



SISTEM SUMBER MANUSIA

User Guide

Security Vetting Report for Back End User (SAP GUI) Department HR Administrator

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Security Vetting Report_Dept HR Admin_v1.0



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**.



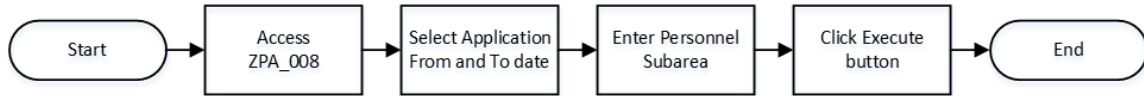
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Process Overview

Generate and View Report



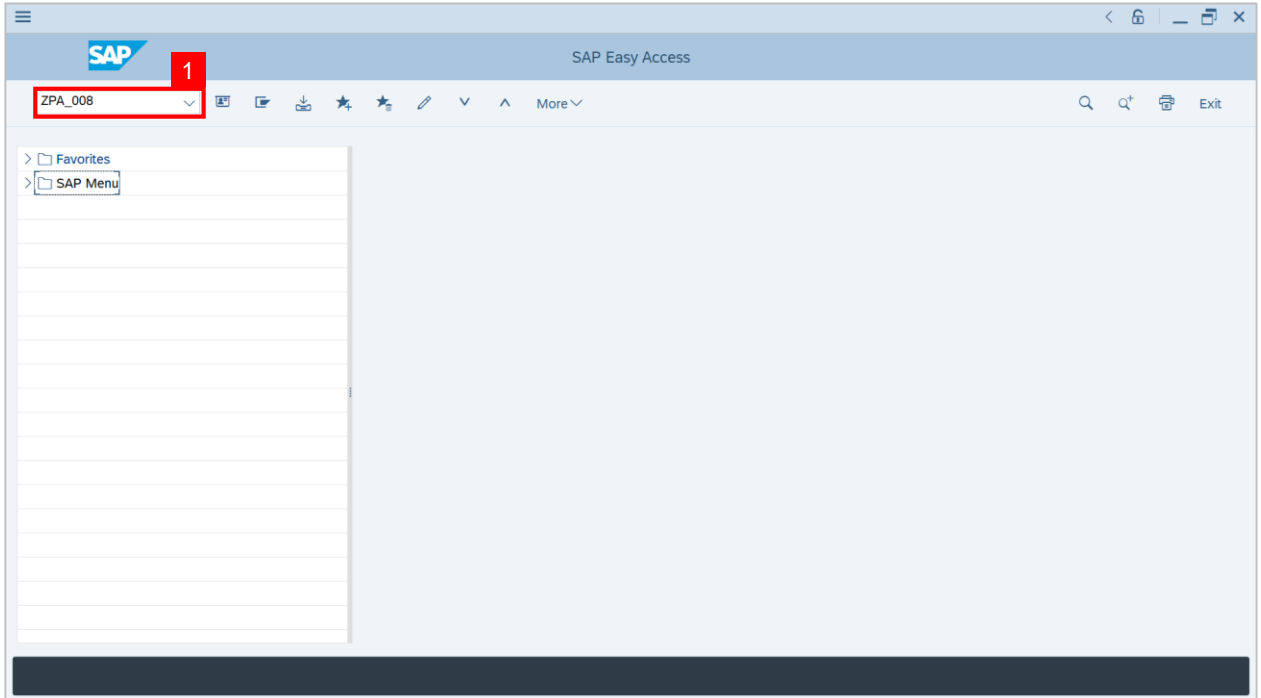
Generate and View Reports

Backend User

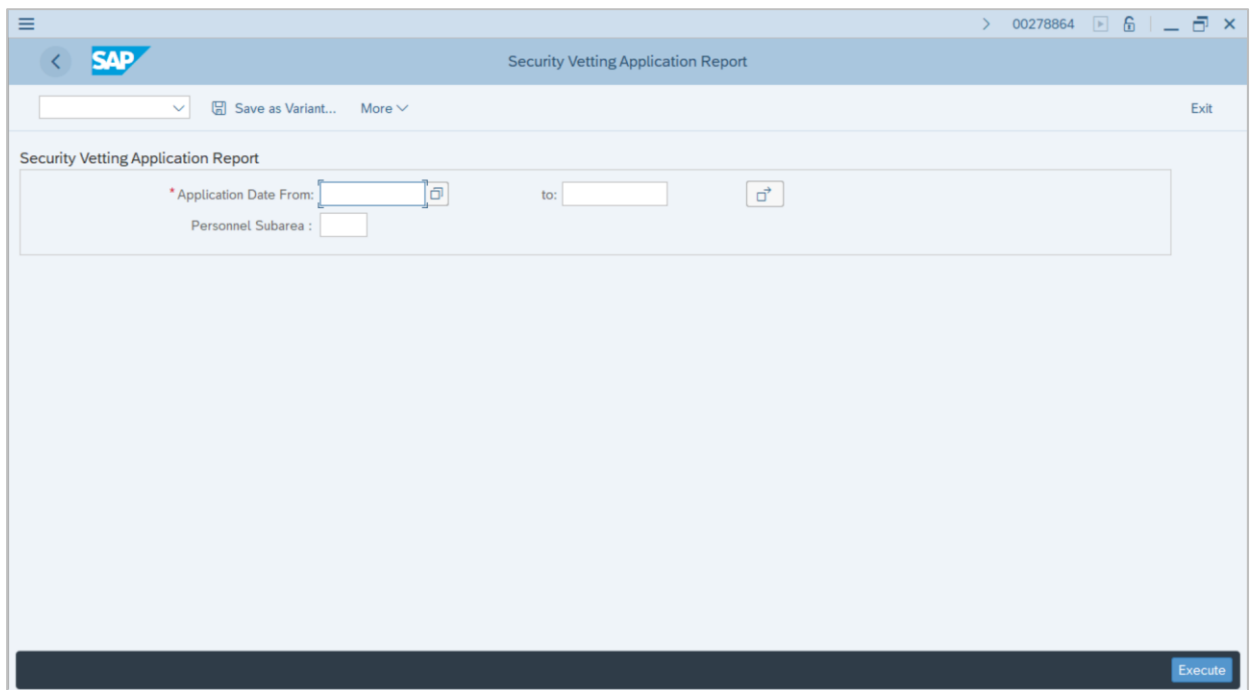
Department HR Administrator

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

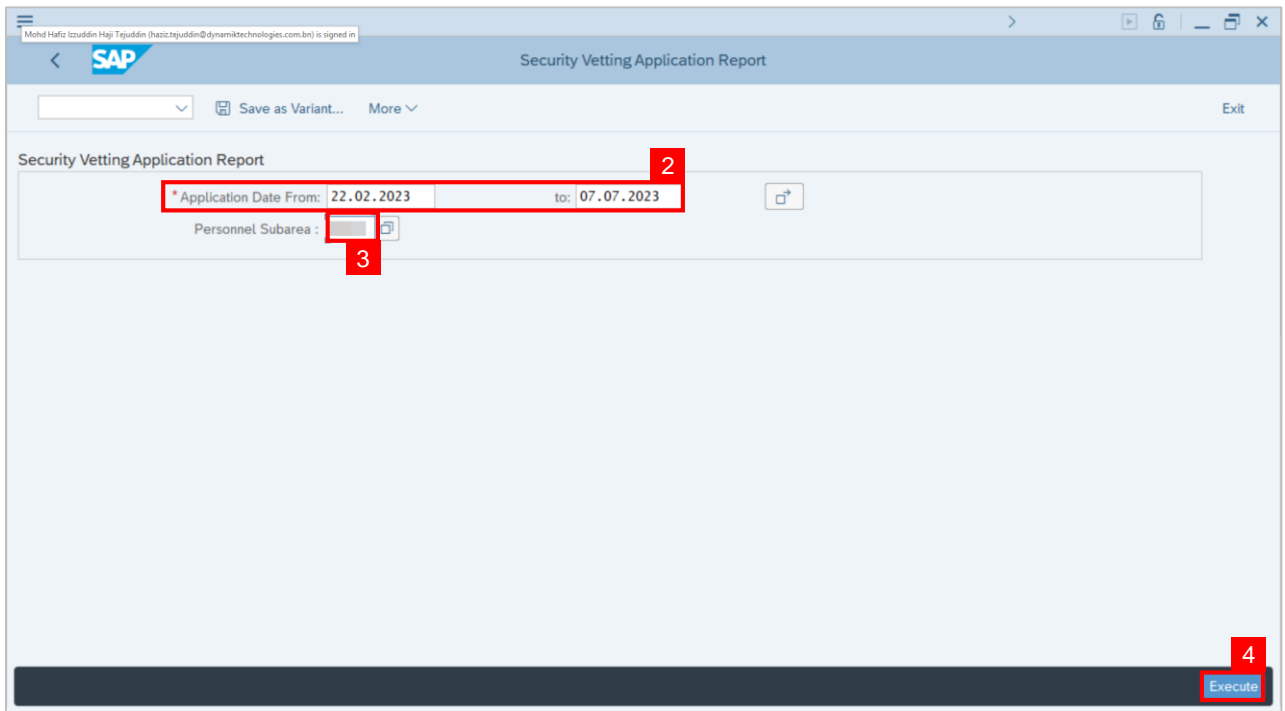
1. Enter **ZPA_008** in the search bar.



Note: Security Vetting Application Report page will be displayed.

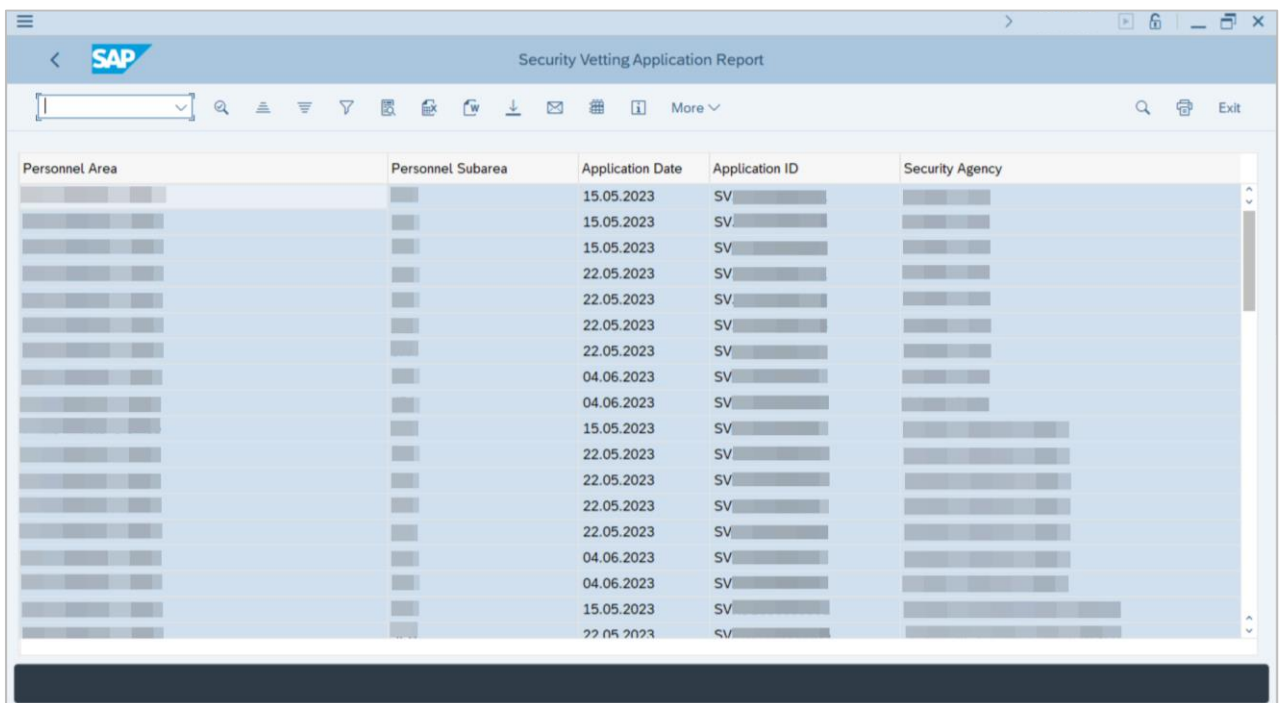


2. Select a desired **Application From and To Date**.
3. Enter **Personnel Subarea**.
4. Click on the **Execute** button.



The screenshot shows the SAP Security Vetting Application Report form. The form has a header with the SAP logo and the title "Security Vetting Application Report". Below the header, there are several input fields and buttons. A red box labeled "2" highlights the "Application Date From" field, which contains the date "22.02.2023", and the "to" field, which contains the date "07.07.2023". Another red box labeled "3" highlights the "Personnel Subarea" field, which is currently empty. At the bottom right of the form, there is a red box labeled "4" highlighting the "Execute" button.

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



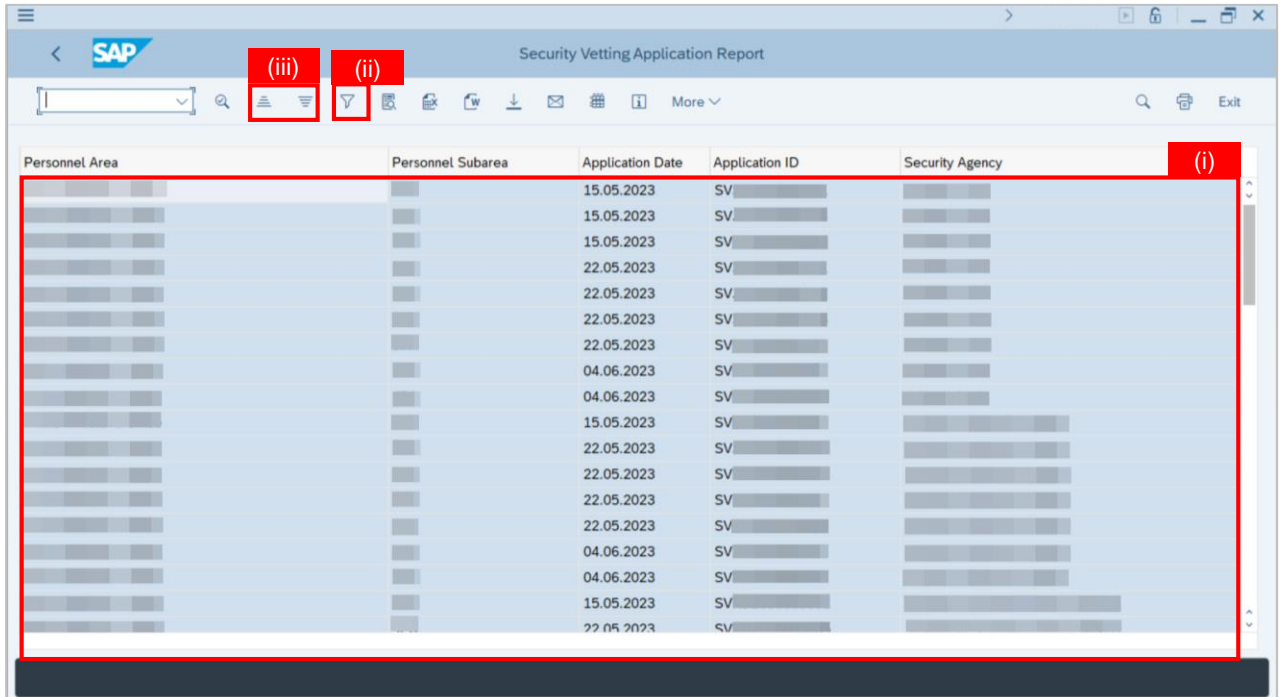
The screenshot shows the SAP Security Vetting Application Report table. The table has five columns: Personnel Area, Personnel Subarea, Application Date, Application ID, and Security Agency. The table contains 20 rows of data. The first two columns are mostly empty, while the Application Date and Application ID columns contain data. The Security Agency column contains data for the last few rows.

Personnel Area	Personnel Subarea	Application Date	Application ID	Security Agency
		15.05.2023	SV	
		15.05.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		04.06.2023	SV	
		04.06.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		04.06.2023	SV	
		04.06.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	

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.



Personnel Area	Personnel Subarea	Application Date	Application ID	Security Agency
		15.05.2023	SV	
		15.05.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		04.06.2023	SV	
		04.06.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		22.05.2023	SV	
		04.06.2023	SV	
		04.06.2023	SV	
		15.05.2023	SV	
		22.05.2023	SV	