



SISTEM SUMBER MANUSIA

User Guide

for Front End User (FIORI)

Department HOD

Latihan Dalam Perkhidmatan (LDP)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Department HOD/Officer (Front-End User)** to manage **Latihan Dalam Perkhidmatan (LDP) module**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

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

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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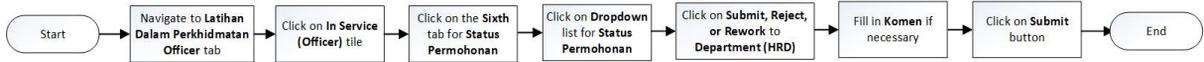
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Process Overview

[View Document]



[Submit Screen]



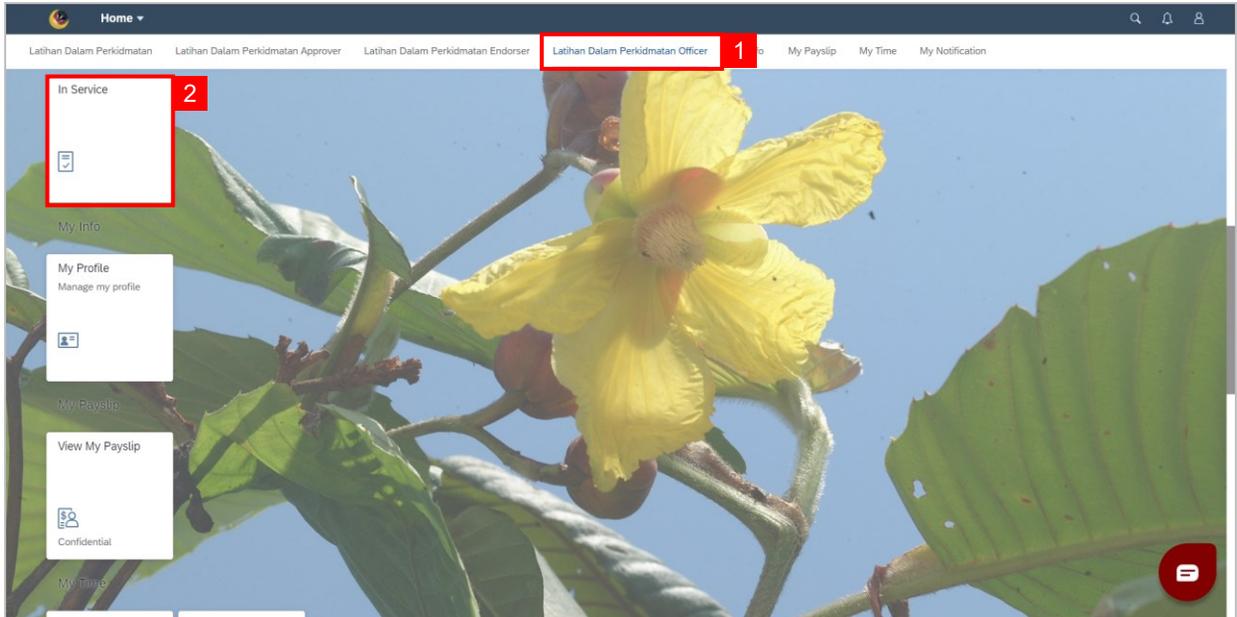
VIEW DOCUMENT

Front-End User (FIORI)

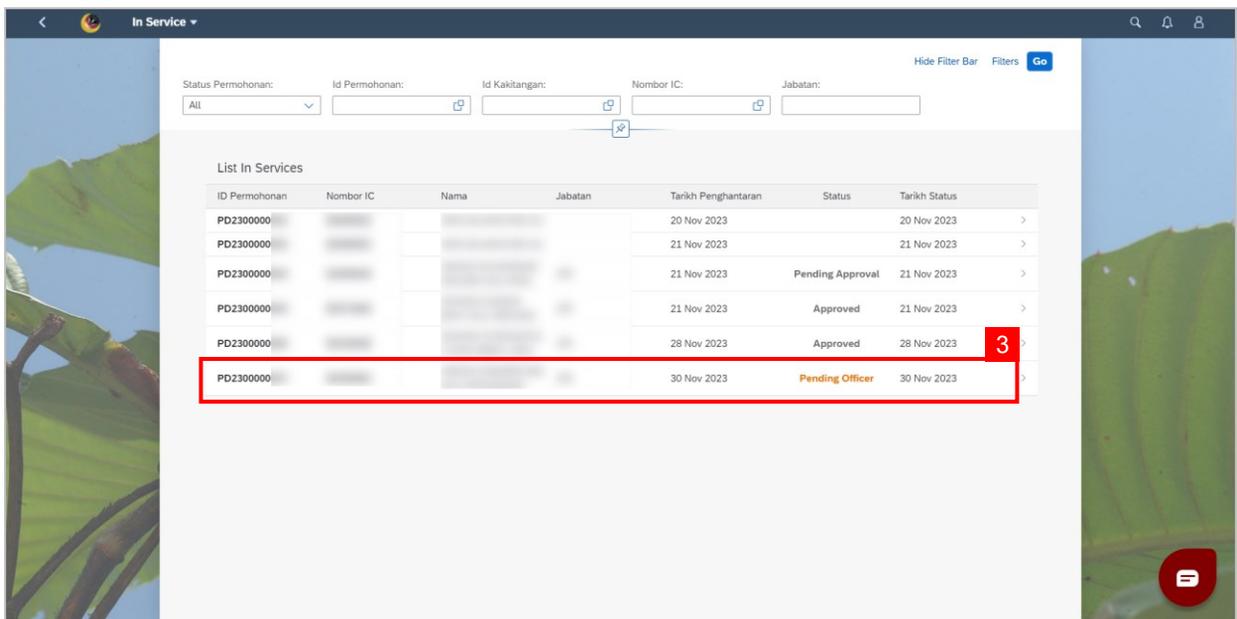
Department HOD/Officer

Navigate to **SSM Homescreen**.

1. Navigate to **Latihan Dalam Perkhidmatan Officer** tab.
2. Click on **In Service (Officer)** tile.

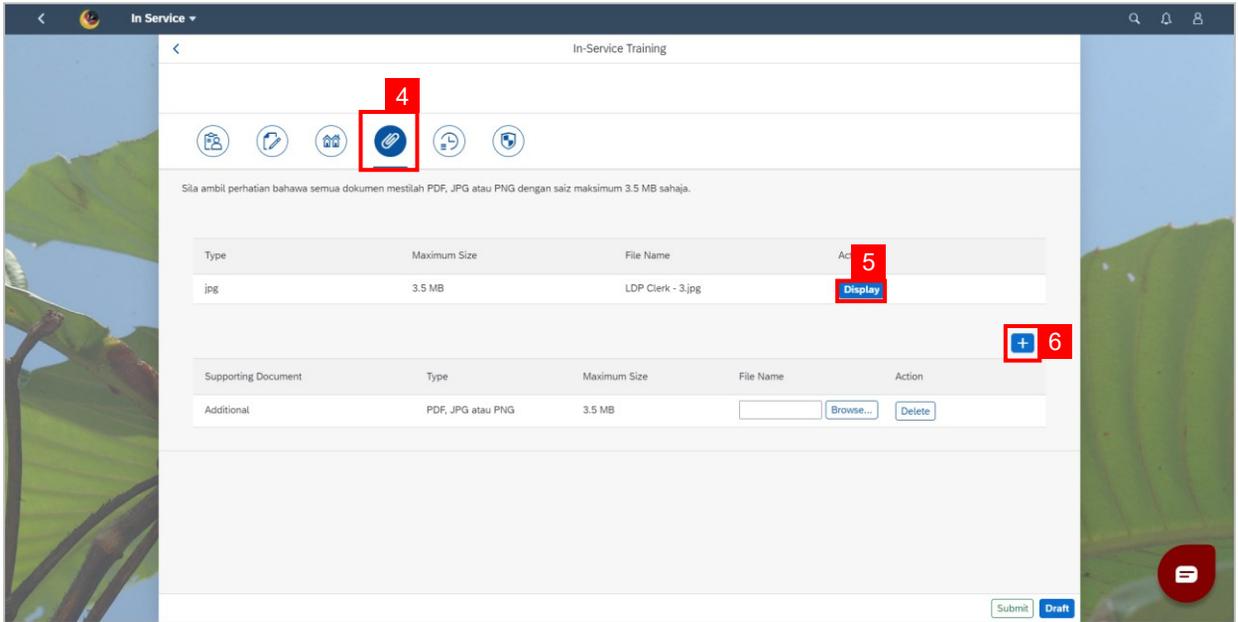


3. Click on **Application with Status "Pending Officer"**.



4. Click on the **Fourth** tab for **Supporting Documents**.
5. Click on **Display** button to view **mandatory documents**.
6. Click on the **Add** button to attach **Additional Supporting Document** (if any).

Note: Click on **Delete** button if the attached document is wrong.



The screenshot shows the 'In-Service Training' interface. At the top, there are navigation icons, with the fourth icon (a blue circle with a white document and pencil) highlighted by a red box and the number '4'. Below this, a warning message states: 'Silva ambil perhatian bahawa semua dokumen mestilah PDF, JPG atau PNG dengan saiz maksimum 3.5 MB sahaja.' There are two tables. The first table lists existing documents:

Type	Maximum Size	File Name	Action
jpg	3.5 MB	LDP Clerk - 3.jpg	5 Display

The second table is for adding new documents:

Supporting Document	Type	Maximum Size	File Name	Action
Additional	PDF, JPG atau PNG	3.5 MB	<input type="text"/>	Browse... Delete

A red box with the number '6' highlights the '+' icon in the top right corner of the second table. At the bottom right, there are 'Submit' and 'Draft' buttons, and a red circular button with a white 'S' icon.

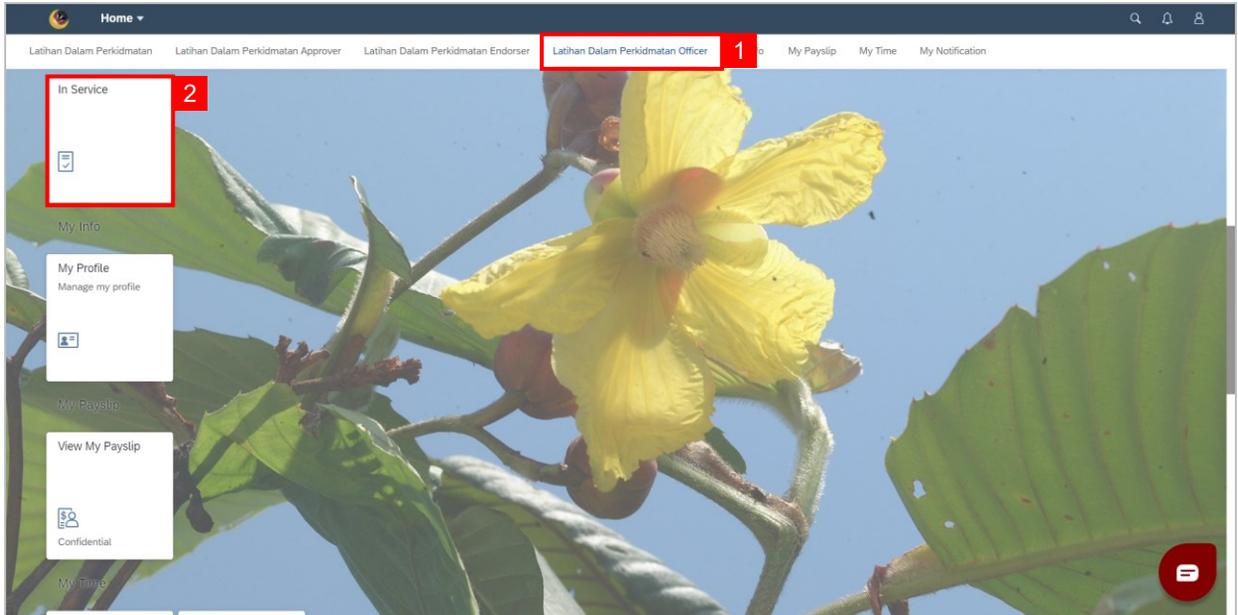
SUBMIT SCREEN

Front-End User (FIORI)

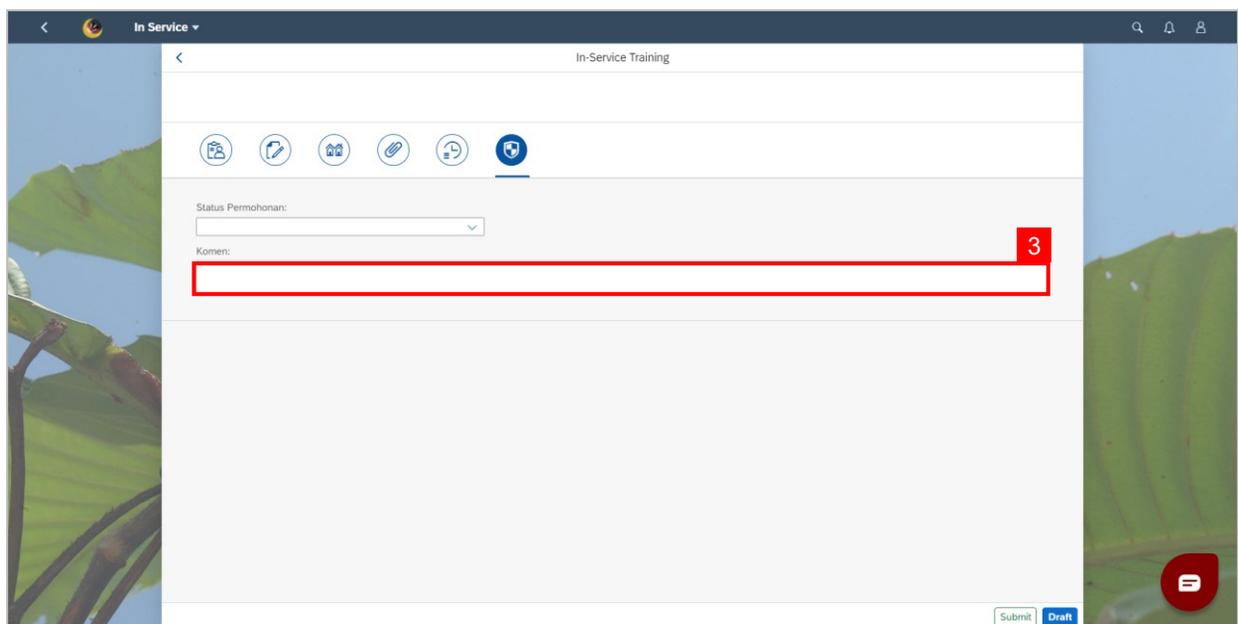
Department HOD/Officer

Navigate to **SSM Homescreen**.

1. Navigate to **Latihan Dalam Perkhidmatan Officer** tab.
2. Click on **In Service (Officer)** tile.

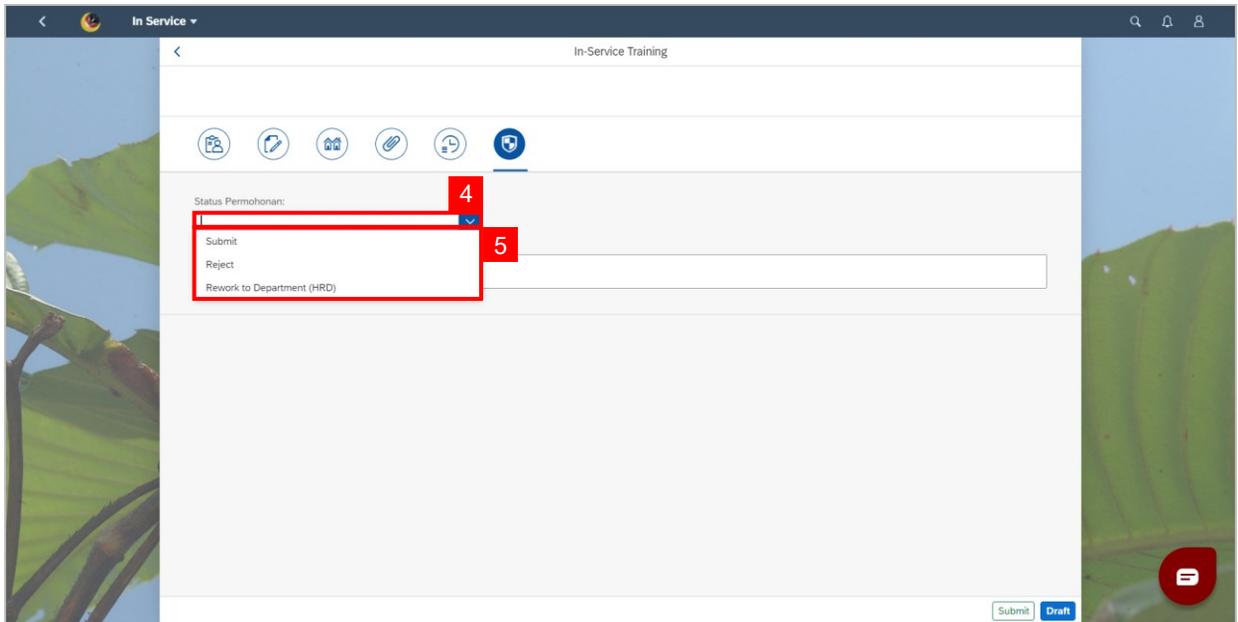


3. Click on the **Sixth** tab for **Status Permohonan**.



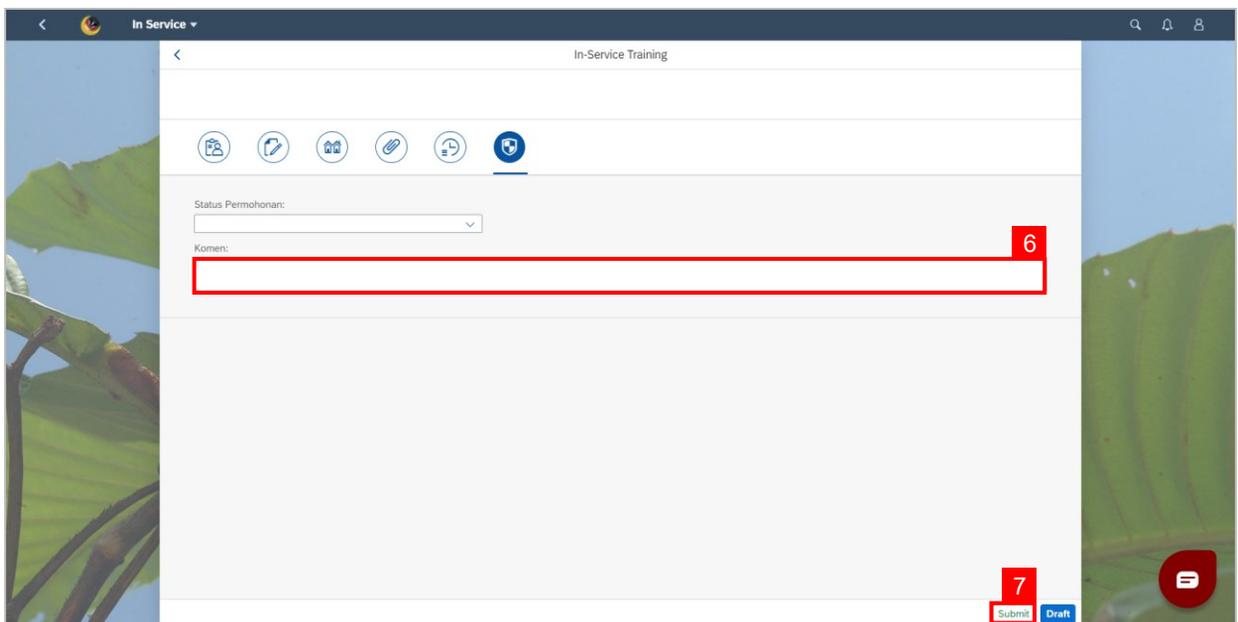
4. Click on **Dropdown** list for **Status Permohonan**.

5. Click on **Submit, Reject, or Rework to Department (HRD)**.



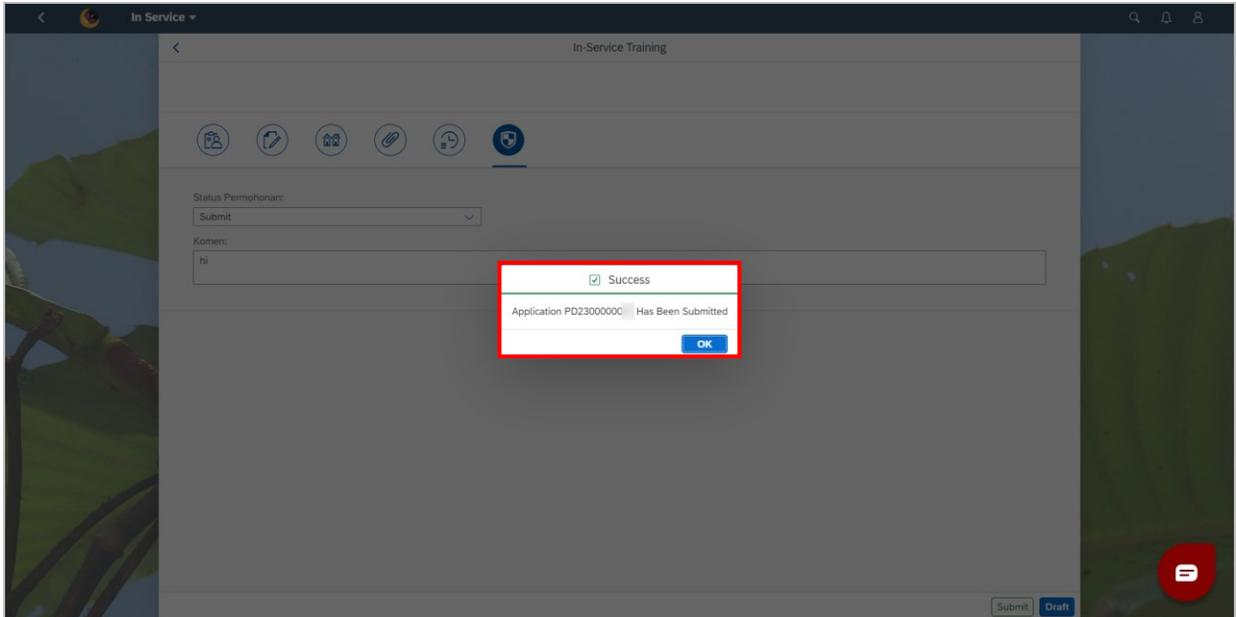
6. Fill in **Komen** if necessary.

7. Click on **Submit** button.



Note: A success pop-up window will be displayed.

Outcome (i): Application has successfully been Submitted.



Outcome (ii): The application status will show as “Pending Endorser”.

