



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Department Appraiser**

**Front End (SAP FIORI)**

**Housing Loan**

**Application Process**

## INTRODUCTION

This user guide acts as a reference for **Department Appraiser (Front End User)** to manage **Housing Loan**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface / Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service
<b>HL</b>	Housing Loan

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

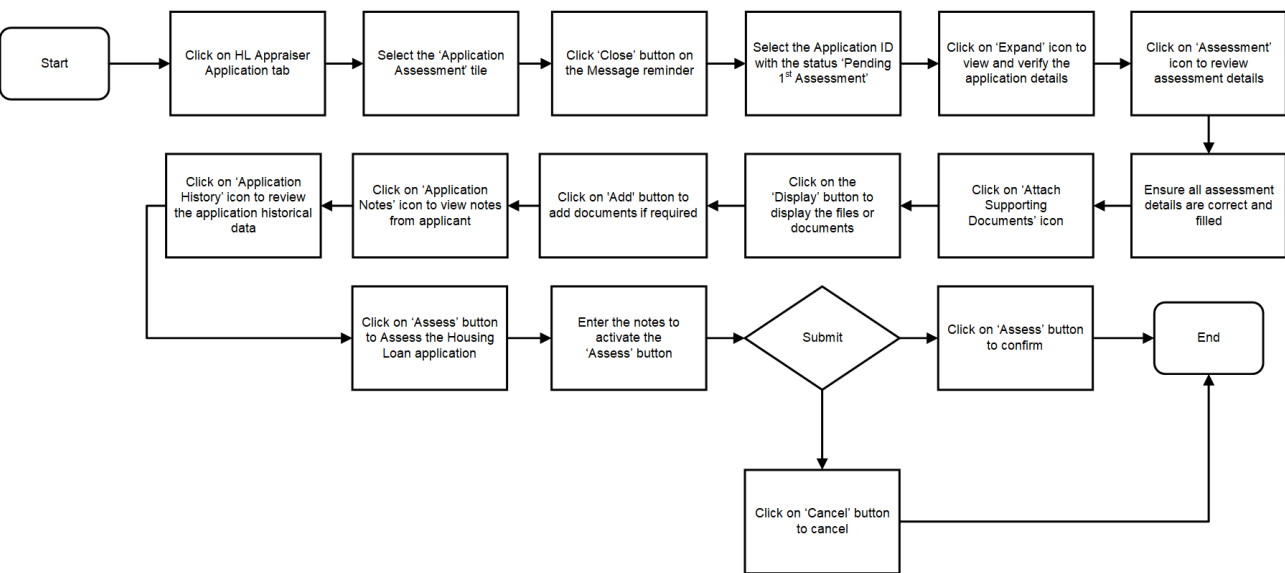


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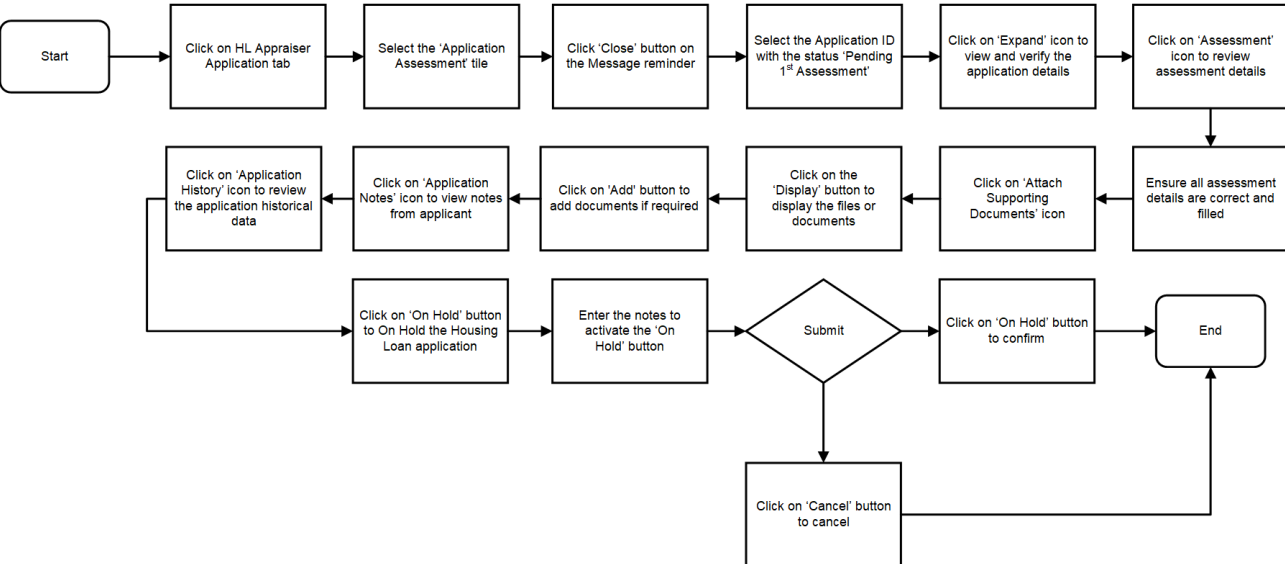
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## Process Overview

### Assess Housing Loan Application



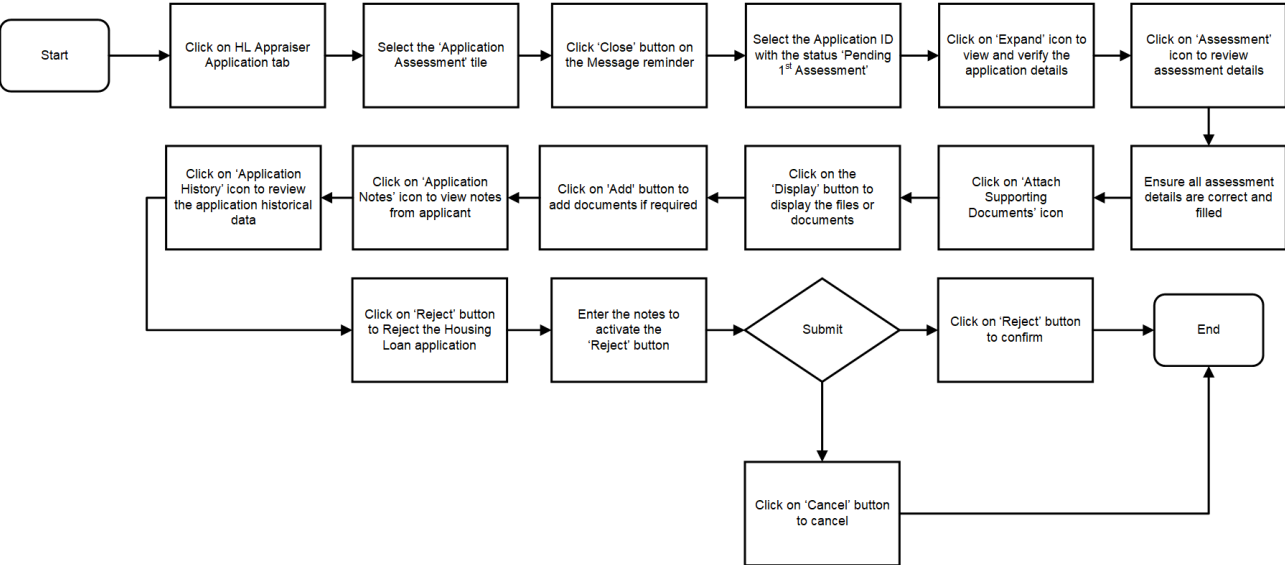
### On Hold Housing Loan Application





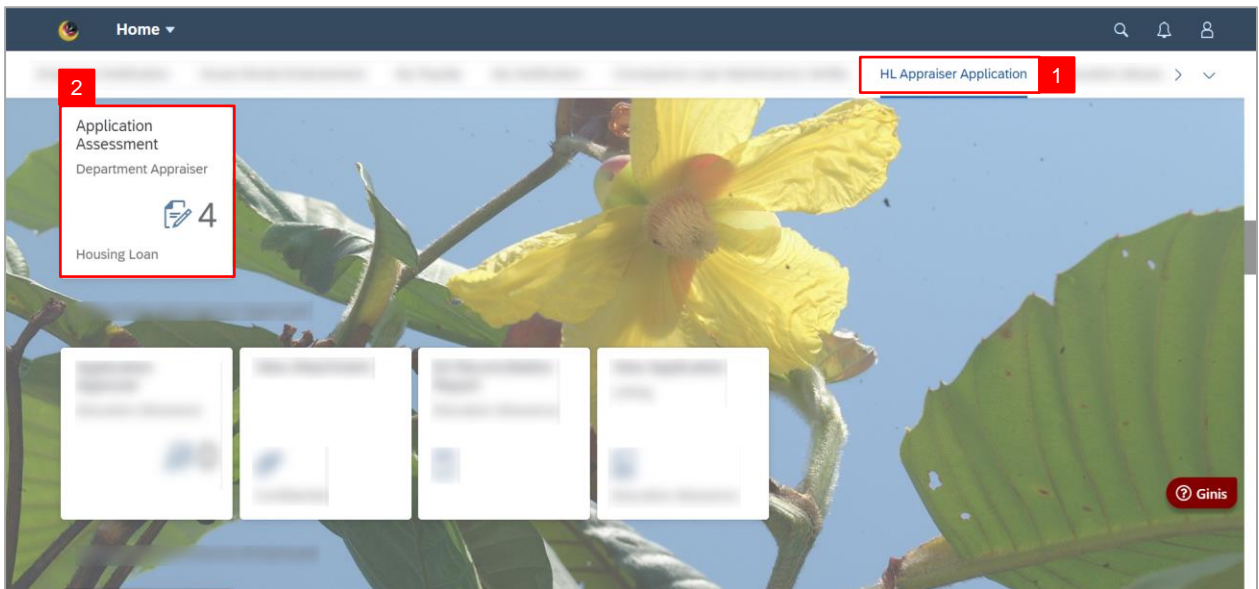
Process Overview

Reject Housing Loan Application



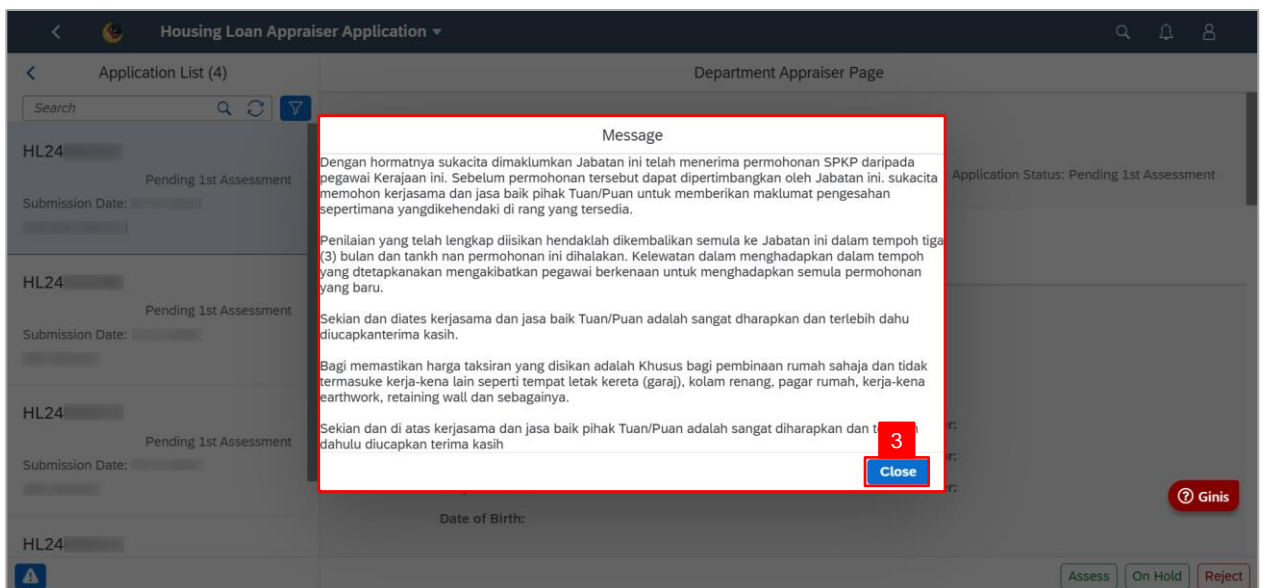
<b>MAINTAIN APPLICATION</b>	<b>Front End User</b> Department Appraiser
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1. Click on **HL Appraiser Application** tab.
2. Select **Application Assessment** tile.



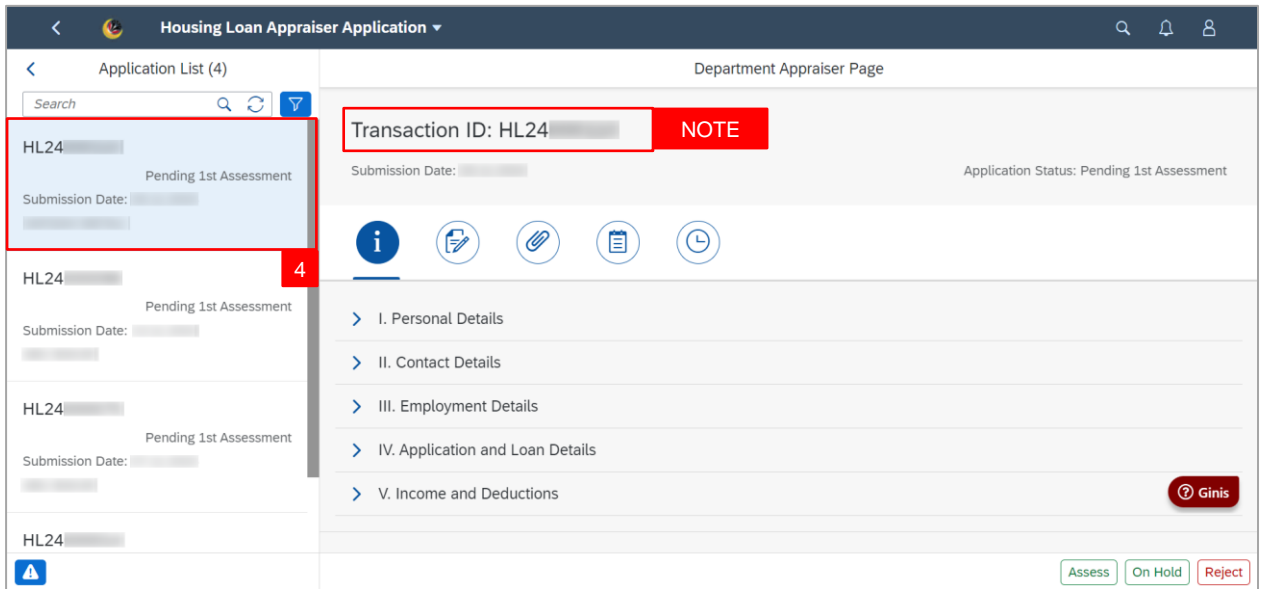
**Note:** The **Message** reminder will be displayed for every application.

3. Click '**Close**' button.



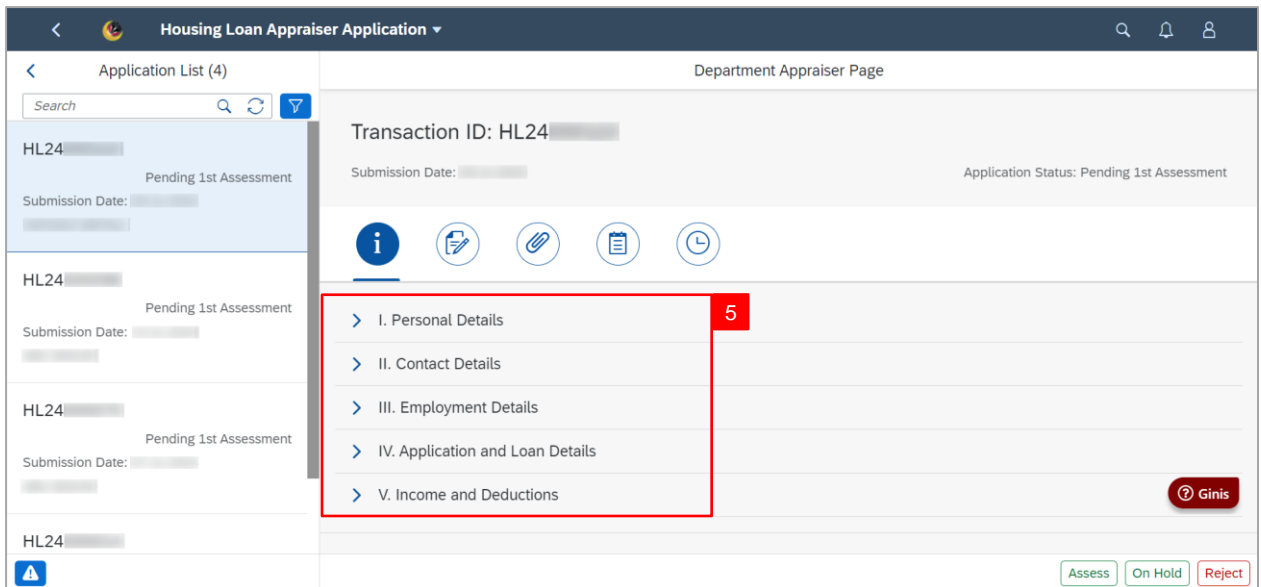
4. Select application with '**Pending 1st Assessment**' status.

**Note:** Department Appraiser may take note on the Application ID for reference purposes.



The screenshot displays the 'Housing Loan Appraiser Application' interface. On the left, the 'Application List (4)' sidebar shows four entries, each with a transaction ID (HL24), status ('Pending 1st Assessment'), and submission date. The first entry is highlighted with a red box and a red '4' next to it. The main area, titled 'Department Appraiser Page', shows the details for the selected application: Transaction ID: HL24, Submission Date: [blank], and Application Status: Pending 1st Assessment. Below this, there are five expandable sections: I. Personal Details, II. Contact Details, III. Employment Details, IV. Application and Loan Details, and V. Income and Deductions. A red box highlights the first section, 'I. Personal Details', with a red '5' next to it. At the bottom right, there are buttons for 'Assess', 'On Hold', and 'Reject', along with a 'Ginis' button.

5. Under '**Application Details**' icon, click on '**Expand**' icon to view and verify the application details from **Section I** to **Section V**.



This screenshot is identical to the one above, showing the 'Housing Loan Appraiser Application' interface. It highlights the 'Application List (4)' sidebar and the 'Department Appraiser Page' details for the selected application (Transaction ID: HL24, Status: Pending 1st Assessment). The 'Application Details' icon is highlighted with a red box and a red '5' next to it, indicating the next step in the process.

7. Review and ensure the assessment details entered by other departments are correct and filled (where applicable).

8. Enter the required details according to respective departments.

SSM\_UG\_Front End (FIORI)\_Housing Loan (Application)\_Department Appraiser v1.0



10. Click on **Display** to view supporting documents.



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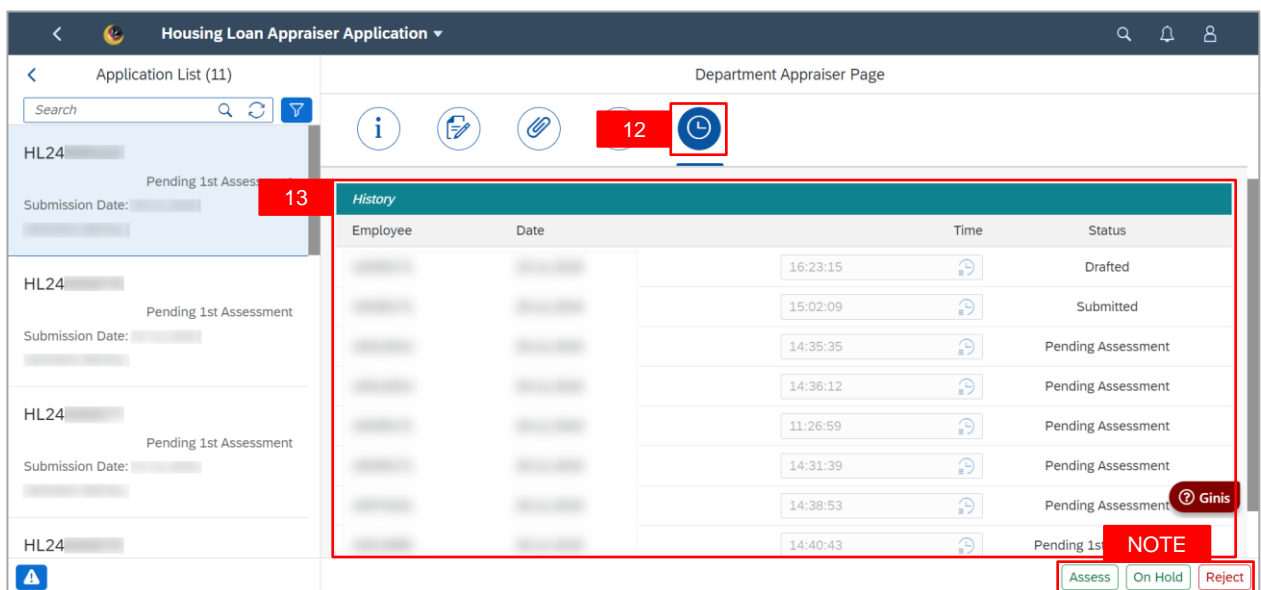


12. Click on **Application History** tab.

13. Review the application historical data (if required).

**Note:** Depending on the scenario, **Department Appraiser** may also click on the following buttons:

- i. **Assess** button to assess applications.
- ii. **On Hold** button to on hold applications.
- iii. **Reject** button to reject applications.



The screenshot displays the 'Housing Loan Appraiser Application' interface. On the left, there is a sidebar with 'Application List (11)' and a search bar. The main area is titled 'Department Appraiser Page' and contains a navigation bar with icons for information, document, link, and a clock icon labeled '12'. Below this, a 'History' table is shown, which is highlighted with a red box and labeled '13'. The table has columns for Employee, Date, Time, and Status. The status column shows various states like 'Drafted', 'Submitted', and 'Pending Assessment'. At the bottom right, there is a 'NOTE' box and three buttons: 'Assess', 'On Hold', and 'Reject'.

Employee	Date	Time	Status
		16:23:15	Drafted
		15:02:09	Submitted
		14:35:35	Pending Assessment
		14:36:12	Pending Assessment
		11:26:59	Pending Assessment
		14:31:39	Pending Assessment
		14:38:53	Pending Assessment
		14:40:43	Pending 1s

**NOTE**

Assess On Hold Reject

**Outcome:** The **application** has successfully been assessed / on hold / rejected.