SISTEM SUMBER MANUSIA

User Guide

Security Vetting Report

for Back End User (SAP GUI)

SPA

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Security Vetting Report_SPA_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 Summary 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

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┌─────────┐     ┌──────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌─────────┐
│  Start  │ ──▶ │  Access  │ ──▶ │   Select     │ ──▶ │  Click on the│ ──▶ │ Save to File │ ──▶ │   End   │
│         │     │  ZFR05   │     │  Personnel   │     │   Execute    │     │              │     │         │
│         │     │          │     │   Number     │     │   button     │     │              │     │         │
│         │     │          │     │ Applications │     │              │     │              │     │         │
└─────────┘     └──────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └─────────┘
```

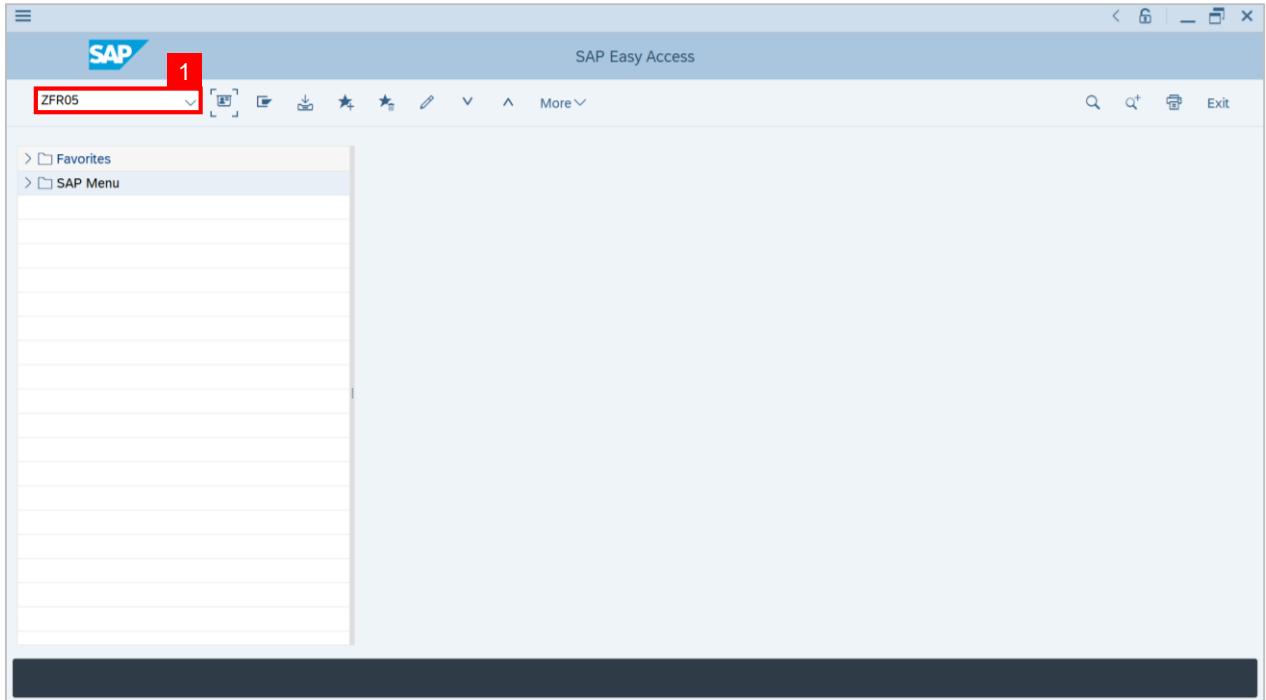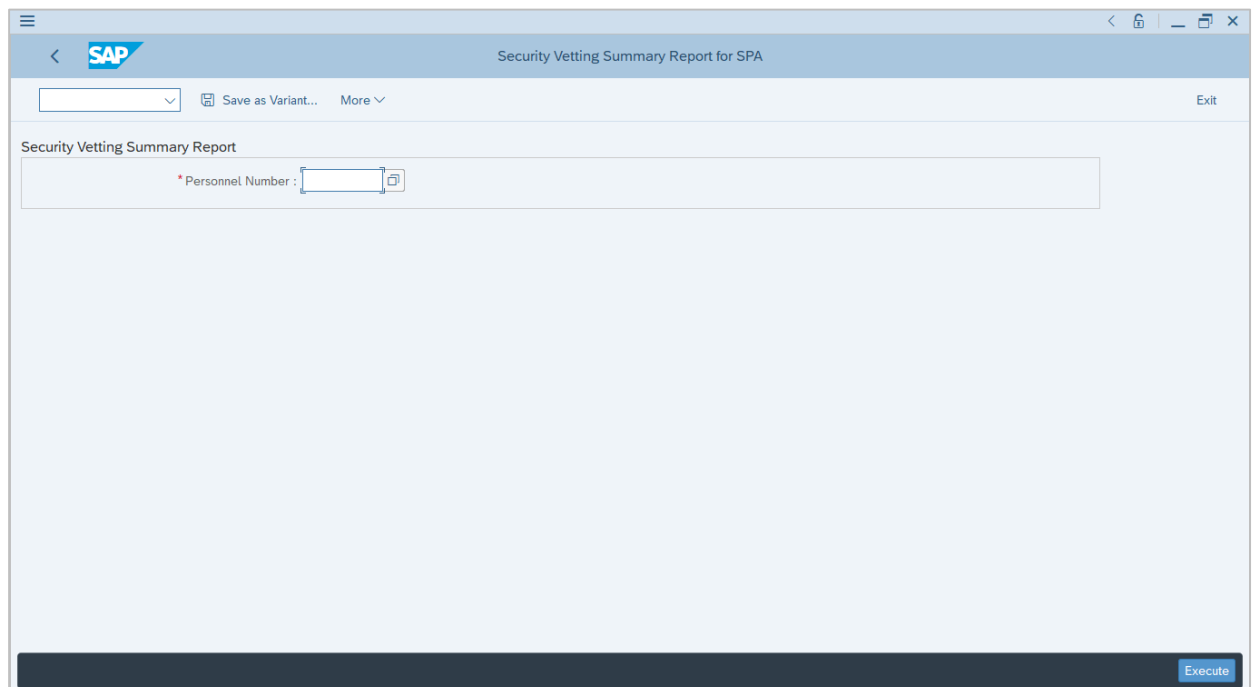# Sistem Sumber Manusia – Security Vetting
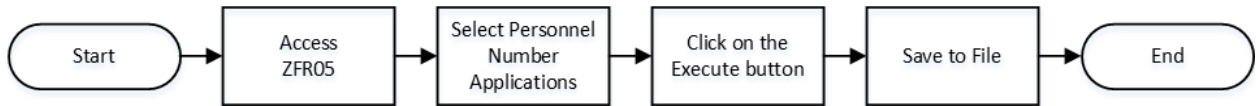
Generate and View Summary Reports	Backend User
	SPA

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

1. Enter **ZFR05** in the search bar.

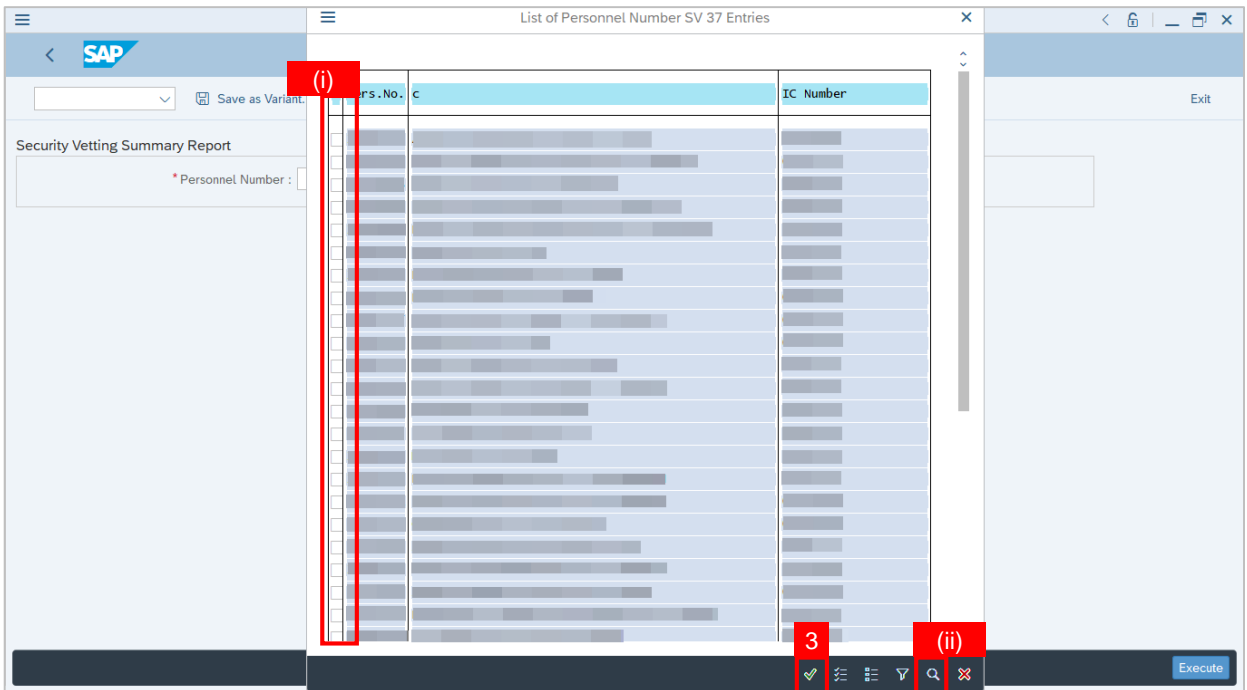**Note: SPA Security Vetting Summary Report** page will be displayed.

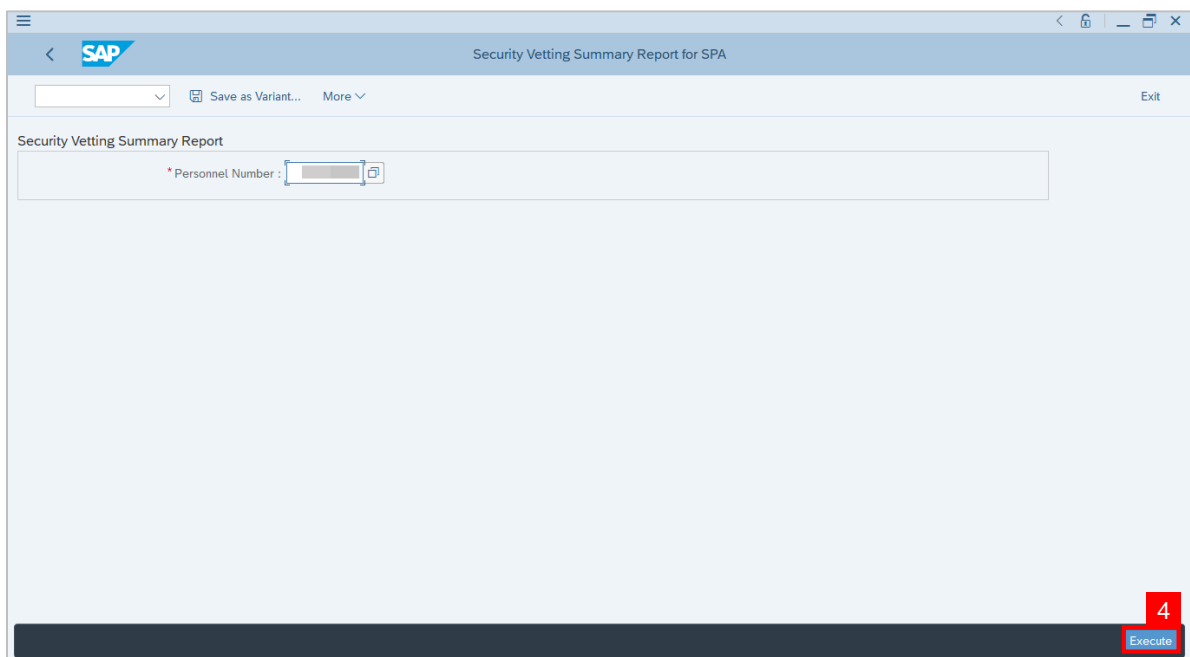2. Click on the **Lookup** button.

Note: List of Personnel Number Security Vetting will be displayed.

Note:

(i) Tick checkbox of selected employee wish to be generated, may select multiple employee.

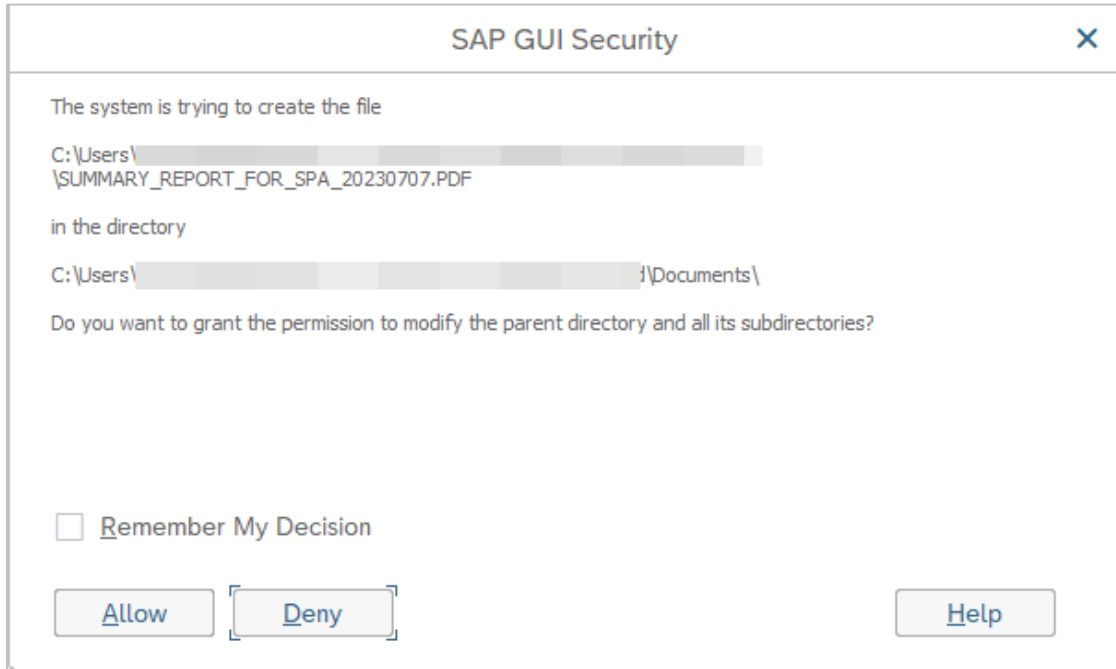(ii) To search for a specific Personnel Number, user may click on the search icon.

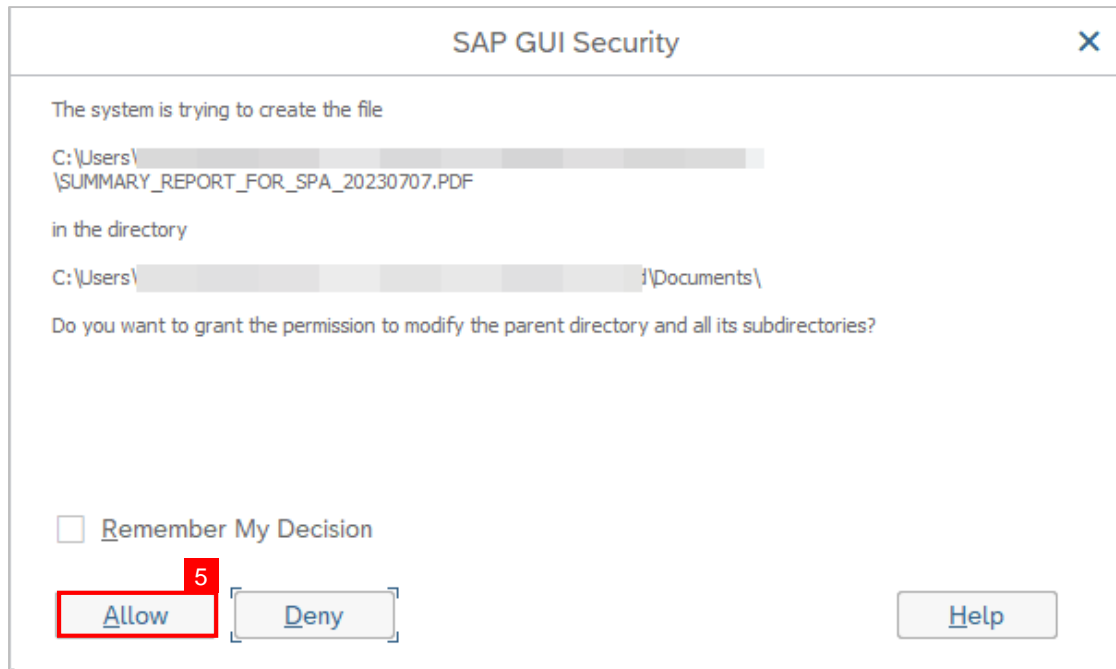3. After selecting application, click the **Tick** button to proceed.

4. Click on the **Execute** button to generate and download the summary report.

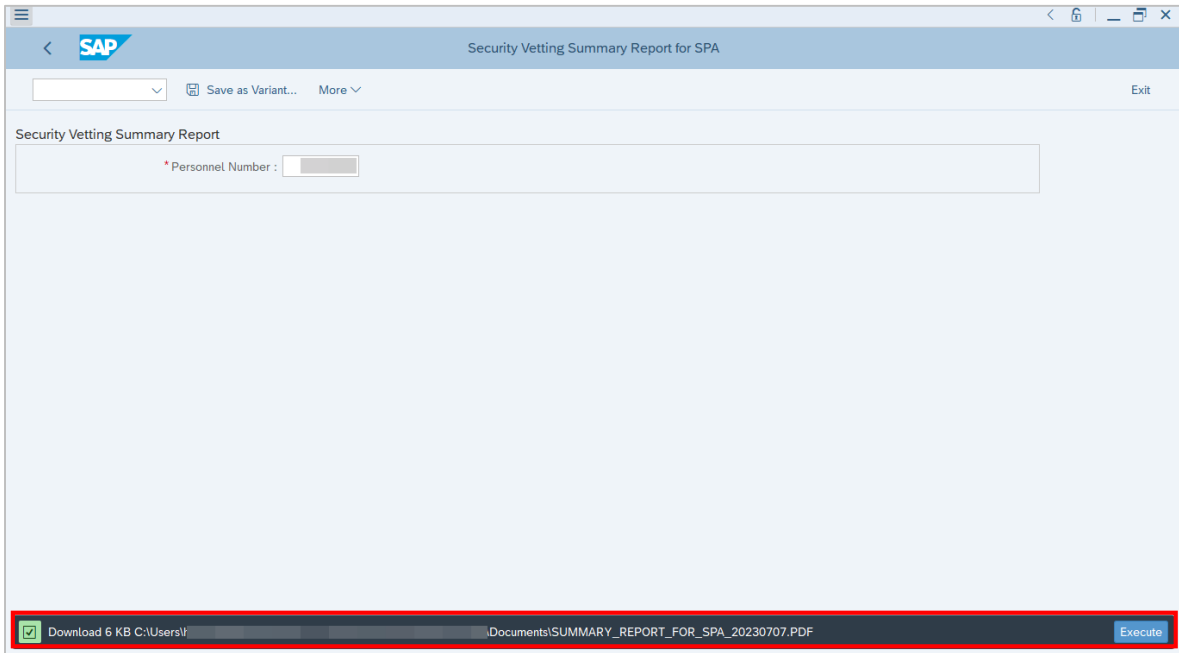**Note: SAP GUI Security** pop-up window will be displayed.

SAP GUI Security	✕

The system is trying to create the file

C:\Users\
\SUMMARY_REPORT_FOR_SPA_20230707.PDF

in the directory

C:\Users\   ·\Documents\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ **R**emember My Decision

Allow	**D**eny		**H**elp

5. Click on the **Allow** button.

SAP GUI Security	✕

The system is trying to create the file

C:\Users\
\SUMMARY_REPORT_FOR_SPA_20230707.PDF

in the directory

C:\Users\   ·\Documents\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ **R**emember My Decision

5

Allow	**D**eny		**H**elp

Note: The **Summary** report has been successfully downloaded

Outcome: SPA Security Vetting Summary Report has been successfully viewed.