandakan petak ini serta menyerahkan butiran di atas maka menunjukkan bahawa awda telah memberikan butiran serta mengesahkan maklumat dan butiran yang betul dan tepat dan bertanggungjawab di atas butiran tersebut'.
- Save** button (14): A blue button at the bottom right.

Outcome: Changes has been saved and Borang LPJS has successfully been submitted.



The screenshot displays the 'PSC Counselling' application interface. On the left, there is an 'Application List' sidebar with five entries, each with a unique ID (CP230000001 to CP230000005) and a status (Approved or Pending Approval). The main area shows a form titled 'Seperti pengubatan dalam aktiviti-aktiviti keagamaan/sosial/sukan'. A2. KRITERIA LAIN YANG TIDAK DISENARAikan DAN PERLUKAN PERHATIAN. The form includes a table with columns 'BIL', 'ISU YANG BERBANGKIT', and 'SILA ISIKAN'. The table contains three rows with issues like 'Ability to keep to the schedule' and 'Lemah' as the response. A success message overlay is present in the center, stating 'Success' and 'Permohonan awda telah di Save', with an 'OK' button. At the bottom right, there is a 'Save' button and a red notification icon.

BIL	ISU YANG BERBANGKIT	SILA ISIKAN
7	Ability to keep to the schedule	Lemah
8		Lemah
9		Lemah

ADAKAH KHIDM... AI/KAKITANGAN BERKENAAN? Ya

KETERANGAN P...
BIL ID NAMA JAWATAN

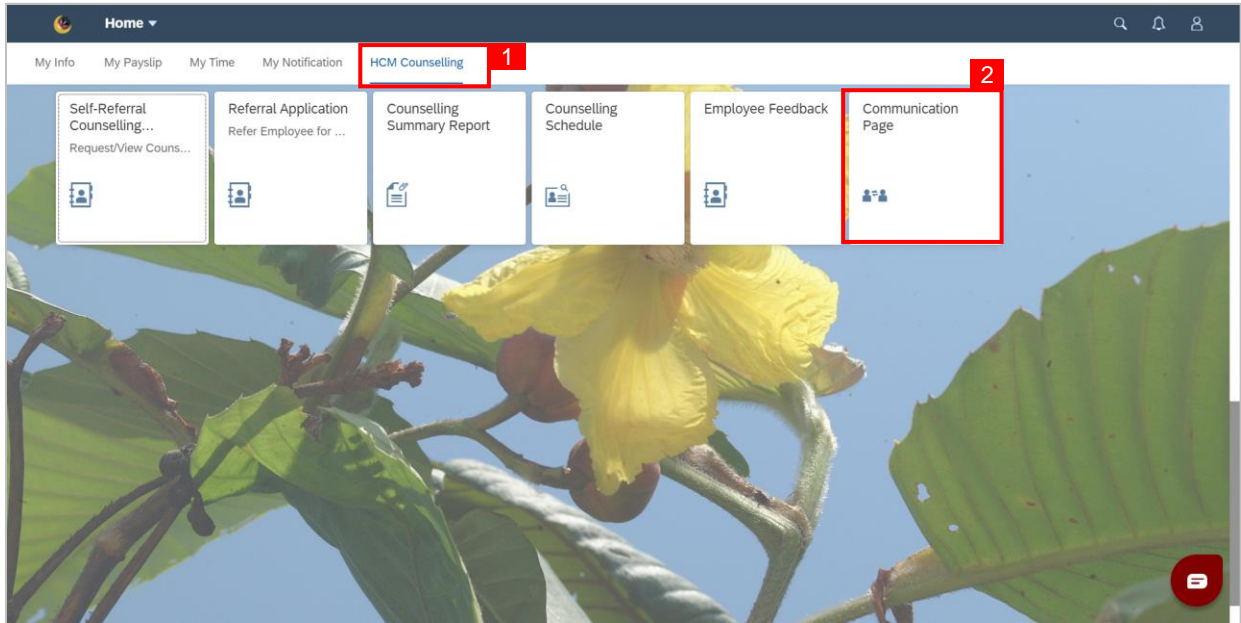
1 [input] [copy icon]

Declaration
 Dengan menandakan petak ini serta menyerahkan butiran di atas maka menunjukkan bahawa awda telah memberikan butiran serta mengesahkan maklumat dan butiran yang betul dan tepat dan bertanggungjawab di atas butiran tersebut


Save

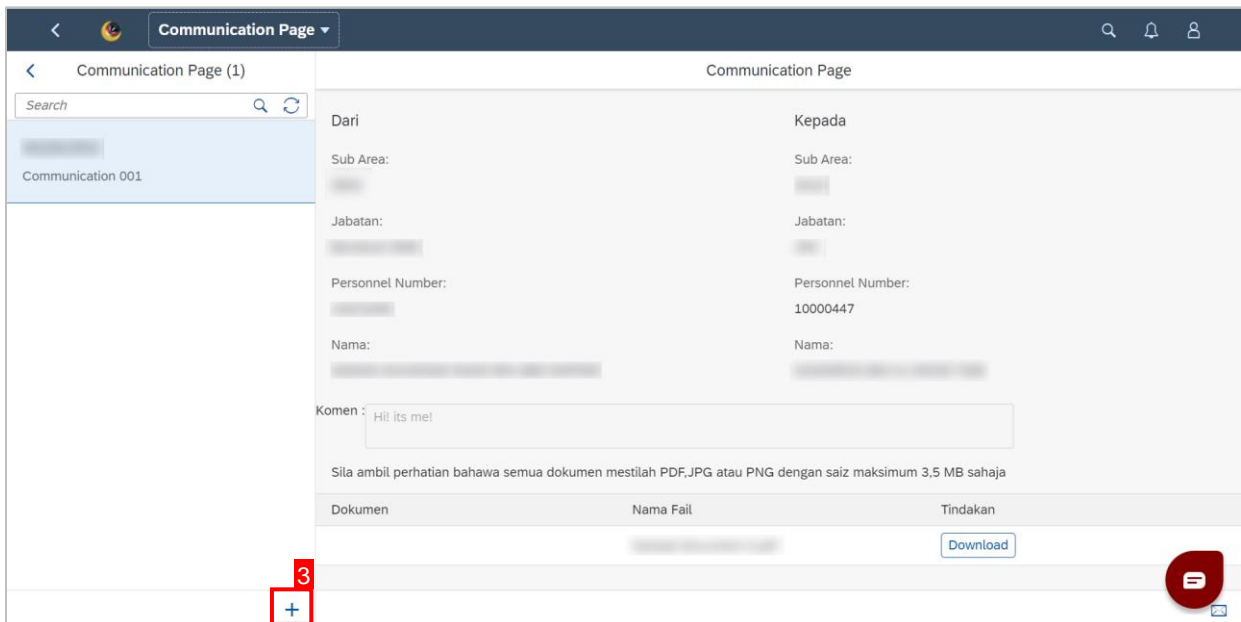
FILL COMMUNICATIONS PAGE	Front-End User
	Department Admin

1. Navigate to the **HCM Counselling** section by clicking on the tab with the same name.
2. Click on the **Communication Page** tile.



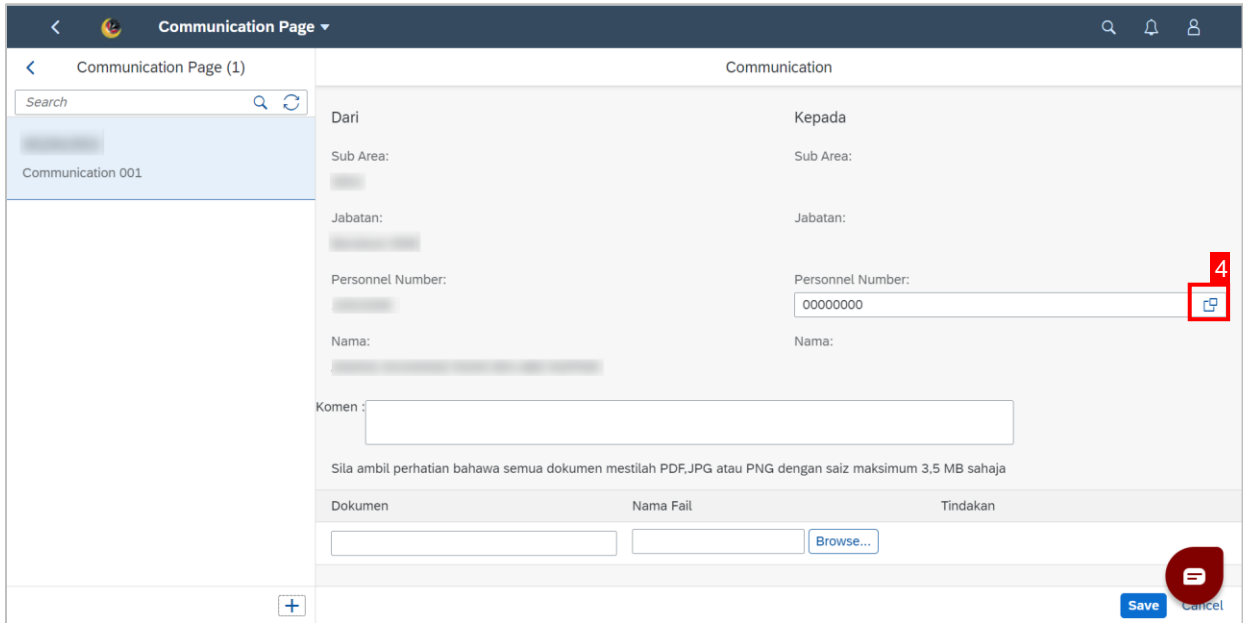
Note: Communication Page will be shown.

3. Click on the  button to create a new communication.



Note: A new communication is made.

4. Click on the **Lookup** button to select a **Personnel Number** to communicate with.



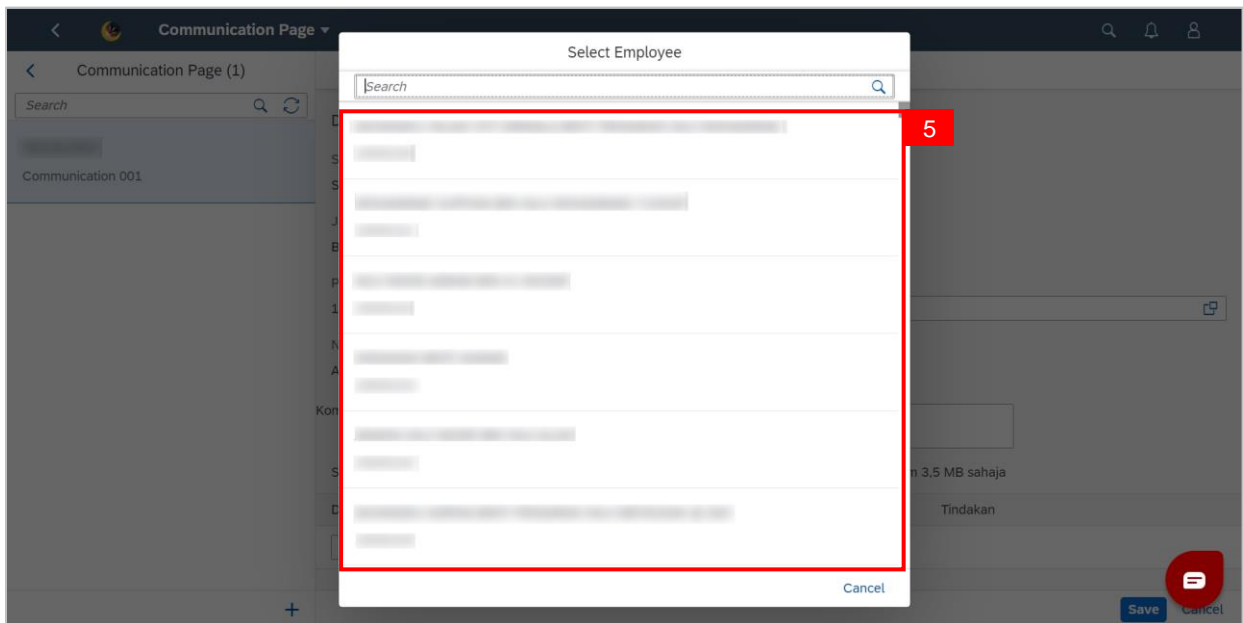
The screenshot shows the 'Communication Page' interface. On the left, there is a search bar and a list of communication items, with 'Communication 001' selected. The main area is titled 'Communication' and contains a form with the following fields:

- Dari** (From): [Redacted]
- Kepada** (To): [Redacted]
- Sub Area:** [Redacted]
- Jabatan:** [Redacted]
- Personnel Number:** [Redacted] **4** (with a red box and a red '4' in the top right corner)
- Nama:** [Redacted]
- Komen:** [Text area]

Below the form, there is a note: "Sila ambil perhatian bahawa semua dokumen mestilah PDF,JPG atau PNG dengan saiz maksimum 3,5 MB sahaja". There is also a table with columns: **Dokumen**, **Nama Fail**, and **Tindakan**. At the bottom right, there are **Save** and **Cancel** buttons.

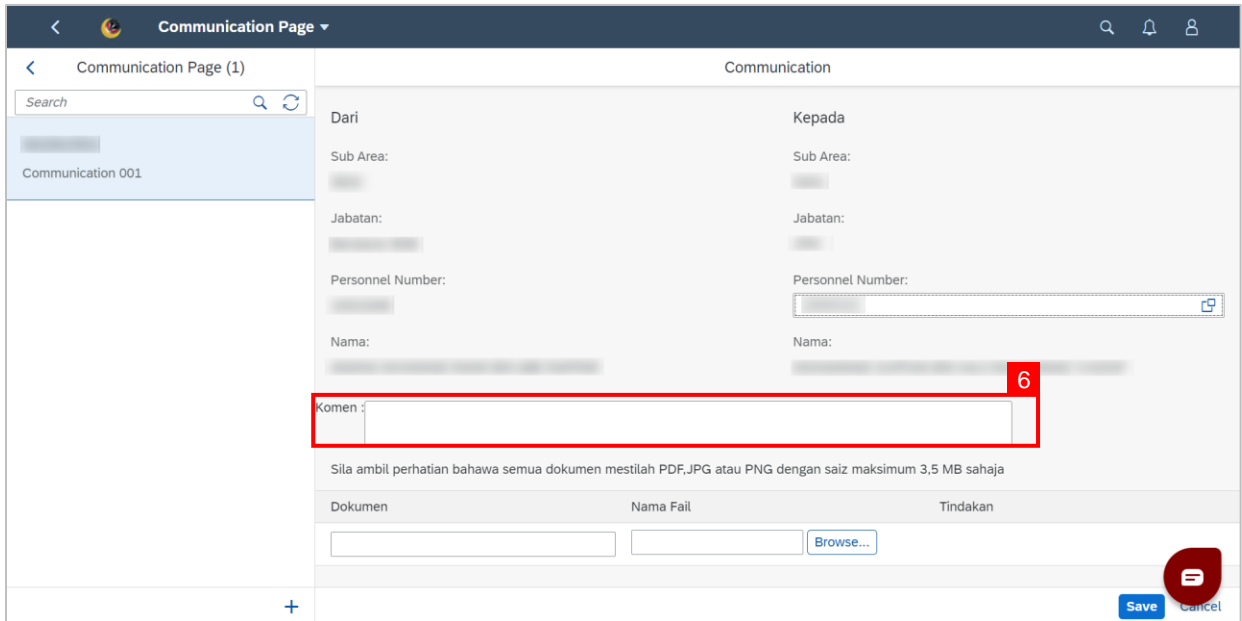
Note: A list of Employees with their Names and Personnel Numbers will be displayed.

5. Click on the **employee** to communicate with.



The screenshot shows the 'Communication Page' interface with a 'Select Employee' modal window open. The modal window has a search bar and a list of employees. The list is highlighted with a red box and a red '5' in the top right corner, indicating the step to click on an employee. The modal window has a **Cancel** button at the bottom right.

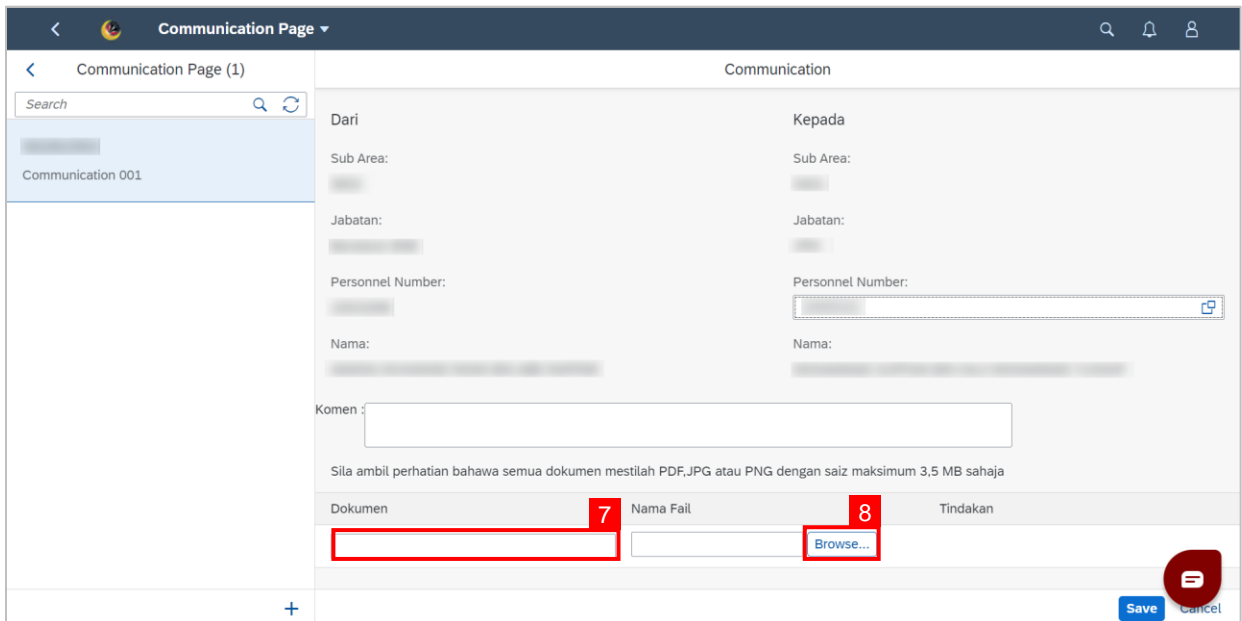
6. Fill in any comments in **Komen** if needed.



The screenshot shows the 'Communication Page' interface. The form is titled 'Communication' and contains several fields for 'Dari' and 'Kepada'. The 'Komen' field is highlighted with a red box and a red number '6'. Below the 'Komen' field, there is a warning message: 'Silva ambil perhatian bahawa semua dokumen mestilah PDF,JPG atau PNG dengan saiz maksimum 3,5 MB sahaja'. At the bottom, there is a table with columns 'Dokumen', 'Nama Fail', and 'Tindakan'. The 'Browse...' button is also visible.

7. Fill in the document description in **Dokumen**.

8. Click **Browse...** to select a document to be attached.

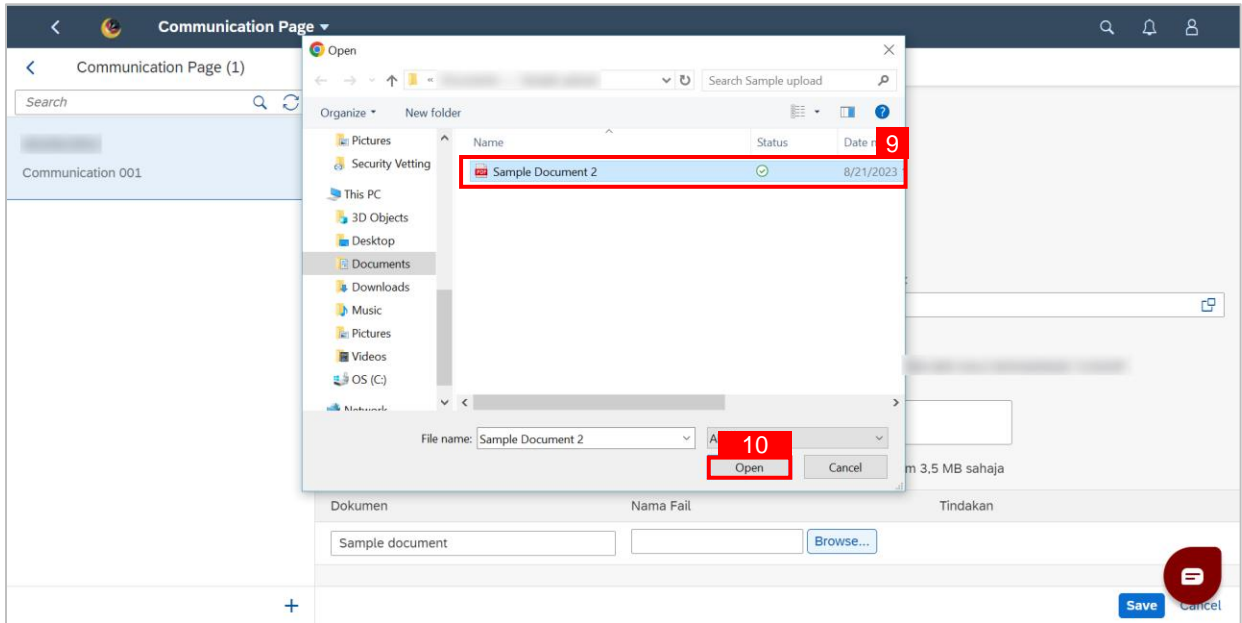


The screenshot shows the 'Communication Page' interface. The form is titled 'Communication' and contains several fields for 'Dari' and 'Kepada'. The 'Komen' field is empty. Below the 'Komen' field, there is a warning message: 'Silva ambil perhatian bahawa semua dokumen mestilah PDF,JPG atau PNG dengan saiz maksimum 3,5 MB sahaja'. At the bottom, there is a table with columns 'Dokumen', 'Nama Fail', and 'Tindakan'. The 'Dokumen' field is highlighted with a red box and a red number '7'. The 'Browse...' button is also highlighted with a red box and a red number '8'. The 'Save' and 'Cancel' buttons are visible at the bottom right.

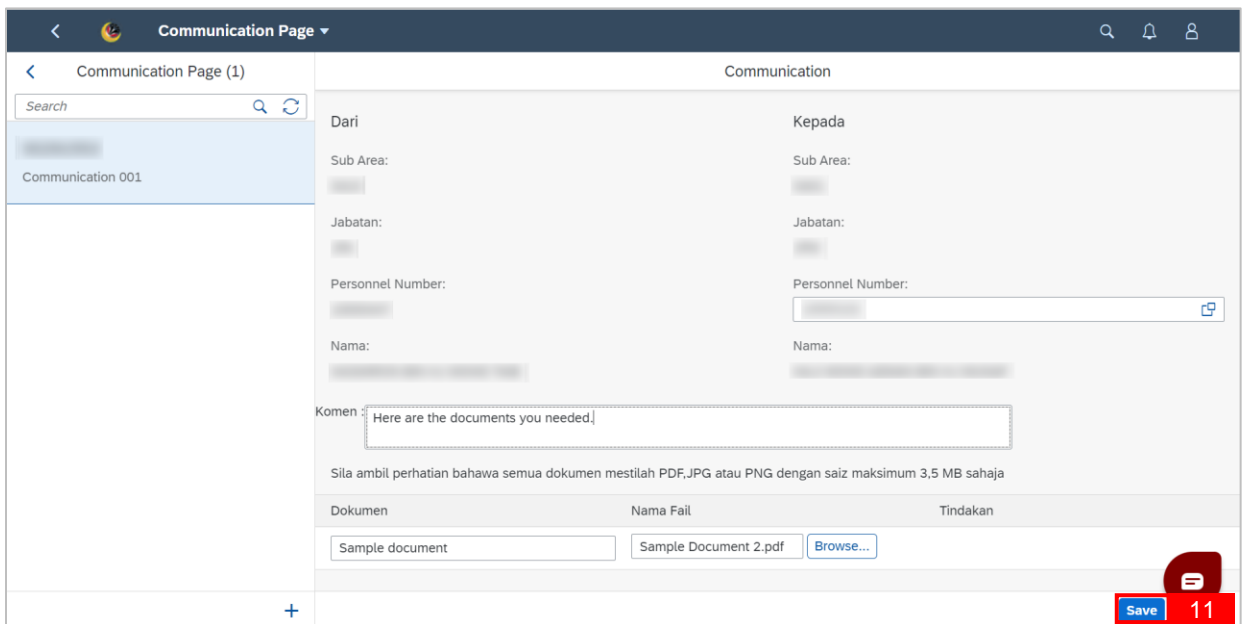
Note: A file explorer window will open.

9. Find and select the document to be attached.

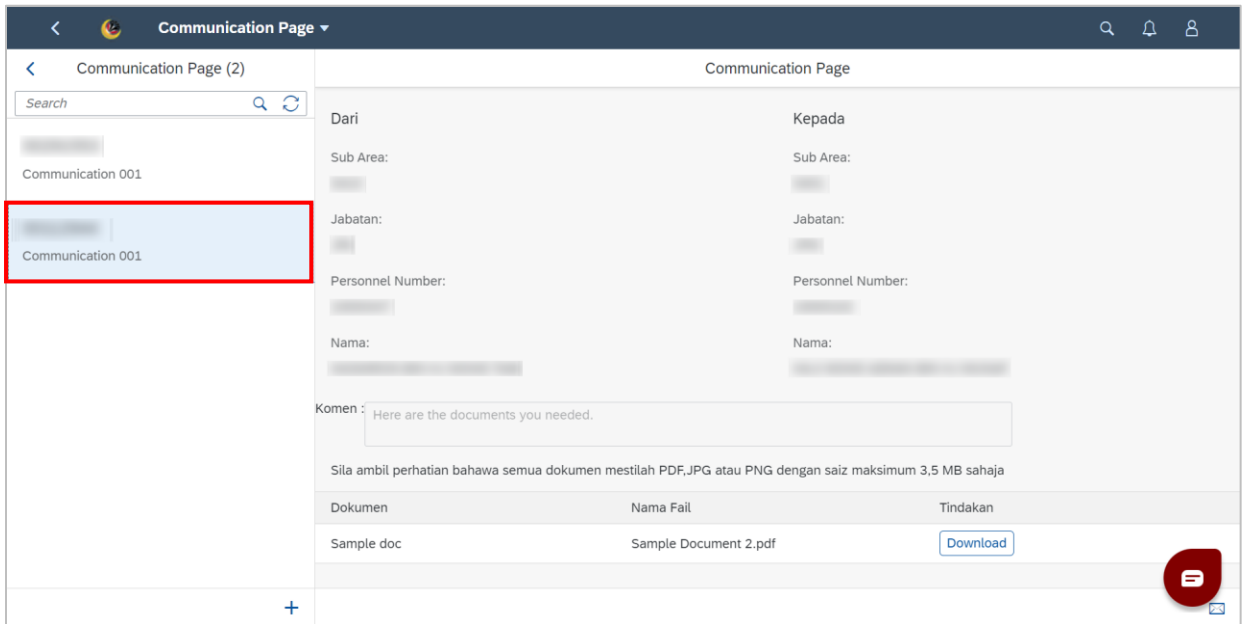
10. Click **Open** to attach the document.



11. Click the **Save** button to communicate with the chosen employee.



Outcome: Message has been sent to the other employee.



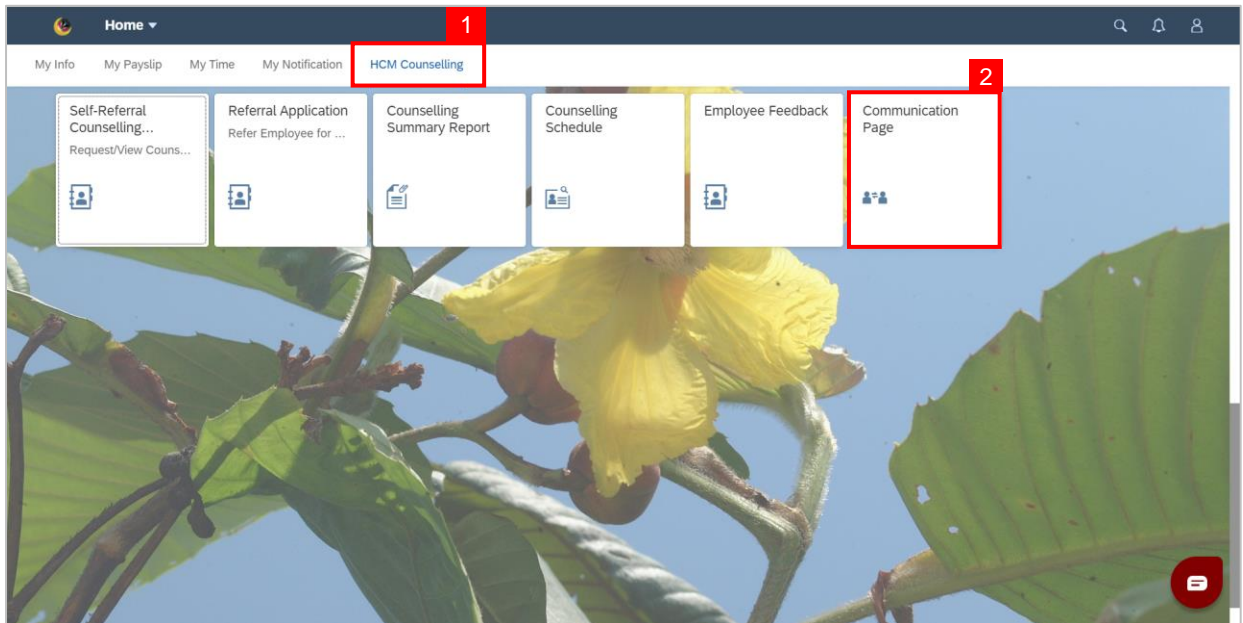
The screenshot displays the 'Communication Page' interface. On the left, a search bar is visible with the text 'Communication 001' and a red box highlighting the search results. The main area shows a message header with fields for 'Dari' (From) and 'Kepada' (To), each with sub-fields for 'Sub Area', 'Jabatan' (Department), and 'Personnel Number'. The 'Nama' (Name) field is also present. Below the header, a 'Komen' (Comment) field contains the text 'Here are the documents you needed.' A warning message states: 'Sila ambil perhatian bahawa semua dokumen mestilah PDF,JPG atau PNG dengan saiz maksimum 3,5 MB sahaja'. A table below lists a document attachment:

Dokumen	Nama Fail	Tindakan
Sample doc	Sample Document 2.pdf	Download

A red speech bubble icon is located in the bottom right corner of the interface.

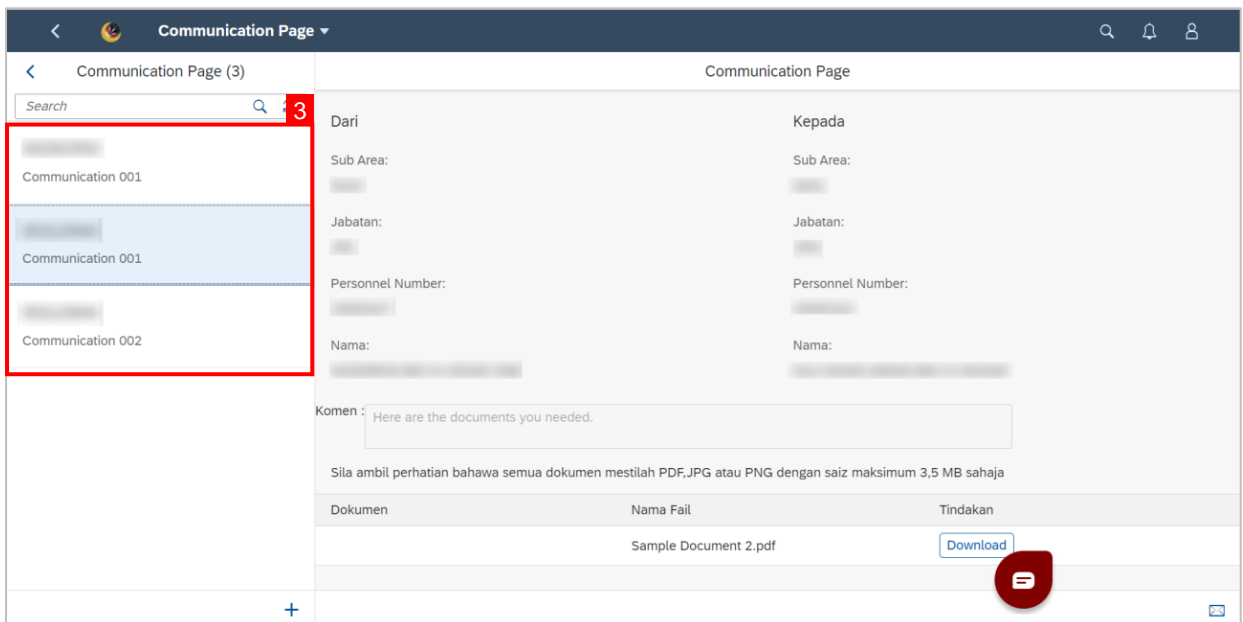
VIEW COMMUNICATIONS	Front-End User
	Department Admin

1. Navigate to the **HCM Counselling** section by clicking on the tab with the same name.
2. Click on the **Communication Page** tile.

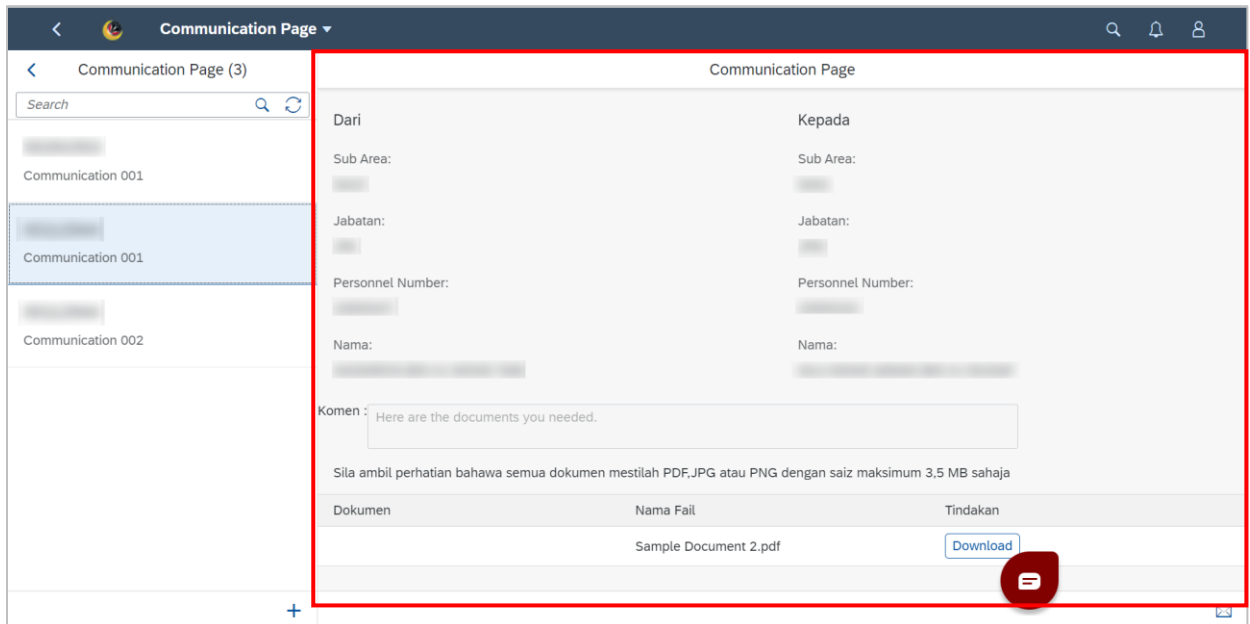


Note: Communication Page will be shown.

3. Click on a **Communication** to view.



Outcome: Selected Communications can be viewed on the right.



The screenshot displays a web application interface for managing communications. On the left, a sidebar titled "Communication Page (3)" contains a search bar and a list of communication items, with "Communication 001" selected. The main area, titled "Communication Page", shows the details of the selected communication. It is divided into two columns: "Dari" (From) and "Kepada" (To). Both columns list fields for Sub Area, Jabatan (Position), and Personnel Number. The "Nama" (Name) field is also present. Below these fields is a "Komen" (Comments) section with a text input area containing the text "Here are the documents you needed." and a warning message: "Sila ambil perhatian bahawa semua dokumen mestilah PDF, JPG atau PNG dengan saiz maksimum 3.5 MB sahaja". At the bottom, a table lists documents with columns for "Dokumen", "Nama Fail", and "Tindakan". One document, "Sample Document 2.pdf", is listed with a "Download" button. A red circle highlights the "Download" button.

Dokumen	Nama Fail	Tindakan
	Sample Document 2.pdf	Download

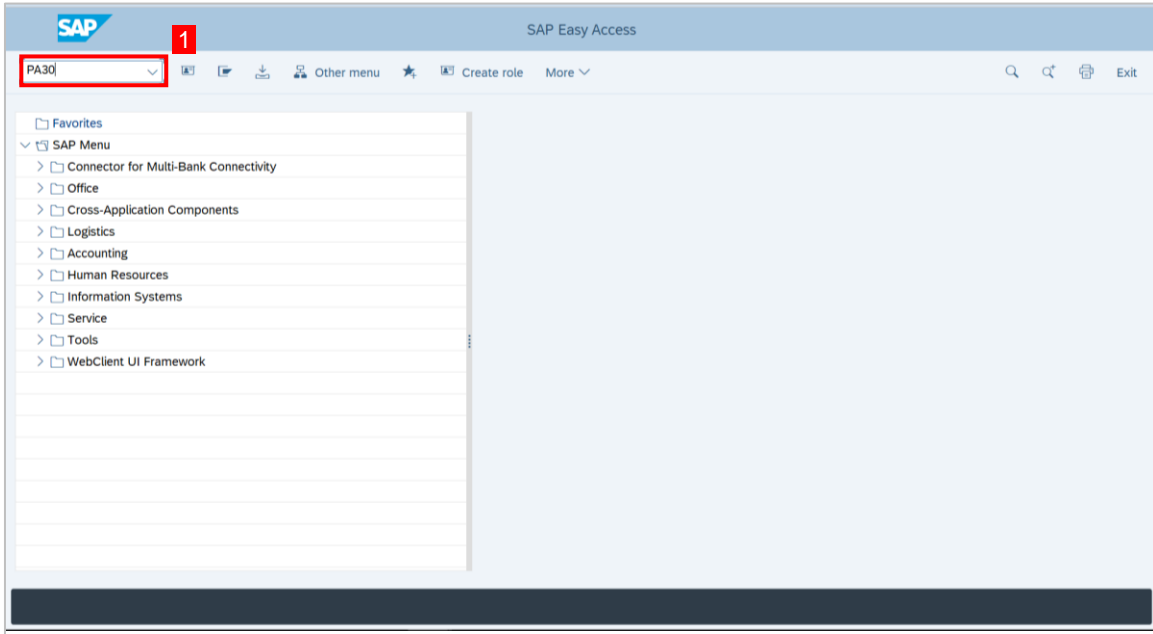
**FILL COUNSELLING
INFOTYPE**

Back-End User

Department

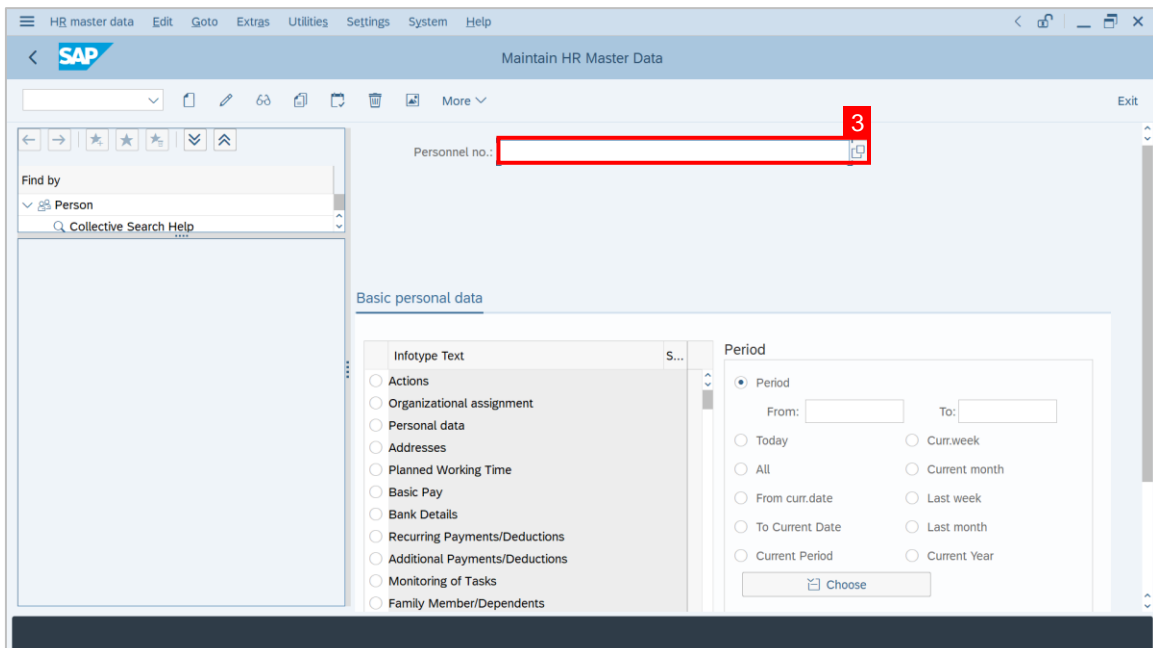
Log into **SAP GUI (Back-End)** and proceed with the following steps:


1. Enter **PA30** into the command field and hit **Enter**.

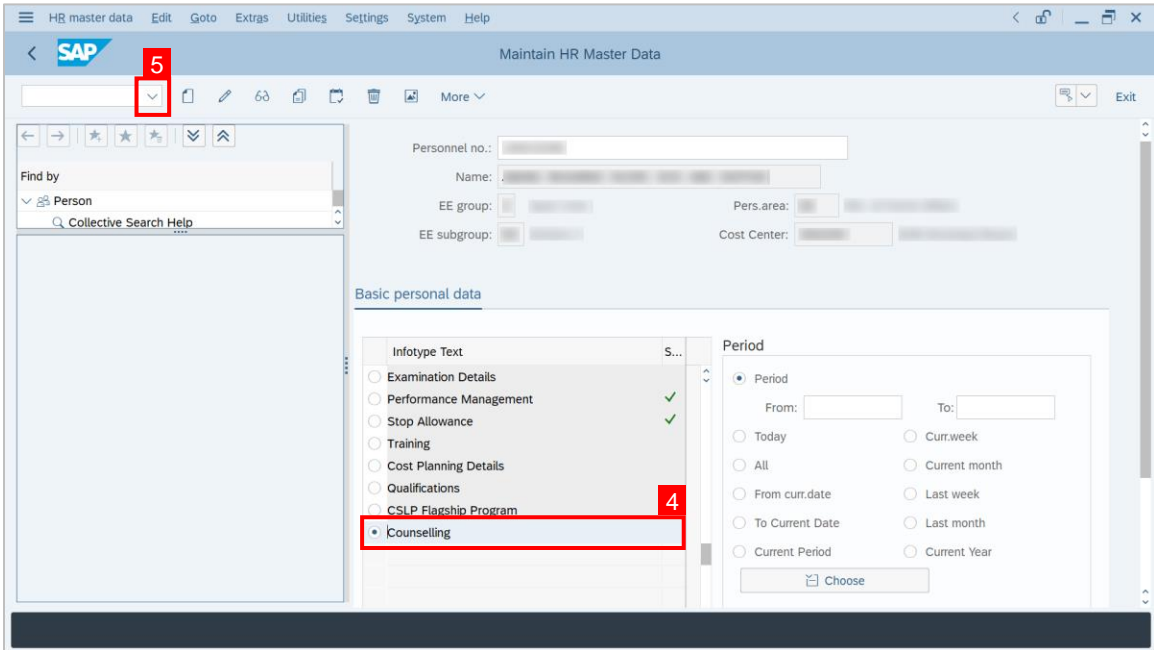


Note: Maintain HR Master Data page will be shown.

3. Enter the **Personnel no.**

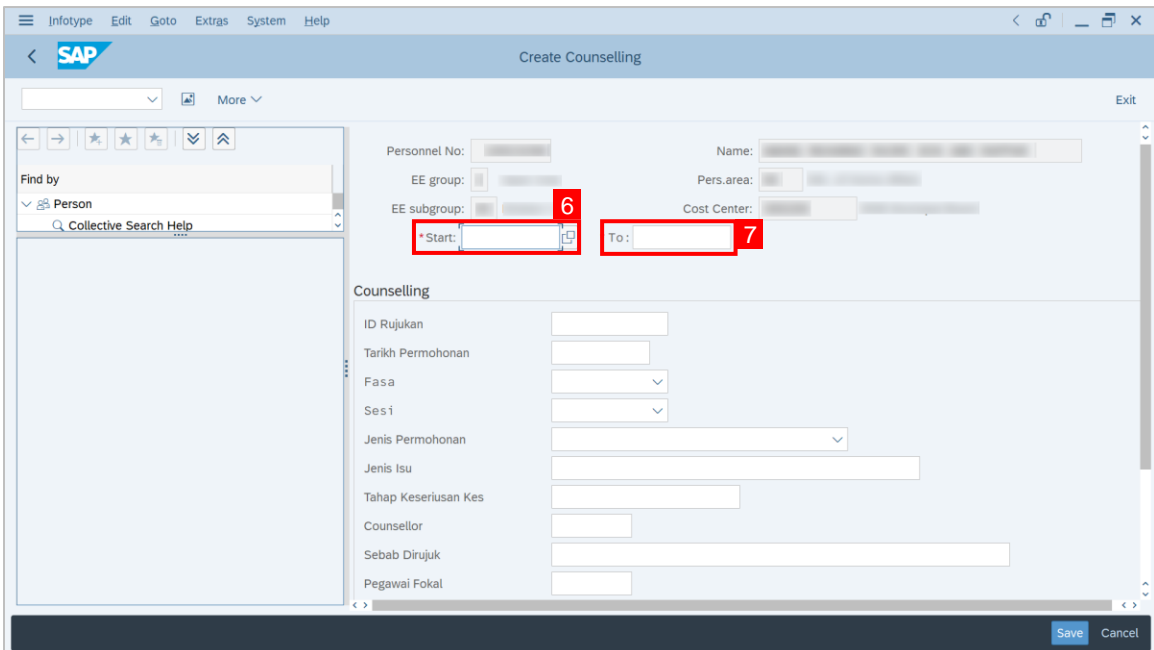


4. Find **Counselling** in **Infotype Text** and click the circle (Radio button) next to it to select it.
5. Click the **Create**  button.

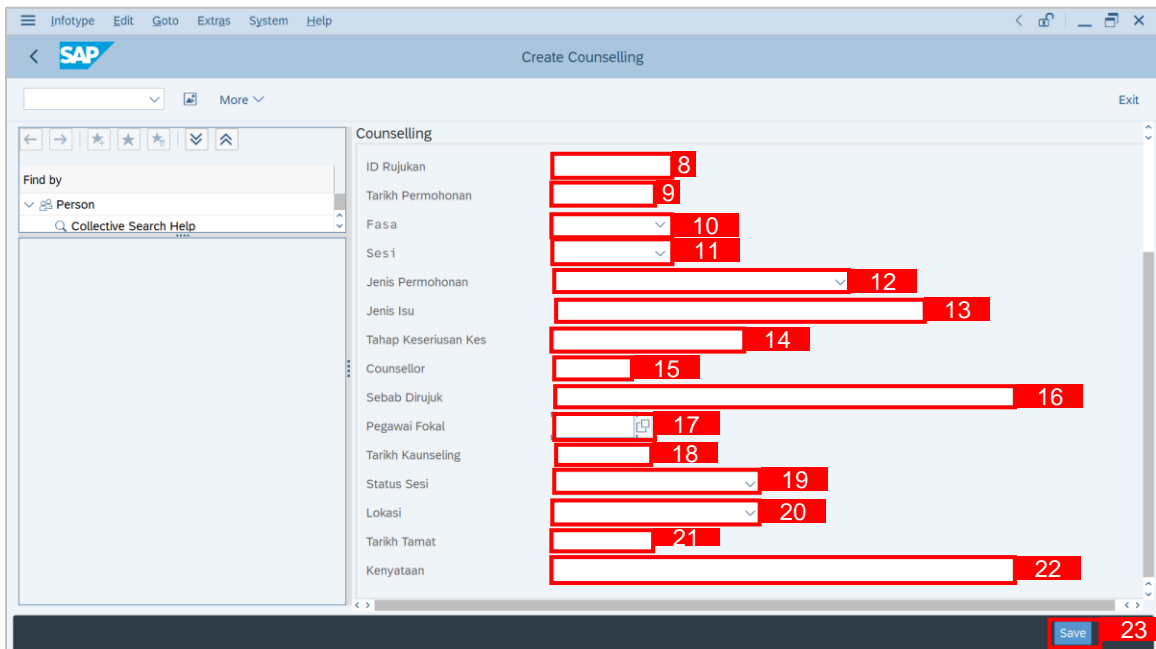


Note: Create Counselling page will be shown.

6. Fill in **Start**.
7. Fill in **To**.



8. Fill in **ID Rujukan**.
9. Fill in **Tarikh Permohonan**.
10. Select the **Fasa**.
11. Select the **Sesi**.
12. Select the **Jenis Permohonan**.
13. Fill in **Jenis isu**.
14. Fill in **Tahap Keseriusan Kes**.
15. Fill in **Counsellor** by selecting a counsellor through the lookup button or type in their ID.
16. Type in **Sebab Dirujuk**.
17. Select **Pegawai Fokal**.
18. Fill in **Tarikh Kaunselling**.
19. Select **Status Sesi**.
20. Select **Lokasi**.
21. Fill **Tarikh Tamat**.
22. Fill **Kenyataan** if there are any remarks.
23. Then, click the **Save** button.

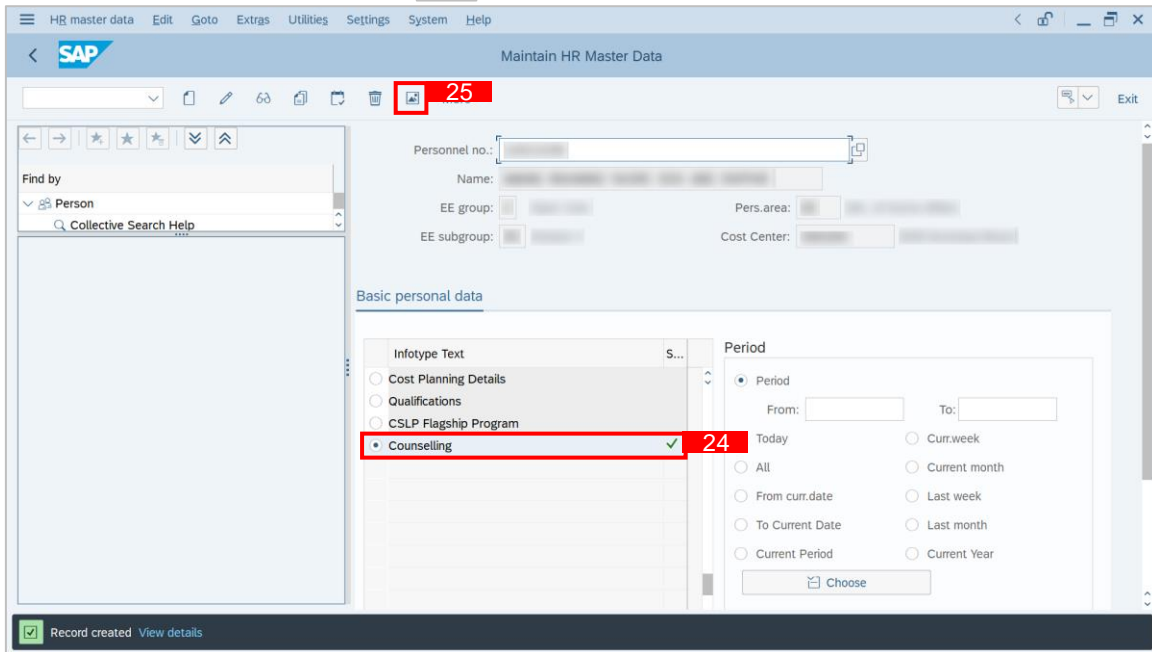


The screenshot shows the SAP 'Create Counselling' form. The form fields are numbered 8 through 23, corresponding to the steps in the list above. The fields are: ID Rujukan (8), Tarikh Permohonan (9), Fasa (10), Sesi (11), Jenis Permohonan (12), Jenis Isu (13), Tahap Keseriusan Kes (14), Counsellor (15), Sebab Dirujuk (16), Pegawai Fokal (17), Tarikh Kaunselling (18), Status Sesi (19), Lokasi (20), Tarikh Tamat (21), and Kenyataan (22). A 'Save' button is located at the bottom right, labeled 23.

Note: A notification stating **Record created** will be displayed.

24. To view completed page, make sure **Counselling** is selected.

25. Then, click the **Overview**  button



Outcome: It can be seen a new Infotype has been created for the selected personnel.

