SISTEM SUMBER MANUSIA

User Guide

Security Vetting Report

for Back End User (SAP GUI)

Department HR Administrator

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Security Vetting module**. In this user guide, it will show:

1. Generate and View Security Vetting Report

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 (www.ssm.gov.bn)
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**.
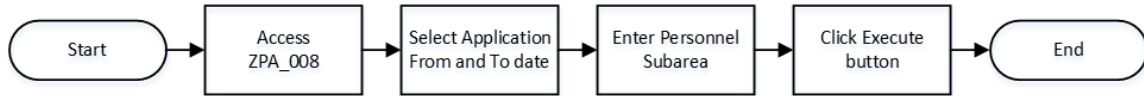
Table of Content

Process Overview

Generate and View Report

Start → Access ZPA_008 → Select Application From and To date → Enter Personnel Subarea → Click Execute button → End

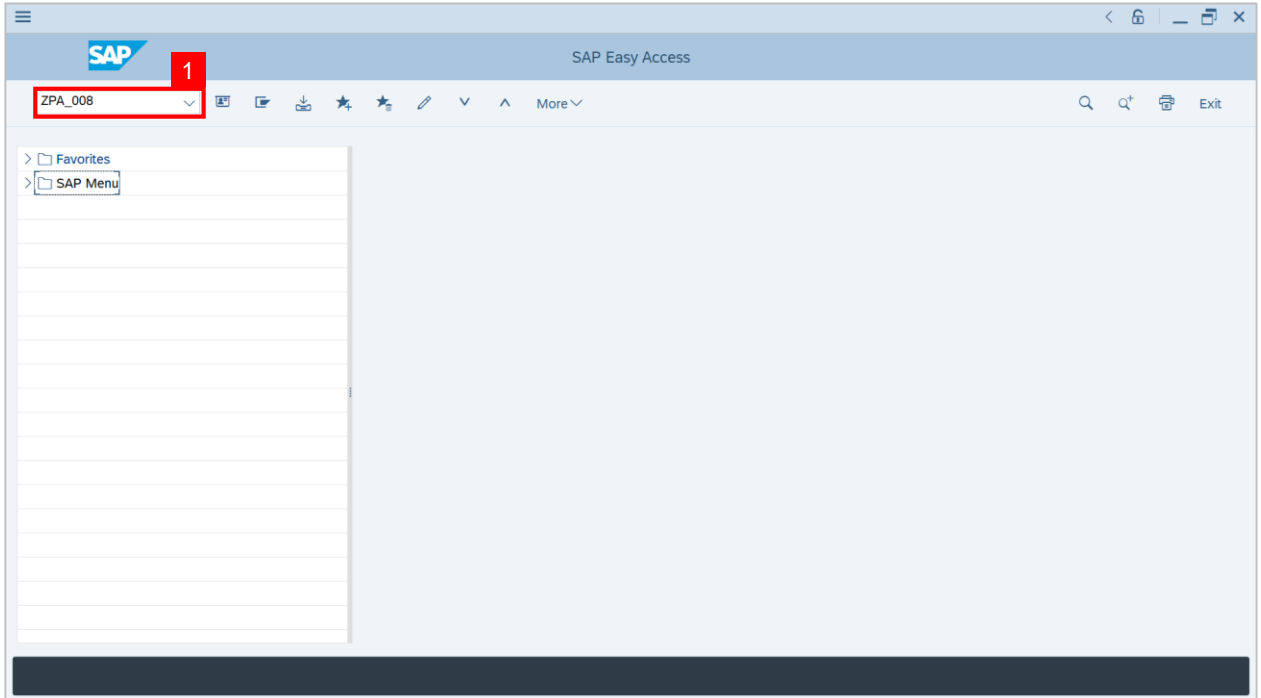# Sistem Sumber Manusia – Security Vetting

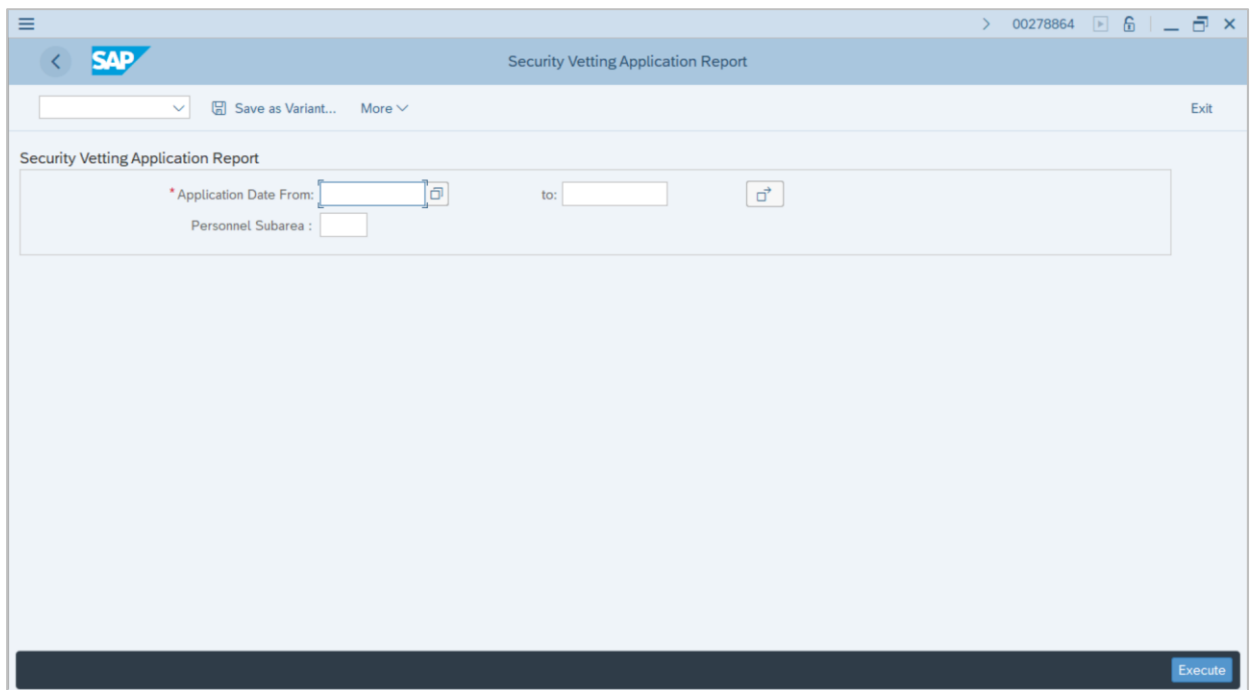| Generate and View Reports	Backend User
	Department HR Administrator

Log into SAP GUI (Back End) and proceed with the following steps.
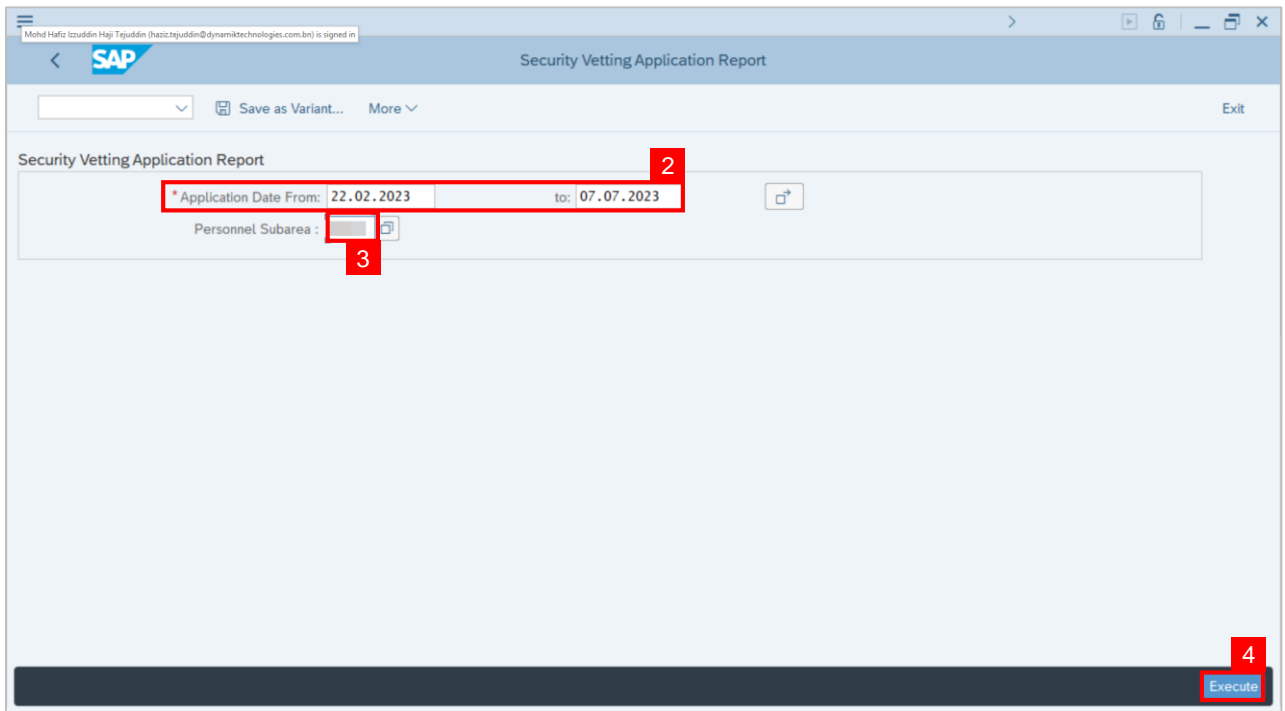
1. Enter **ZPA_008** in the search bar.
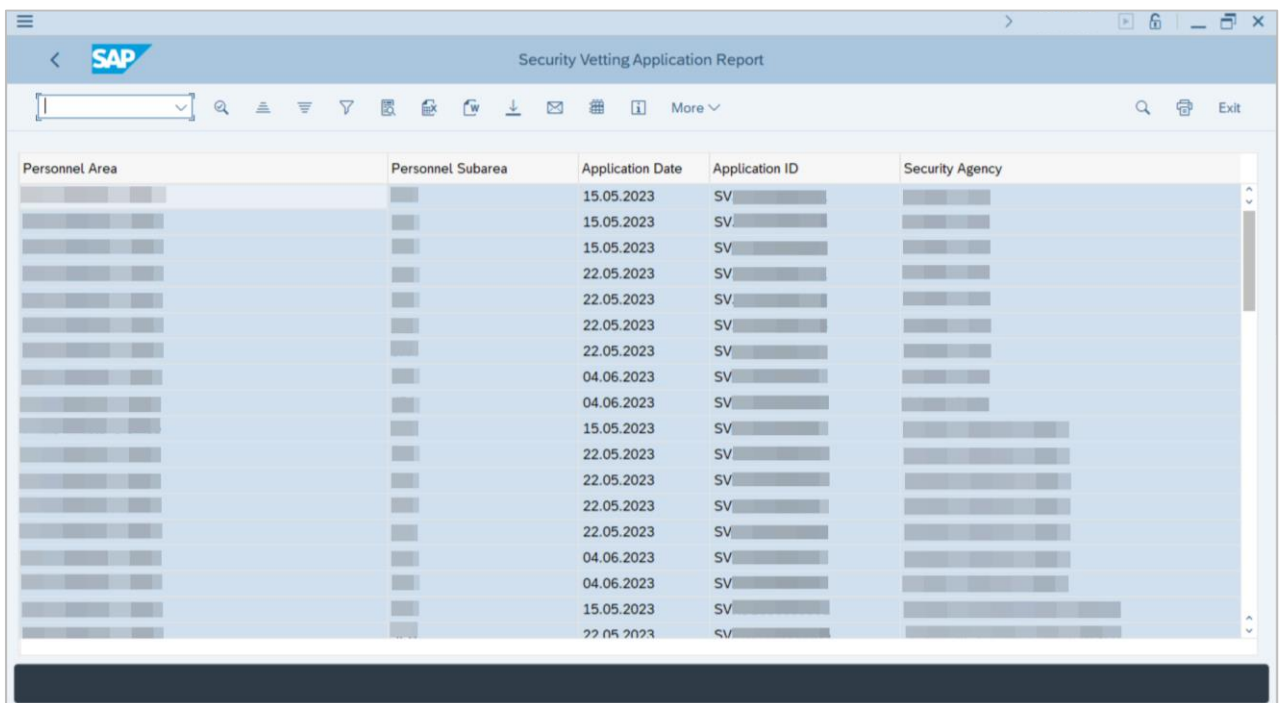

Note: Security Vetting Application Report page will be displayed.

2. Select a desired **Application From and To Date.**

3. Enter **Personnel Subarea.**

4. Click on the **Execute** button.

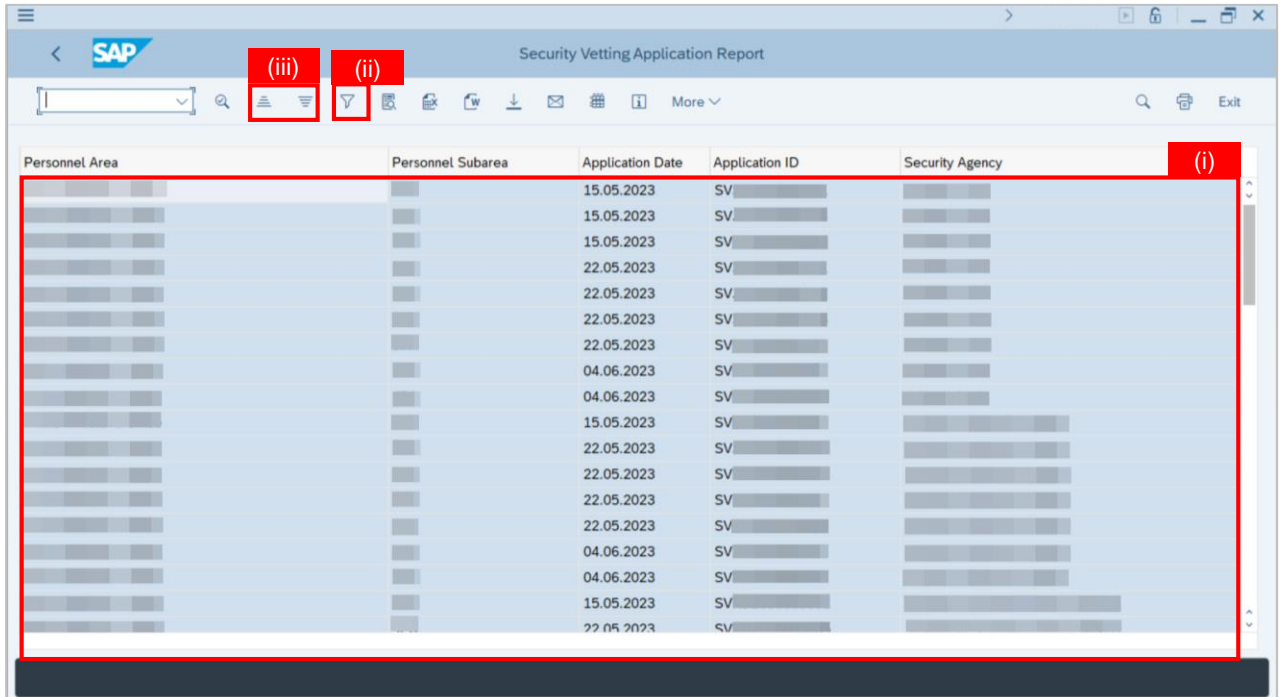**Note: Department's Security Vetting Application Report** page with employee data will be

displayed.

Outcome: Report For Department's Security Vetting is generated.

Note:

(i)   To download the report, right click anywhere on the report and click **Spreadsheet...**

(ii) To set a filter on the report, user may click on the Filter icon.

(iii) To sort the order of the report, user may click on either **Sort in ascending order** or

Sort in descending order icon**.**