

# SISTEM SUMBER MANUSIA

User Guide For JPM Approver Backend (SAP GUI)

Employee Movement (PA): Honours and Awards

VERSION: 2.0



## INTRODUCTION

This user guide acts as a reference for JPM Approver (Back End User) to manage Honours and Awards 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**.

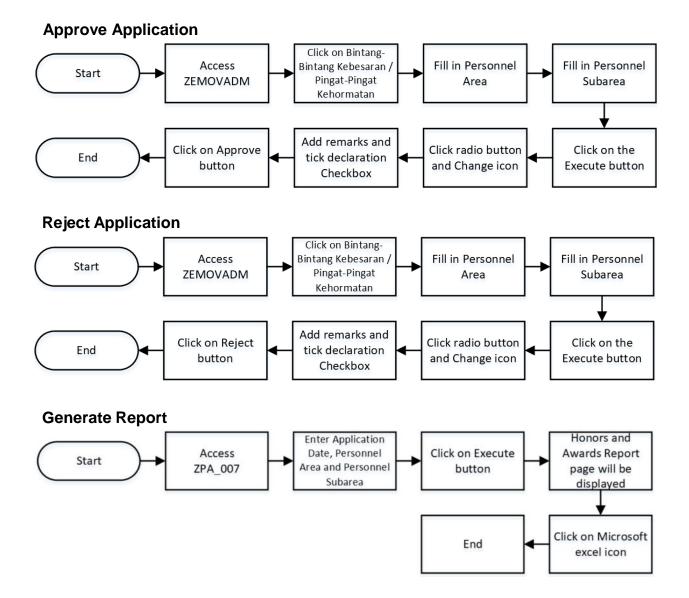


## **Table of Content**

Topics	Page
Introduction	2
Glossary	2
Further Assistance	<u>2</u>
Process Overview	<u>4</u>
HONOURS AND AWARDS APPLICATION	
Approve Application	<u>5</u>
Reject Application	<u>17</u>
Generate Report	<u>22</u>



## **Process Overview**





	Backend User
APPROVE APPLICATION	JPM

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZEMOVADM** in the search bar.

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SAP Easy Access - User Menu for	
ZEMOVADM V 🗷 🔄 🏂 🌟 More V	Q, Q⁺ 🖶 Exit
Favorites      User Menu for	

#### Note: Employee Movement Menu page will be displayed.

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< SAP Em	nployee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan Penetapan Jawatan		
Pemindahan	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	



2.Under Endorsers / Approvers, click on the Bintang-Bintang Kebesaran / Pingat-

#### Pingkat Kehormatan.

=	
< SAP	Employee Movement Menu
✓ More ✓	Exit
Requestors	Endorsers/Approvers
Application Type:	Application Type:
Melanjutkan Tempoh Percubaan	
Penetapan Jawatan	
Pemindahan	Pemindahan 2
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan

Note: Employee Movement Application Type Selection page will be displayed.

C SAP Employee Movement Application Type Selection	
Save as Variant More ~	Exit
* Personnel Area : Personnel Subarea : Employee Group : Employee Subgroup : Application Status : Application ID :	
Fill out all required entry fields View details	Execute



- 3. Enter **Personnel Area**.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

=		< 6 _ 🗗 ×
< SAP	Employee Movement Application Type Selection	
	☑ Save as Variant More ∽	Exit
	* Personnel Area : 3 Personnel Subarea : 4 Employee Group : 5 Employee Subgroup : 5 Application Status : 5	
	Application ID :	
. Fill out all required entry f	ields View details	5 Execute

#### Note: Application List page will be displayed.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
PB	]1	Reworked to Admin				SA		1
PB	1	Pending Endorsement				SA	-	C
PB	1	Approved				SA		C
PB	1	Approved				SA		0
PB	2	Approved				SA	-	[
PB	1	Approved				SA	-	0
PE	1	Withdrawn				SA		0
PB	1	Rejected				SA	-	C
PB	1	Withdrawn				SA		C
PB	1	Pending Approval				SA		C
PB	1	Rejected				SA		C
PB	1	Pending Endorsement				SA		C
PB	1	Pending Endorsement				SA		C
PB	1	Pending Approval				SA	-	C
PB	1	Approved				SA	-	C



- 6. Select Application with 'Pending Approval' status and click on Radio button.
- 7. Click on the **Change** icon.

Note: JPM Approver only can review application with status Pending Approval.

		69	More 🗸						Exit
6 Applica	tion ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	En
		1			IC NO.	INdiffe			
PB     PB     PB	_	1	Pending Approval		_		SA SA	Permanent Permanent	Di
ОРВ	_	1	_		_		SA	Permanent	Di
O PB		1					SA SA	Permanent	Di
O PB	_	1	_		1000		SA	Permanent	Di
ОРВ		1					SA	Permanent	Di
O PB		1			1000		SA	Permanent	Di
O PB		1					SA	Permanent	Di
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#### Note: Application detail page will be displayed.

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K SAP SAP	
✓ Approve Reject More ✓	Exit
Application Type :       BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN       Appl. Date :       05.06.2023         Application ID :       PB       Version :       1       Status :       Pending Approx         Personnel No :       IC No :       I	val
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances Training	
Employee Group : Division II Personnel Area : Subarea : Position :	
Pay Scale Group :     Level :     Est. Salary Scale :       Date of Birth :     Salary (\$):       Age :     Length of Service :	
	~





8. Click on **Download Service Record** (Optional).

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→ Approve Reject More →		Exit
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN Application ID : PB Personnel No : IC No : Name :	Appl. Date : 05.06.2023 Version : 1 Status : Pending Approval	G
Employee Details <u> </u>	Download Service Record Training	
Employee Group :	Subgroup : Division II	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group : Level :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	

9. Navigate to Awards Application Details tab and review Award Date and Award Type.

Note: The Award Date and Award Type suggested by the Department will be displayed in

this section, **JPM Approver** may amend if required.

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	Approve Reject	More V			Ex
<ul> <li>Awards Appl.</li> </ul>		etting ✓ Document Upload ✓ Applic	ation History		
		the second se			
	Joined Date:		Retirement Date:	0	
Leng	th of Service:	(On 15 July this year)	Contract End Date:		
_		Ote (On 15 July this year)	Note		
· ·	Award Date: 15.07.2023	① Award	i Type: P.K.L		
Bintang-Bintang	g Kebesaran/ Pingat-Pingat Ke	hormoton Liston			
Start Date	Award Type	Description	٥		
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	Award Type				
Start Date	Award Type				
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The following steps will show how to amend Award Date and Award Type. Please skip to

Step 16, if no amendment is to be made.

10. Click the Lookup icon on Award Date to change the date.

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	✓ Awards Appl.	Details 🗸 Security	√etting ✓ Document Upload ✓ Appl	ication History		\$
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		Joined Date:		Retirement Date:	~	
	Leng	th of Service:	(On 15 July this year)	Contract End Date:		
		Age:	10 (On 15 July this year)			
		Award Date: 15.07.2023		rd Type: P.K.L		
		Award Date.		u type.		
	Bintang-Bintang	g Kebesaran/ Pingat-Pingat K				
	Start Date	Award Type	Description	0		
					0	
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	Remarks :					
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Note: The Calendar page will be displayed.

#### 11. Select preferred Date.

12. Click on the **Tick** button.

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✓ Approv	/e R	≷eject	Мо	ore∨						
Application Type :	=					Cal	lenda	ır	× Appl. Date : 05.06.2023	
Application ID :								11	: 1 Status : Pending Approval	
Personnel No :	15.0	06.202	23					~		
IC No :				June	2023					
Name :		Мо	Tu	We	Th	Fr	Sa	Su		
	22	2 29	30	31	1	2	з	4		
Employee Details	23	5	6	7	8	9	10	11	Download Service Record	
✓ Basic Info ✓ Performand	24	12	13	14	15	16	17	18		
	25	5 19	20	21	22	23	24	25		
Employee Group : F						30	1	2		
Personnel Area : F					2023					
Position : 3		Мо	Ти			Fr	Sa	Su		
Pay Scale Group : E	26			28						
Date of Birth: 1	20	20	27	28	29	30	1	2		
Age : 2									12	
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13. Click on **Lookup** icon on **Award Type** to change type.

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	Age .	Length of Service .				
Awards Appl. D	Details ✓ Security V	tting ✓ Document Upload ✓ Application History				
oL	bined Date:	Retirement Date:		× iii		
Length	of Service:	(On 15 July this year) Contract End Date:				
	Age:	(On 15 July this year)	13			
* A1	ward Date: 15.07.2023	* Award Type: P.K.L	Ø			
Bintang-Bintang K	Kebesaran/ Pingat-Pingat Ke	iormatan History				
Start Date	Award Type	Description	0			
	D.K.L.T. III	DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DAF	C_ALS	~		
				~		
marks :						
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Note: The Award Type page will be displayed.

- 14. Select the preferred Award Type.
- 15. Click on the **Tick** button.

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< SAP	SAP	
✓ Approve	Reject More ~	Exit
Application Type : Application ID : Personnel No : IC No : Name :	Award Text (1) 1 Entry found × pate : 05.06.2023 atus : Pending Approval Award Typ Award Text Award De 14 0027 P.K.L PINGAT KERJA LAMA	
Employee Details    Basic Info    Performance   Employee Group :  Personnel Area :  Position :  Position :  Par Souther Composition :  Position :  Par Souther Composition :  Par South	bd Service Record	
Pay Scale Group : Date of Birth : Age :	1 Entry found	



- 16. Review the Involvement and Contribution box under Awards Application Details.
- 17. Navigate to Security Vetting tab.

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Approve Reject More V	Exit
✓ Awards Appl. Details ✓ Security Vetting ✓ Document Upload ✓ Application History	¢
16	
Involvement and	
Contribution:	
Remarks :	
	¢

Note: Security Vetting tab will be displayed.

- (i) All eight (8) Security Vetting agencies will be displayed.
- (ii) Only the latest application result will be shown along with the Application ID,

Memorandum Date and Valid To date.

- (iii) A blank field means there is no latest result from requested Security Vetting Agencies.
- (iv) JPM Security Vetting Requestor role may request Security Vetting application to any
- of the eight agencies when required via **ZVETREQUEST**.
- (v) JPM Security Vetting role may view the result with attachment (if any) via **ZVETDISPLAY**.



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	✓ Approve Reject More ✓					Ð	tit
✓ Awards Appl. De	etails <u>✓ Security Vetting</u> ✓ Document Upload  ✓ Applica	ation History					
	SECURITY VETTING		÷				
Application ID	Agency	Result	Memorandum				
SVMR	Biro Mencegah Rasuah	Untraced	04.06.20				
SVKN	Biro Kawalan Narkotik	Untraced	04.06.20				
< >	labatan Keselamatan Dalam Negeri						ł
Remarks :							
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yang	disertakan adalah betul dan teratur.						0

18. Navigate to **Document Upload** tab to review any attached documents.

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✓ Awards Appl. Details	✓ Security Vetting ✓ Document Upload ✓ Application History	Ŷ
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Involvement and		
Contribution:		
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	* *	
Remarks :		
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- 19. Select the Attachment to be reviewed and click on Radio button.
- 20. Click on View button.

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< SAP SAP	
✓ Approve Reject More ✓	Exit
V Awards Appl. Details V Security Vetting V Document Upload V Application History	¢
19       Attachment #1: Service_Record_       Attachment #2:       Attachment #3:       Delete	
Remarks :	
	ç

#### Note: Desktop Save As pop up will displayed.

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21. Click **Save** button to download the file.

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			Save As ×		
		Save in:	SAP GUI	Exit	
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Note: The File has been successfully downloaded.

22. Navigate to Application History tab to check for Application Version, Status and

Remarks from Requestor and Endorsers.

/ Awards Appl. D	etails ✓ Security V	etting 🗸 Document U	Jpload	ation History		
Date 05.06.2023 05.06.2023 0	Time 10:23:25 10:25:10	User ID	Version 1 1	Application Status Pending Endorsement Pending Approval	<mark>₽ 22</mark> ♥ ♥	
					\$	
emarks :						



- 22. Tick on the **Declaration Checkbox**.
- 23. Navigate to **Remarks** section and fill in the space provided.
- 24. Click on the **Approve** button to approve the application.

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		✓ Approve Reje	ect More ~				Exit
							\$
	Date	Time	User ID	Version	Application Status	Remarks	
	05.06.2023	10:25:10		1	Pending Approval	۵	
						0	
						¥	
						23	
Rei	marks :						
	22						
	Say	a telah meneliti dan meng	esahkan keterangan yang tel	ah diisikan dalam borang ini d	an dokumen		
	yanı	g disertakan adalah betul (	dan teratur.				0

#### Outcome: The Application has successfully been approved.

_	~	0 63	More ~						E
	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
	PB	1		and the second se	1000	100 B	SA01	Permanent	
	PB	1	ALC: NOTE: N				SA01	Permanent	
	PB	1					SA10	Permanent	
	PB	1					SA01	Permanent	
•	PB	1	Approved				SA01	Permanent	
	PB	1	1 C				SA01	Permanent	
	PB	1					SA01	Permanent	
	PB	1					SA01	Permanent	
	PB	1					SA01	Permanent	
	PB	1					SA10	Permanent	
	PB	1					SA01	Permanent	
	PB	1					SA10	Permanent	
	PB	1					SA01	Permanent	
	PB	1					SA10	Permanent	
	PB	1					SA01	Permanent	
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	Backend User
REJECT APPLICATION	JPM

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZEMOVADM** in the search bar.

≡		<	6	- 6	5 ×
	SAP Easy Access - User Menu for				
ZEMOVADM 🗸 🗷 🖻 🛃 📩 🗚 More 🗸		<b>a</b> a	t 7	Ð	xit
Favorites User Menu for					

#### Note: Employee Movement Menu page will be displayed.

≡	< bi	_ 🖻 ×
< SAP Em	nployee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan Penetapan Jawatan		
Pemindahan	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	



2.Under Endorsers / Approvers, click on the Bintang-Bintang Kebesaran / Pingat-Pingat

#### Kehormatan.

< <b>SAP</b> E	mployee Movement Menu
✓ More ✓	Exit
[Requestors ]	Endorsers/Approvers
Application Type:	Application Type:
Melanjutkan Tempoh Percubaan	
Penetapan Jawatan	
Pemindahan	Pemindahan 2
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan

Note: Employee Movement Application Type Selection page will be displayed.

=	< 6   _ 🗗 ×
C SAP Employee Movement Application Type Selection	
✓ 🖫 Save as Variant More ✓	Exit
* Personnel Area :	
(0) Fill out all required entry fields View details	Execute



- 3. Enter **Personnel Area**.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

	<	6 _ 🗗 ×
K SAP	Employee Movement Application Type Selection	
Save as Variant Mo	re∨	Exit
* Personnel Area : Personnel Subarea : Employee Group : Employee Subgroup : Application Status :	<ul> <li>☑ 3</li> <li>4</li> </ul>	
Application ID :		
Fill out all required entry fields View details		5 Execute
		Execute

#### Note: Application List page will be displayed.

~	69	More ~						E
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
РВ	]1	Reworked to Admin				SA		C
PB	1	Pending Endorsement				SA		D
PB	1	Approved				SA		D
PB	1	Approved				SA		D
PB	2	Approved				SA		D
PB	1	Approved				SA		D
PE	1	Withdrawn				SA		D
PB	1	Rejected				SA		D
PB	1	Withdrawn				SA		D
PB	1	Pending Approval				SA		D
PB	1	Rejected				SA		D
PB	1	Pending Endorsement				SA		D
PB	1	Pending Endorsement				SA		D
PB	1	Pending Approval				SA	-	D
PB	1	Approved				SA	and the second s	D



- 6. Select application with 'Pending Approval' status and click on Radio button.
- 7. Click on the **Change** icon.

Note: JPM Approver only can review application with status Pending Approval.

		66	More 🗸						Exit
6	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Em
	РВ	1	Pending Approval				SA	Permanent	Di
_	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
	PB	1					SA	Permanent	Di
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#### Note: Application detail page will be displayed.

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K SAP SAP	
✓ Approve Reject More ✓	Exit
Application Type :       BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN       Appl. Date :       05.06.2023         Application ID :       PB       Version :       1       Status :       Pending Approx         Personnel No :       IC No :       I	val
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances Training	
Employee Group : Division II Personnel Area : Subarea : Position :	
Pay Scale Group :     Level :     Est. Salary Scale :       Date of Birth :     Salary (\$):       Age :     Length of Service :	
	~



- 8. Navigate to Remarks section and fill in the space provided.
- 9. Tick on the declaration **Checkbox**.
- 10. Click on the **Reject** button to reject the application.

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<	SAP	10		SAP					
		✓ Approve Reject	. More ∽						Exit
	Date	Time	User ID	Version	Application Status	Remarks			
	05.06.2023	10:25:10		1	Pending Approval	≎			
						v			
Rema	irks :					8			
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		elah meneliti dan menges	ahkan keterangan yang te	ah diisikan dalam borang ini d	an dokumen				
		isertakan adalah betul da							
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Outcome: The Application has successfully been rejected.

									E
	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
	PB	1					SA01	Permanent	1
•	PB2300000019	1	Rejected				SA01	Permanent	1
	PB	1					SA10	Permanent	1
	PB	1					SA01	Permanent	1
	PB	1	and the second s				SA01	Permanent	1
	PB	1					SA01	Permanent	(
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	PB	1					SA01	Permanent	0
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	PB	1					SA10	Permanent	(
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	PB	1					SA10	Permanent	0
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	PB	1					SA10	Permanent	0
	PB	1					SA01	Permanent	1



GENERATE REPORT Backend User
JPM

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZPA\_007** in the search bar.

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#### Note: Honours and Awards Request Report page will be displayed.

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К БАР Но	nours and Awards Request Report				
✓ □ Save as Variant More ✓					Exit
Honours and Awards Application Request Report					
*Application Date From: []C *Personnel Area: *Personnel Subarea: Status:	to:				
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2. Navigate to Application Date From and click on Lookup icon.

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< SAP	Honours and Awards Request Report				
V 図 Save as Variant More >>					Exit
Honours and Awards Application Request Report 2					
*Application Date From:	to:				
* Personnel Area:					
*Personnel Subarea:					
Status:					
					Execute

3. Select preferred **Date** and click on **Tick** button.

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4. Navigate to Application Date to and click on Lookup icon.

Edit Goto System Help > GHQ (1) 240 🕨 💁	_ = ×
K SAP Honours and Awards Request Report	
✓ 🖫 Save as Variant More ✓	Exit
Honours and Awards Application Request Report 4	
*Application Date From: 01.06.2023 *Personnel Area: *Personnel Subarea: Status:	
	Execute

5. Select preferred **Date** and click on **Tick** button.

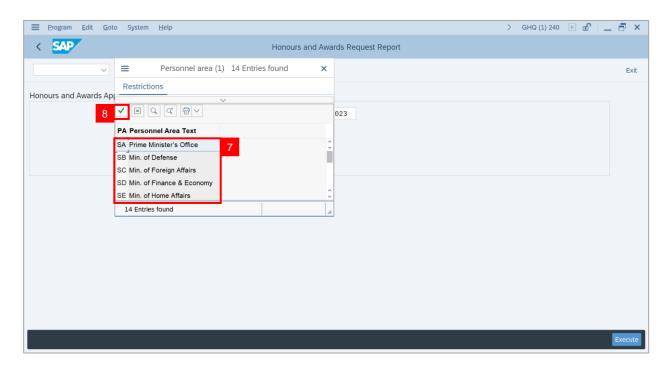
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6. Navigate to Personnel Area and click on Lookup icon.

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- 7. Select Personnel Area.
- 8. Click on **Tick** button.

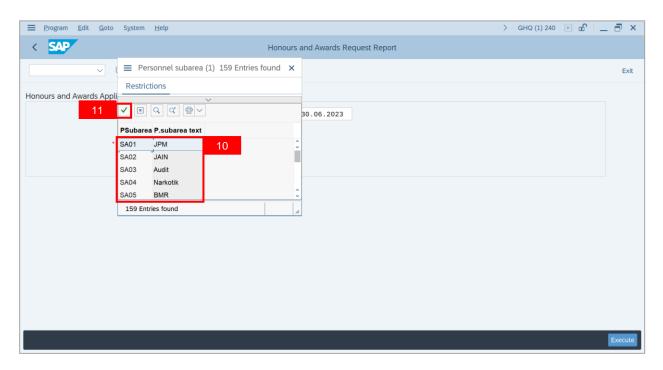


9. Navigate to Personnel Subarea and click on Lookup icon.

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10. Select Personnel Area.

#### 11. Click on **Tick** button.





#### 12. Click on **Execute** button.

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*Application Date From: 01.06.2023 *Personnel Area: 5A *Personnel Subarea: 5A01 Status:	to: 30.06.2023				
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Note: Honours and Awards Report page will be displayed.

13. Click on Microsoft Excel icon to extract Honours and Awards Report in Excel format.

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Outcome: Honours and Awards Report will be displayed.

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