



SISTEM SUMBER MANUSIA

User Guide

For Department Receiver

Front End (SAP FIORI)

Housing Loan

Application Process

INTRODUCTION

This user guide acts as a reference for **Department Receiver (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
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
HL	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**.

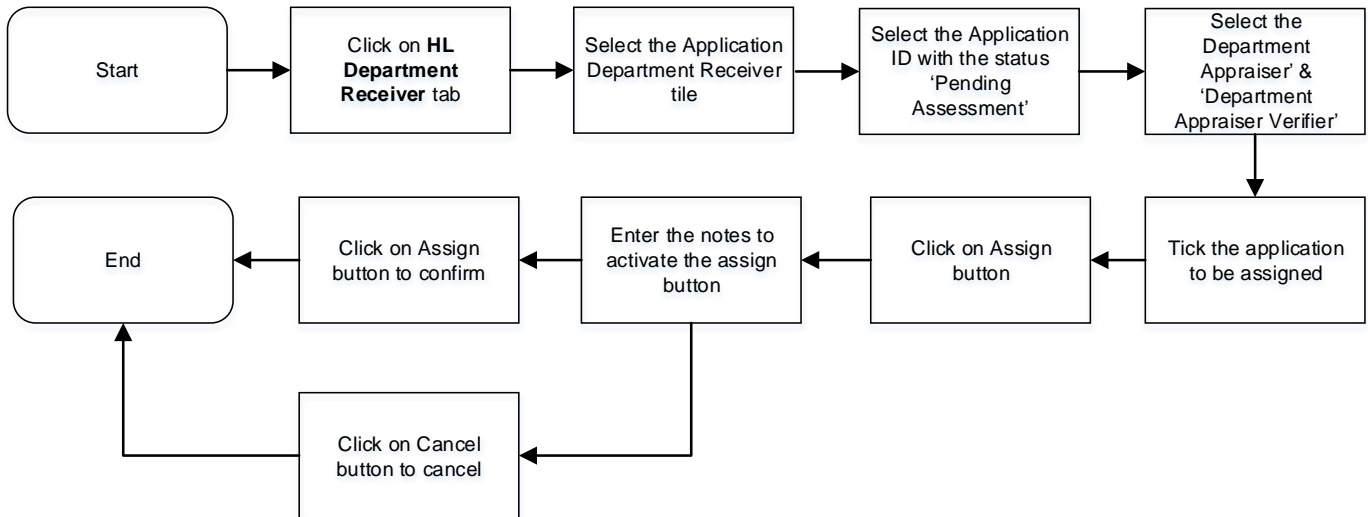


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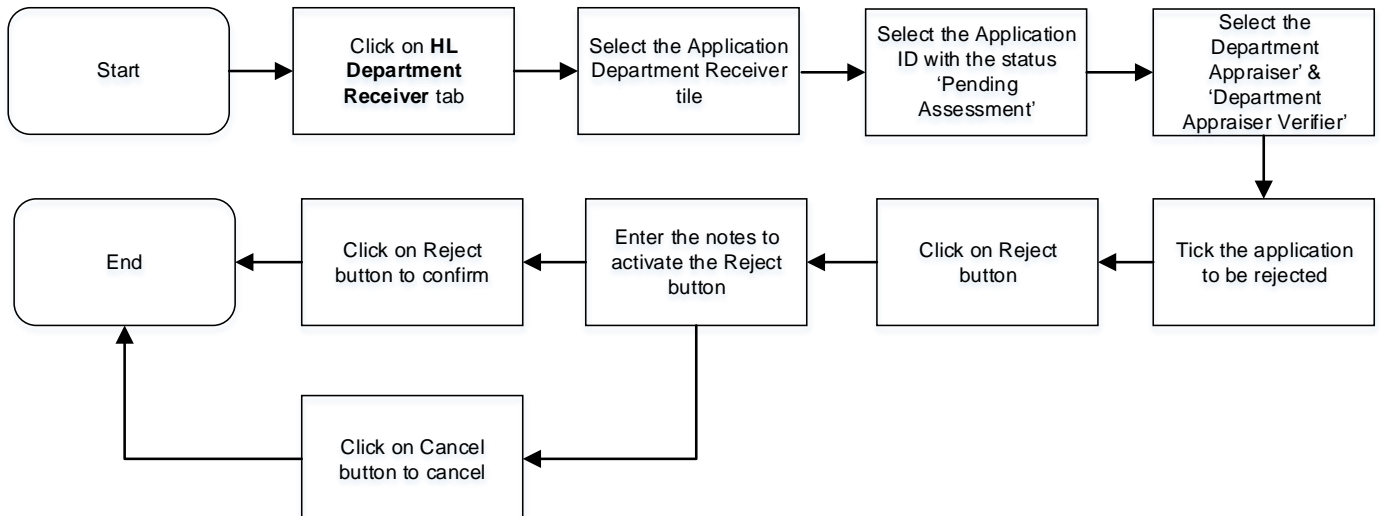
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Process Overview

Assign Housing Loan Application



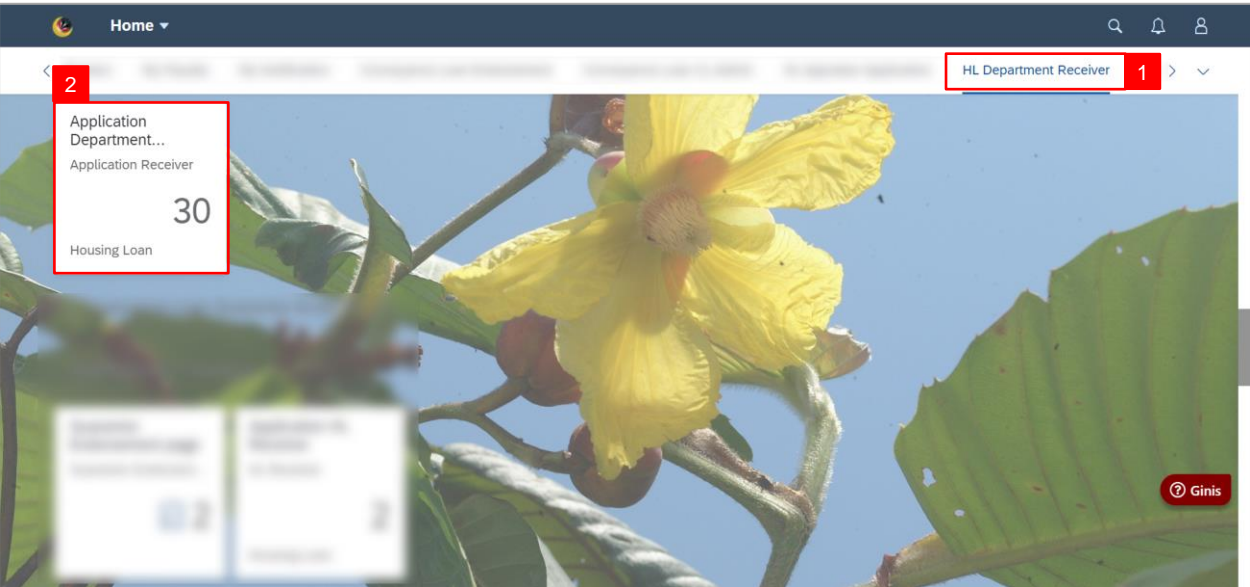
Reject Housing Loan Application



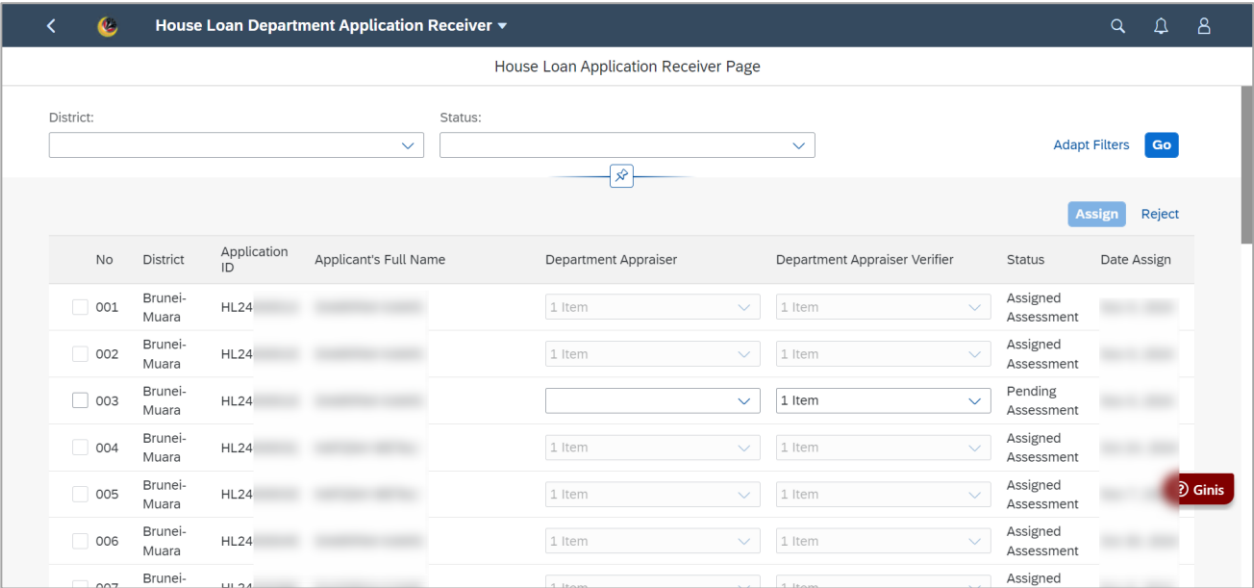


MAINTAIN APPLICATION	Front End User
	Department Receiver

- 1. Click on **HL Department Receiver** tab.
- 2. Select **Application Department Receiver** tile.



Note: The **House Loan Application Receiver Page** will be displayed.





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

3. Filter by **District / Status** to find specific application and click “Go” button.

House Loan Department Application Receiver

House Loan Application Receiver Page

District: Brunei-Muara

Status: Pending Assessment

Adapt Filters

Go

NOTE

No	District	Application ID	Applicant's Full Name	Department Appraiser	Department Appraiser Verifier	Status	Date Assign
<input type="checkbox"/> 001	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 002	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 003	Brunei-Muara	HL24			1 Item	Pending Assessment	
<input type="checkbox"/> 004	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 005	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 006	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 007	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	

Assign Reject

Ginis

4. Select application ID with ‘**Pending Assessment**’ status.

5. Select the **Department Appraiser** and **Department Appraiser Verifier** for each department (where applicable).

House Loan Department Application Receiver

House Loan Application Receiver Page

District: Brunei-Muara

Status: Pending Assessment

Adapt Filters

Go

Assign Reject

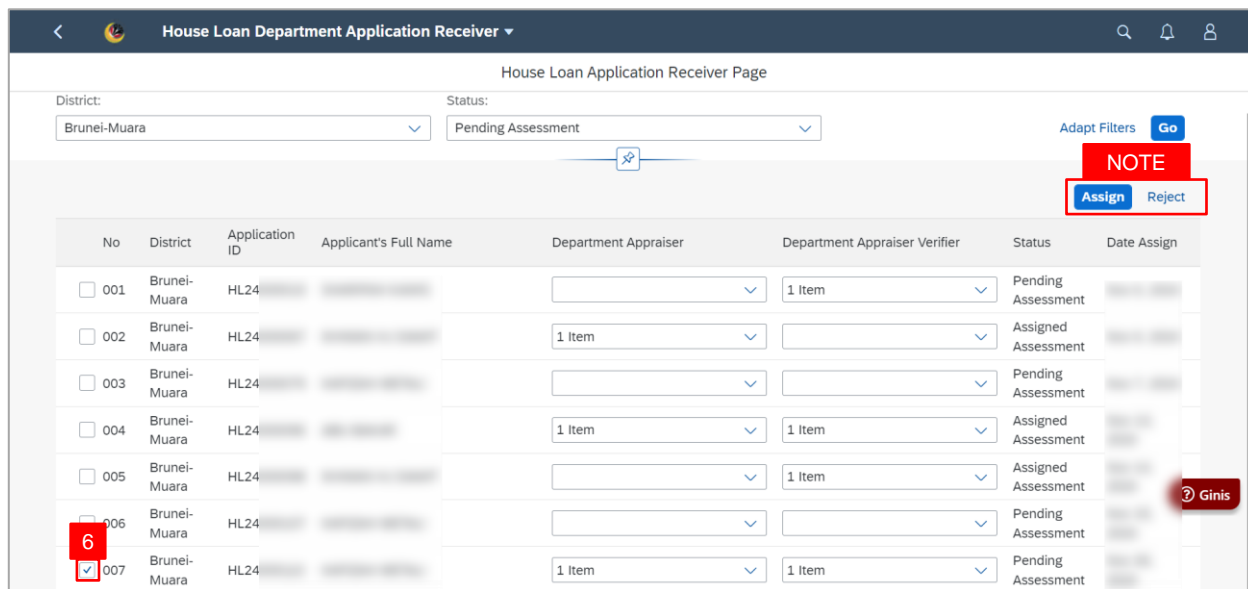
No	District	Application ID	Applicant's Full Name	Department Appraiser	Department Appraiser Verifier	Status	Date Assign
<input type="checkbox"/> 001	Brunei-Muara	HL24			1 Item	Pending Assessment	
<input type="checkbox"/> 002	Brunei-Muara	HL24		1 Item		Assigned Assessment	
<input type="checkbox"/> 003	Brunei-Muara	HL24				Pending Assessment	
<input type="checkbox"/> 004	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 005	Brunei-Muara	HL24			1 Item	Assigned Assessment	
<input type="checkbox"/> 006	Brunei-Muara	HL24				Pending Assessment	
<input type="checkbox"/> 007	Brunei-Muara	HL24				Pending Assessment	

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6. **Tick** the application to be assigned.

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

- Assign** button to assign applications.
- Reject** button to reject applications.



House Loan Department Application Receiver

House Loan Application Receiver Page

District: Brunei-Muara Status: Pending Assessment

Adapt Filters Go

NOTE

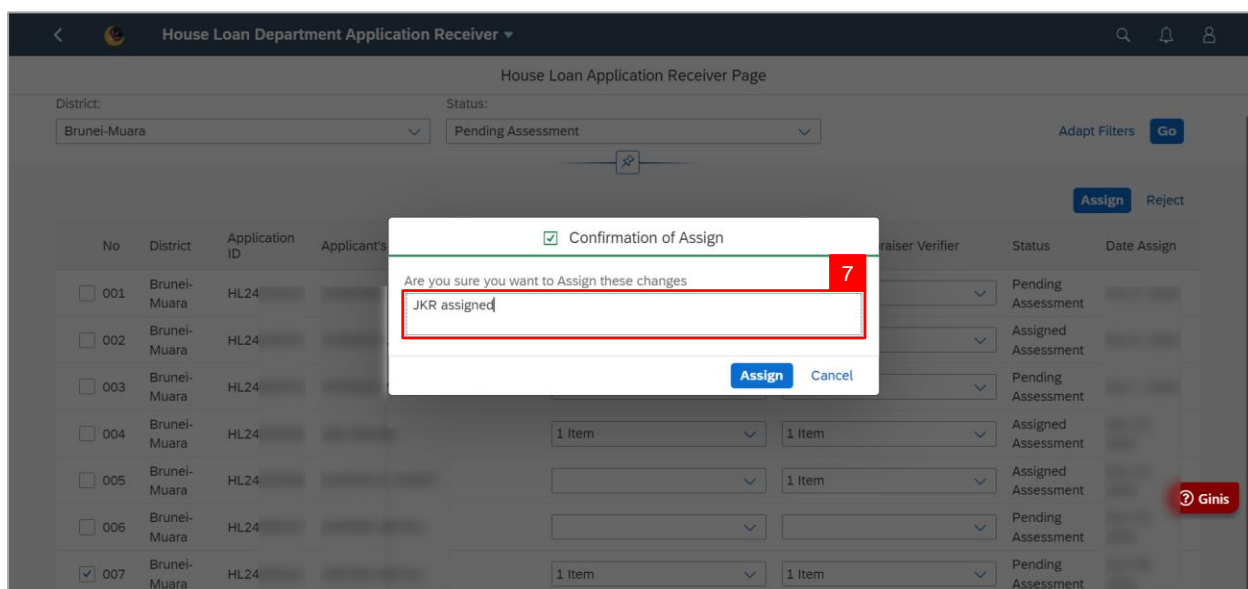
Assign Reject

No	District	Application ID	Applicant's Full Name	Department Appraiser	Department Appraiser Verifier	Status	Date Assign
<input type="checkbox"/> 001	Brunei-Muara	HL24			1 Item	Pending Assessment	
<input type="checkbox"/> 002	Brunei-Muara	HL24		1 Item		Assigned Assessment	
<input type="checkbox"/> 003	Brunei-Muara	HL24				Pending Assessment	
<input type="checkbox"/> 004	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 005	Brunei-Muara	HL24			1 Item	Assigned Assessment	
<input type="checkbox"/> 006	Brunei-Muara	HL24				Pending Assessment	
<input checked="" type="checkbox"/> 007	Brunei-Muara	HL24		1 Item	1 Item	Pending Assessment	

Ginis

Note: The **Confirmation of Assign** message will be displayed.

7. Enter remarks or notes in the space provide to activate the **Assign** button.



House Loan Department Application Receiver

House Loan Application Receiver Page

District: Brunei-Muara Status: Pending Assessment

Adapt Filters Go

Assign Reject

Confirmation of Assign

Are you sure you want to Assign these changes

JKR assigned

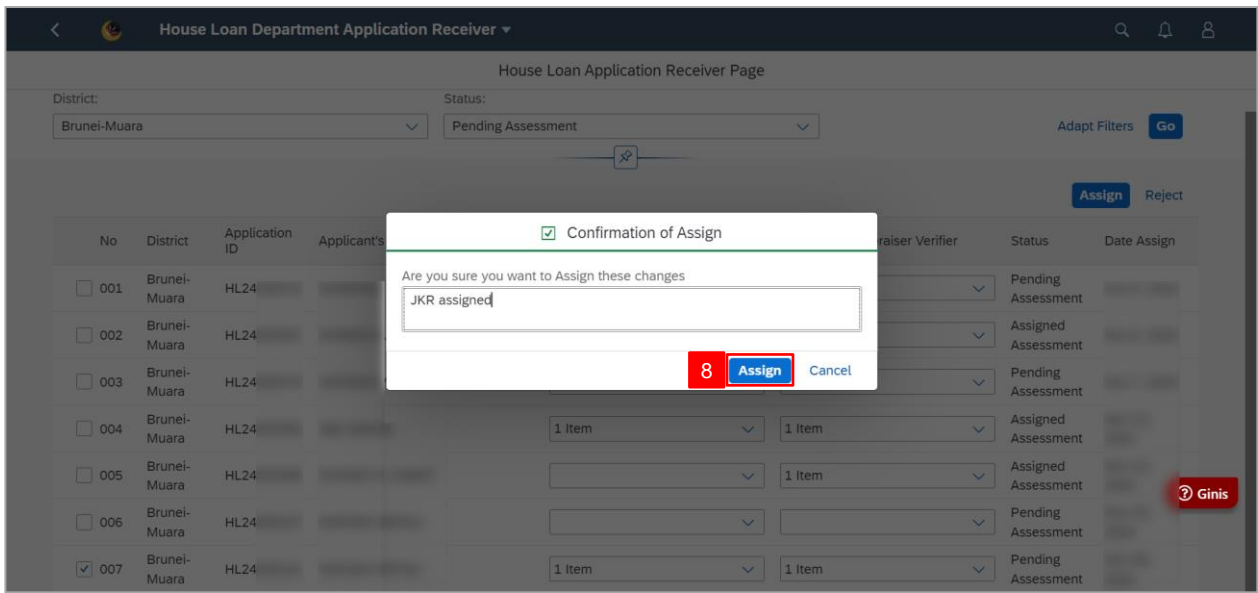
Assign Cancel

No	District	Application ID	Applicant's Full Name	Department Appraiser	Department Appraiser Verifier	Status	Date Assign
<input type="checkbox"/> 001	Brunei-Muara	HL24				Pending Assessment	
<input type="checkbox"/> 002	Brunei-Muara	HL24				Assigned Assessment	
<input type="checkbox"/> 003	Brunei-Muara	HL24				Pending Assessment	
<input type="checkbox"/> 004	Brunei-Muara	HL24		1 Item	1 Item	Assigned Assessment	
<input type="checkbox"/> 005	Brunei-Muara	HL24			1 Item	Assigned Assessment	
<input type="checkbox"/> 006	Brunei-Muara	HL24				Pending Assessment	
<input checked="" type="checkbox"/> 007	Brunei-Muara	HL24		1 Item	1 Item	Pending Assessment	

Ginis



8. Click on **Assign** button to assign.



Outcome: The **application** has successfully been assigned / rejected.