



SISTEM SUMBER MANUSIA

User Guide

For Back End User (SAP GUI)

Maintain Succession Planning

Department of Energy

(HR ADMIN)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for end users on how they can use the features for **Succession Planning**. In this user guide, it will show the users on how they can:

1. View Qualification Catalogue
2. Assign Qualification to Person (PA30)
3. Mass Upload Qualification to Position
4. Mass Upload Qualification to Person
5. Download Mass Upload Position Template
6. Download Mass Upload Person Template
7. Generate Profile Matchup Report
8. Generate Search for Object Report

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

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**.

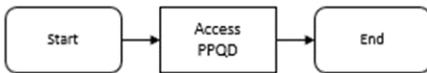


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Process Overview

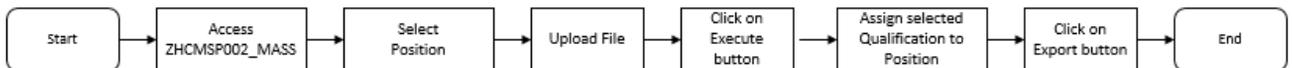
View Qualification Catalog



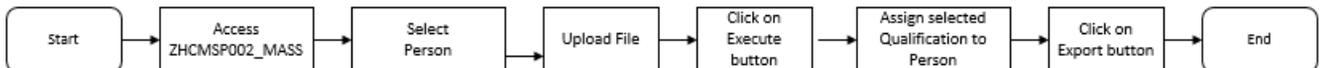
Assign Qualification to Person



Mass Upload Qualification to Position



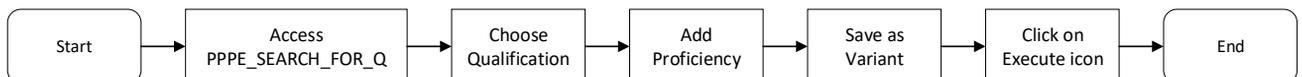
Mass Upload Qualification to Person



Generate Profile Matchup Report



Generate Search for Object Report



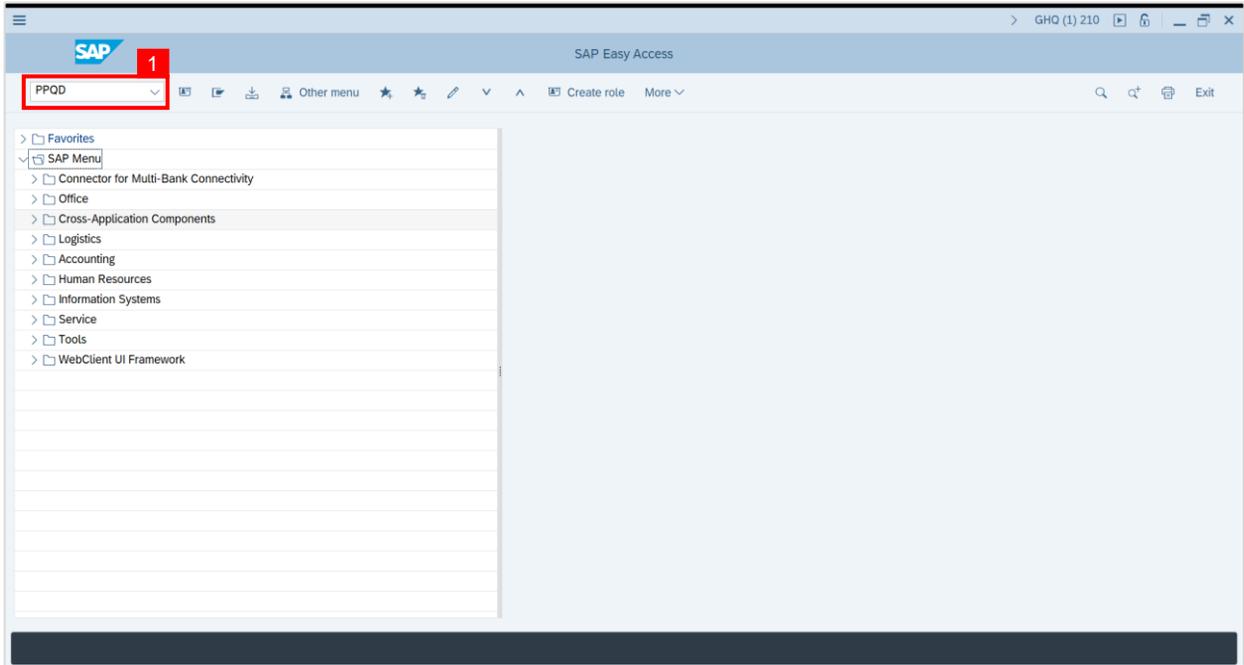
**VIEW QUALIFICATION
CATALOG**

Backend User

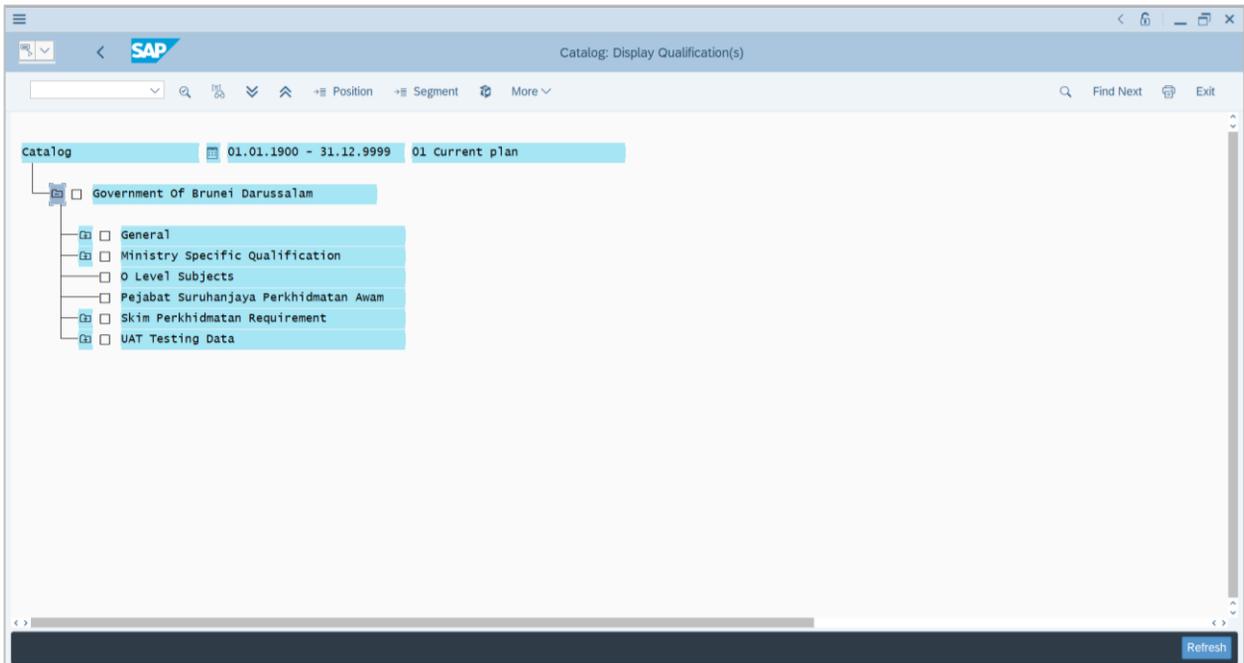
Department HR Admin

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

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



Outcome: Catalog: Display Qualification(s) will be displayed. Users may click on the dropdown icon beside the qualification group to view the qualifications.



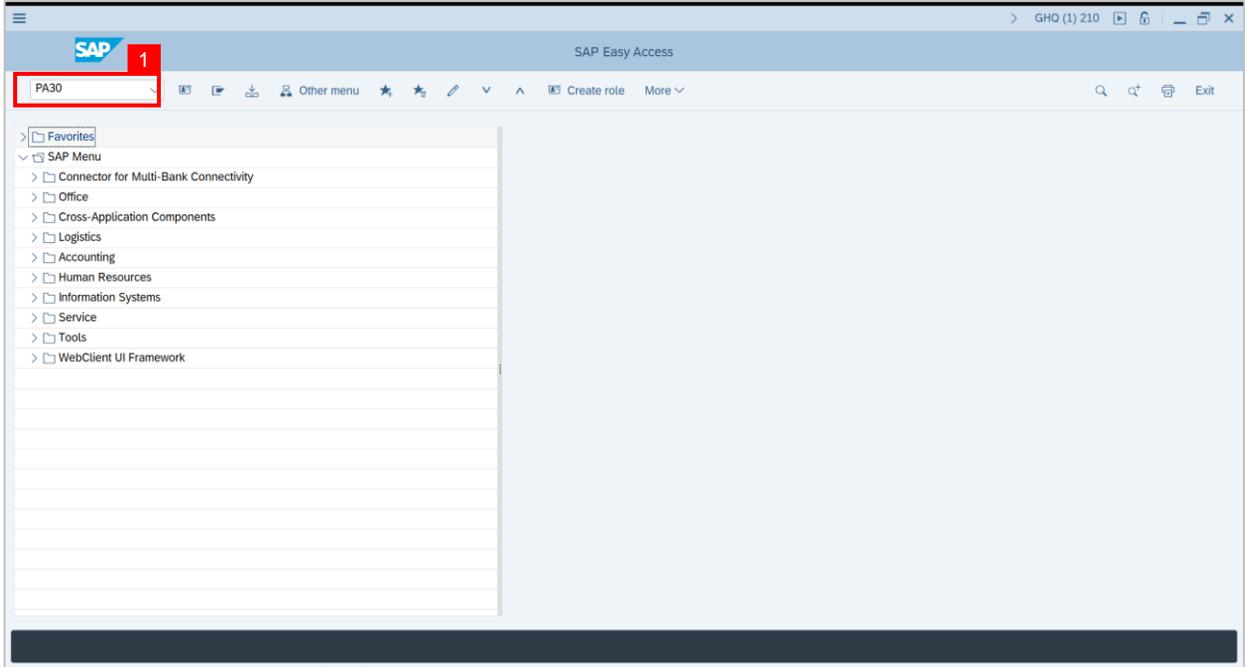
**ASSIGN QUALIFICATION
TO PERSON**

Backend User

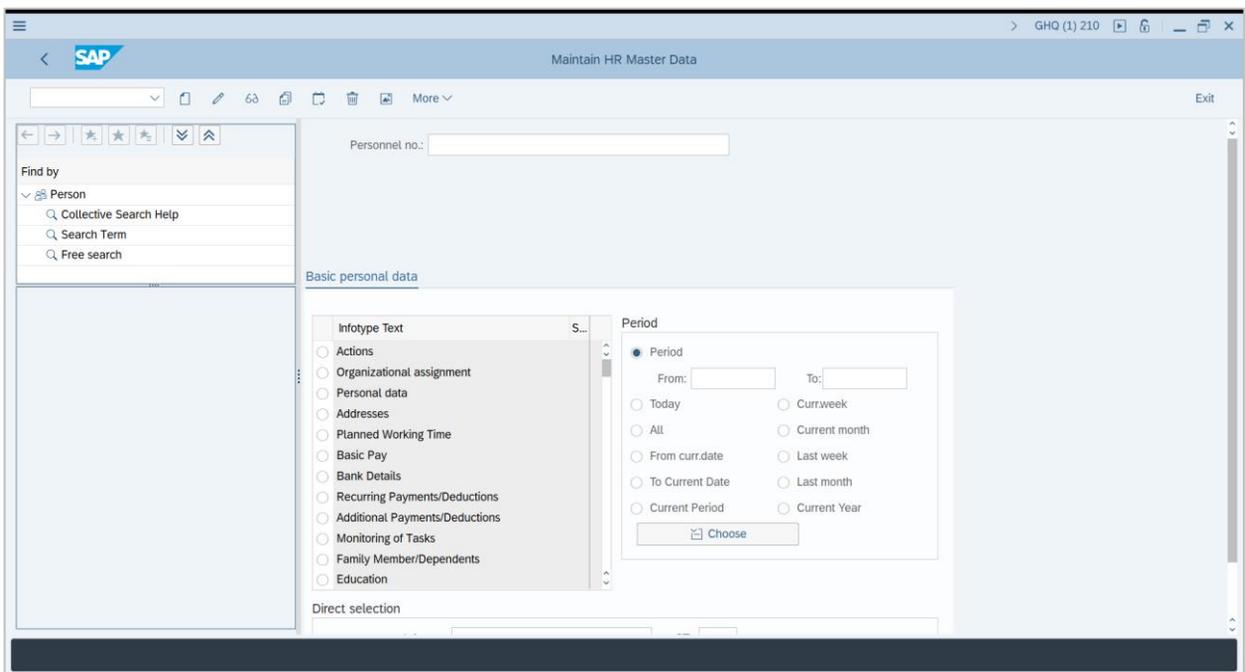
Department HR Admin

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

1. Enter **PA30** in the search bar.

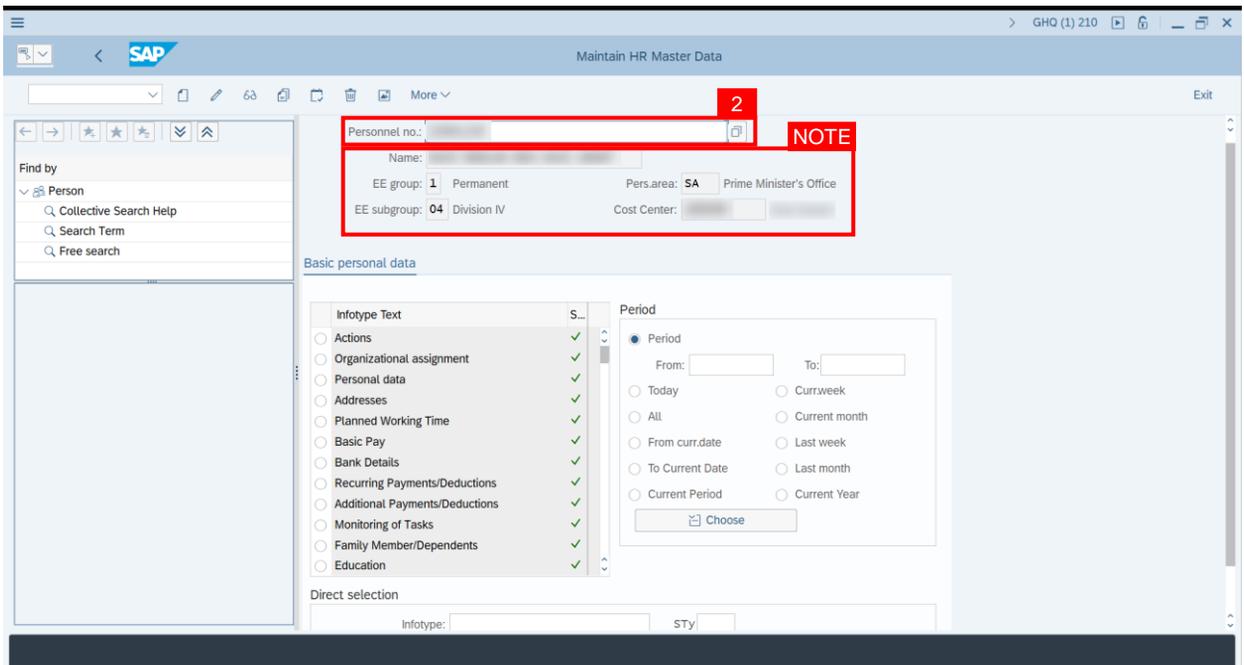


Note: Maintain HR Master Data Page will be displayed.



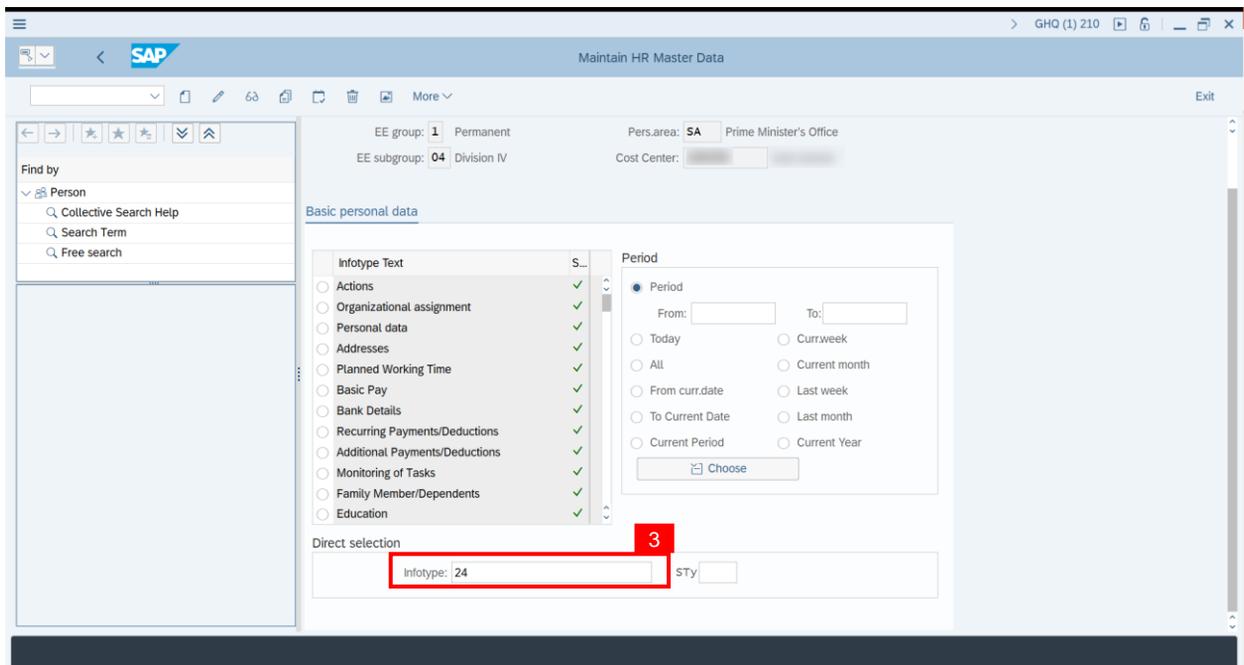
2. Enter **Personnel Number** and press Enter on the keyboard.

Note: The Personnel's details will be displayed.



The screenshot shows the SAP 'Maintain HR Master Data' interface. A red box highlights the 'Personnel no.' field, which is empty, with a red '2' above it. A red 'NOTE' box is positioned to the right of the personnel number field. Below the personnel number, the system displays the following details: Name: [redacted], EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 04 Division IV, and Cost Center: [redacted]. The 'Basic personal data' section is visible, showing a list of infotypes with checkmarks next to them. The 'Direct selection' section at the bottom has an empty 'Infotype' field.

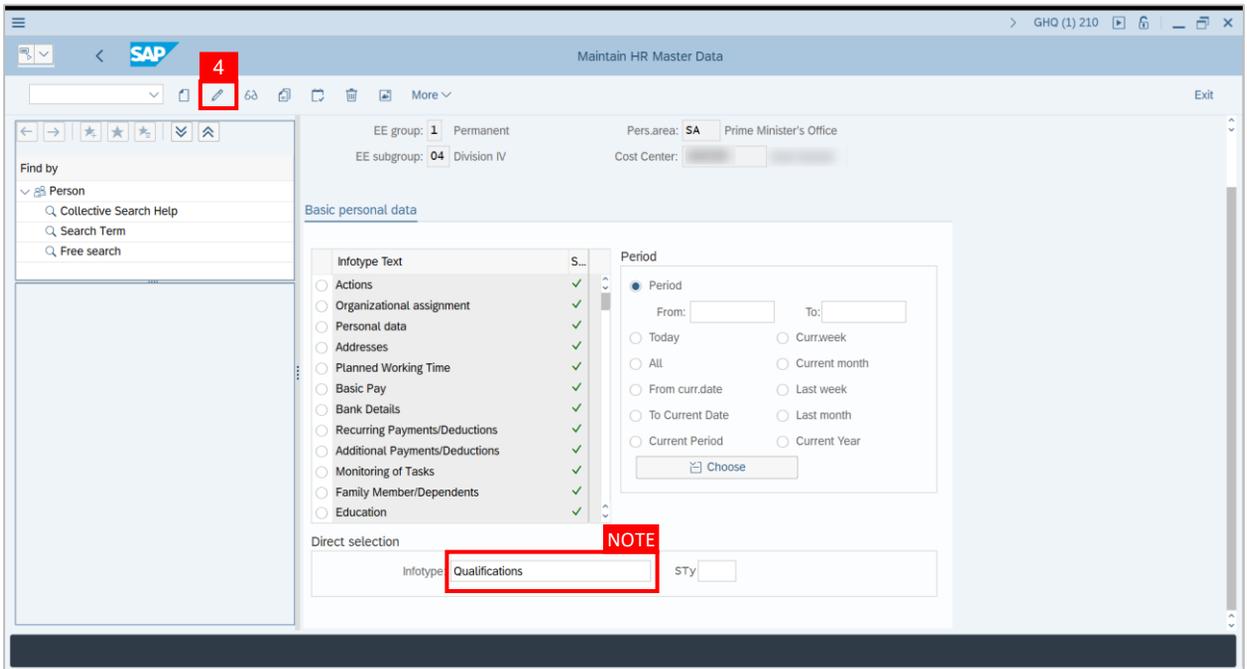
3. In the Direct Selection section, Enter Infotype '24' in the Infotype field and press Enter on the keyboard.



The screenshot shows the same SAP 'Maintain HR Master Data' interface. The personnel details are now displayed. In the 'Direct selection' section, the 'Infotype' field is highlighted with a red box and contains the value '24', with a red '3' above it. The 'STy' field is empty. The 'Basic personal data' section remains visible.

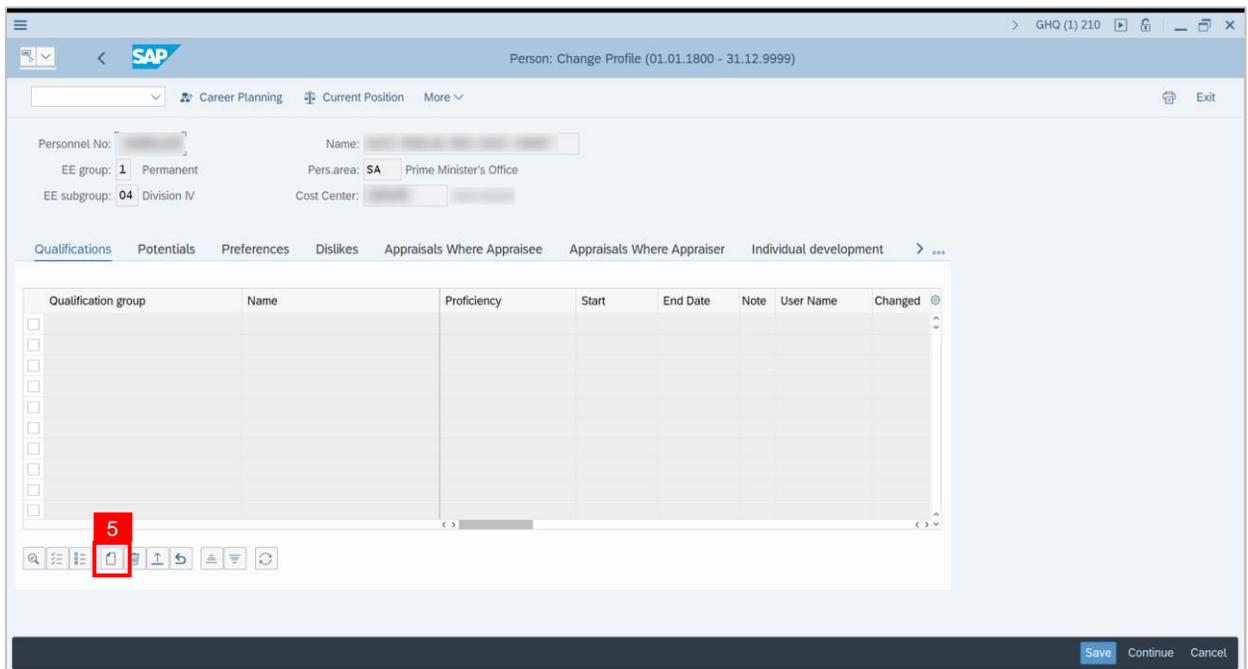
Note: 'Infotype:' field will be filled with 'Qualifications'.

4. Click on the **Change** icon.



Note: Person: Change Profile Page will be displayed.

5. Click on the **Create** icon.

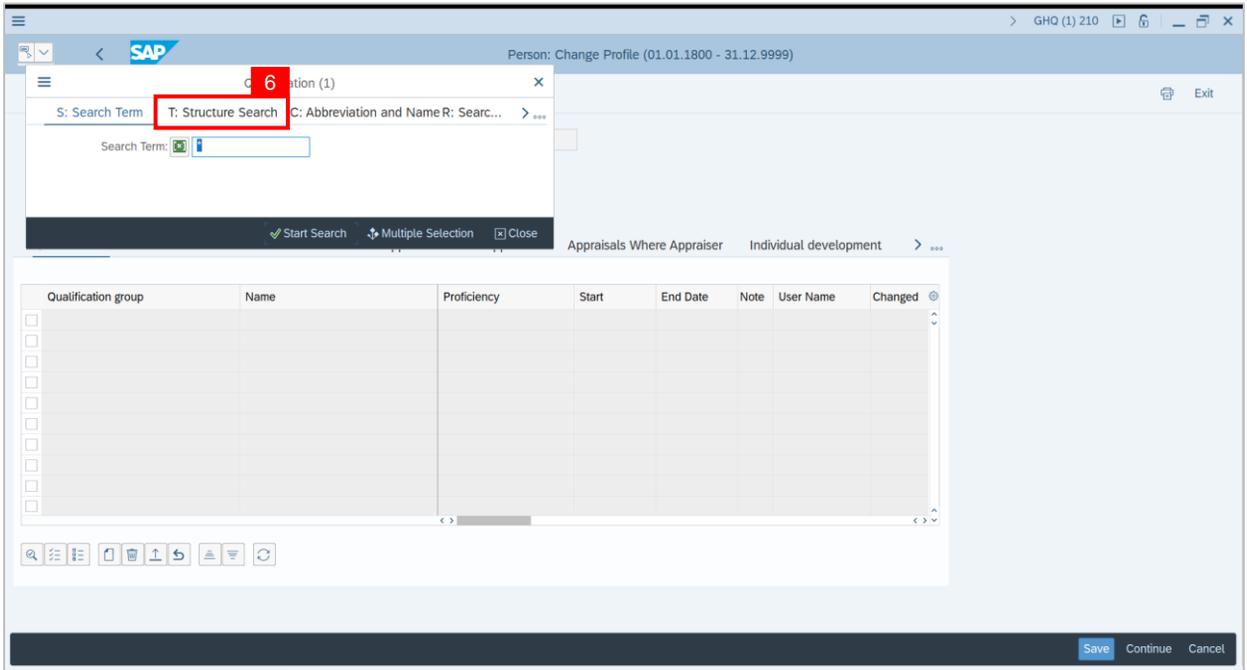


Sistem Sumber Manusia - Succession Planning



Note: Search Window will be displayed.

6. Click on **T: Structure Search**.



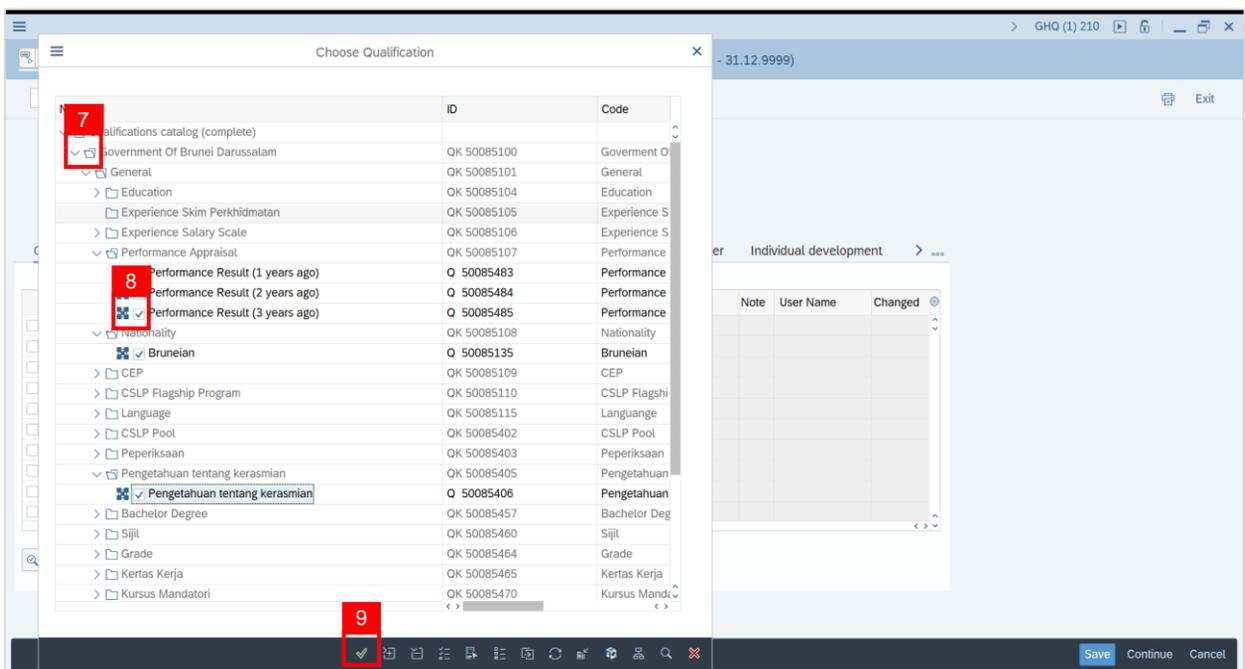
Note: Qualification Catalog will be displayed.

7. Click on the **Dropdown button** to display more qualification options.

8. Click on the **Checkbox** to select the qualification.

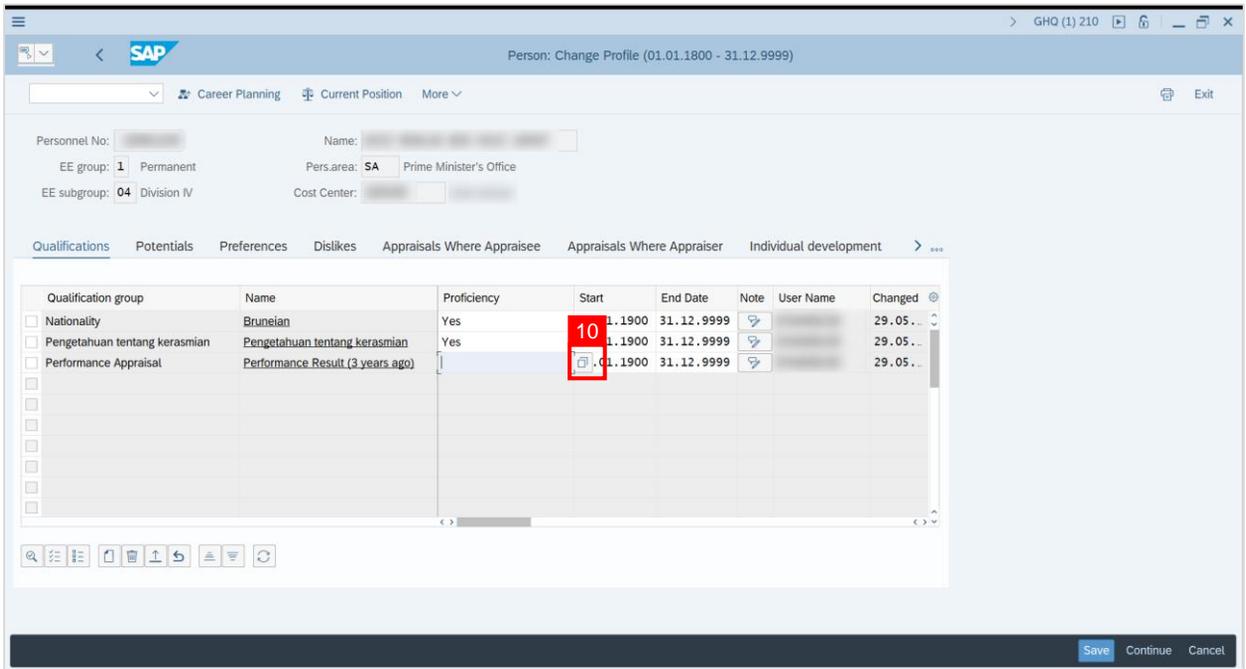
Note: More than one qualification can be added at a time.

9. Click on the **Continue button**.



Note: You will be navigated back to the Change Profile Page with the chosen qualifications.

10. On the qualifications, under Proficiencies, click on the **Lookup** icon.

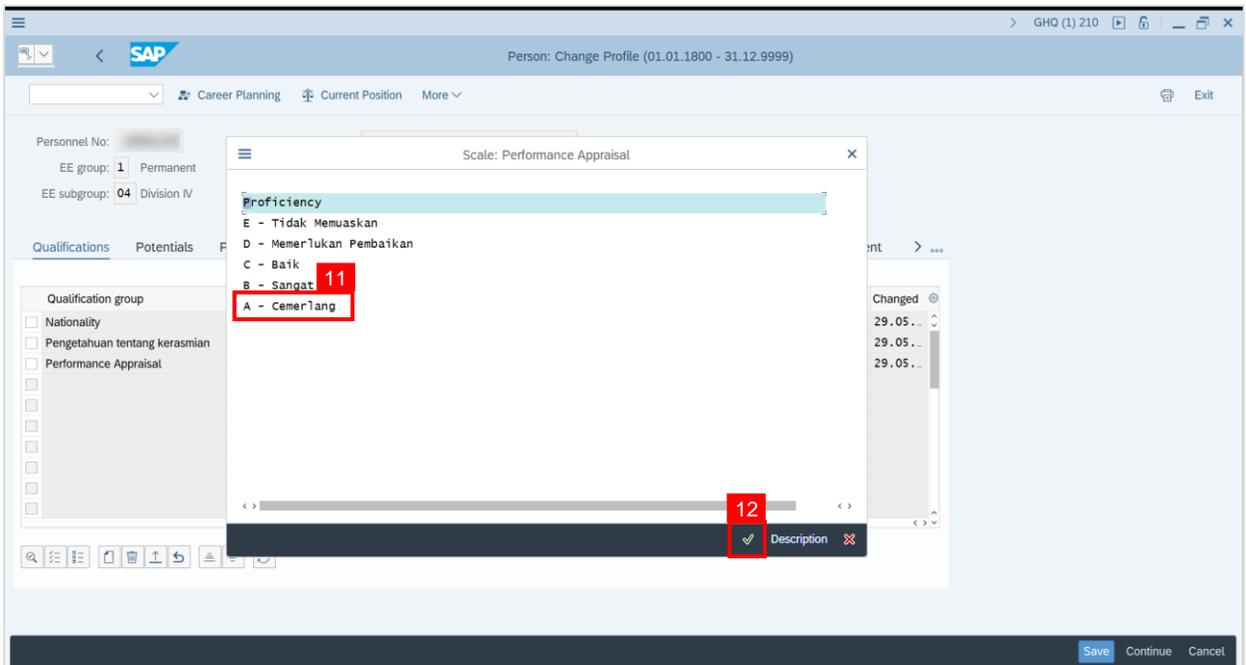


Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.1.1900	31.12.9999			29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.1.1900	31.12.9999			29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)		01.1.1900	31.12.9999			29.05..

Note: Proficiency list of the specific Qualification will be displayed

11. Select a **Proficiency**.

12. Click on the **Tick** icon.

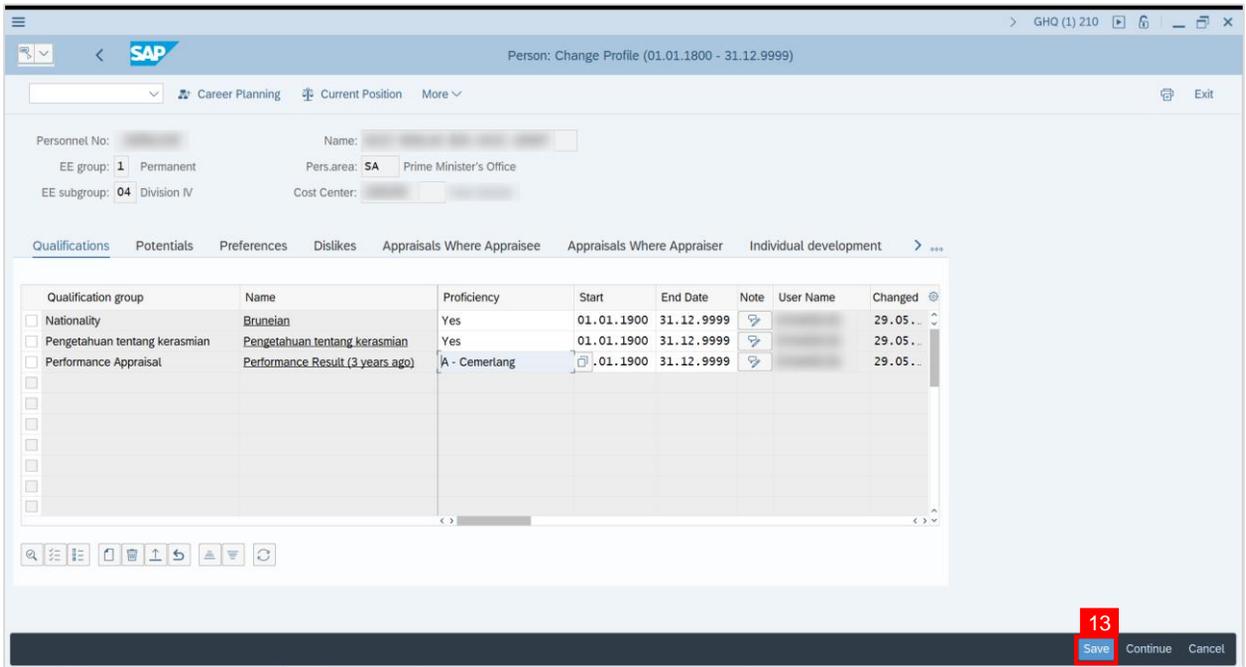


Scale: Performance Appraisal

- Proficiency
- E - Tidak Memuaskan
- D - Memerlukan Penbaikan
- C - Baik
- B - Sangat
- A - Cemerlang

Description

13. Click on the **Save** button.



Person: Change Profile (01.01.1800 - 31.12.9999)

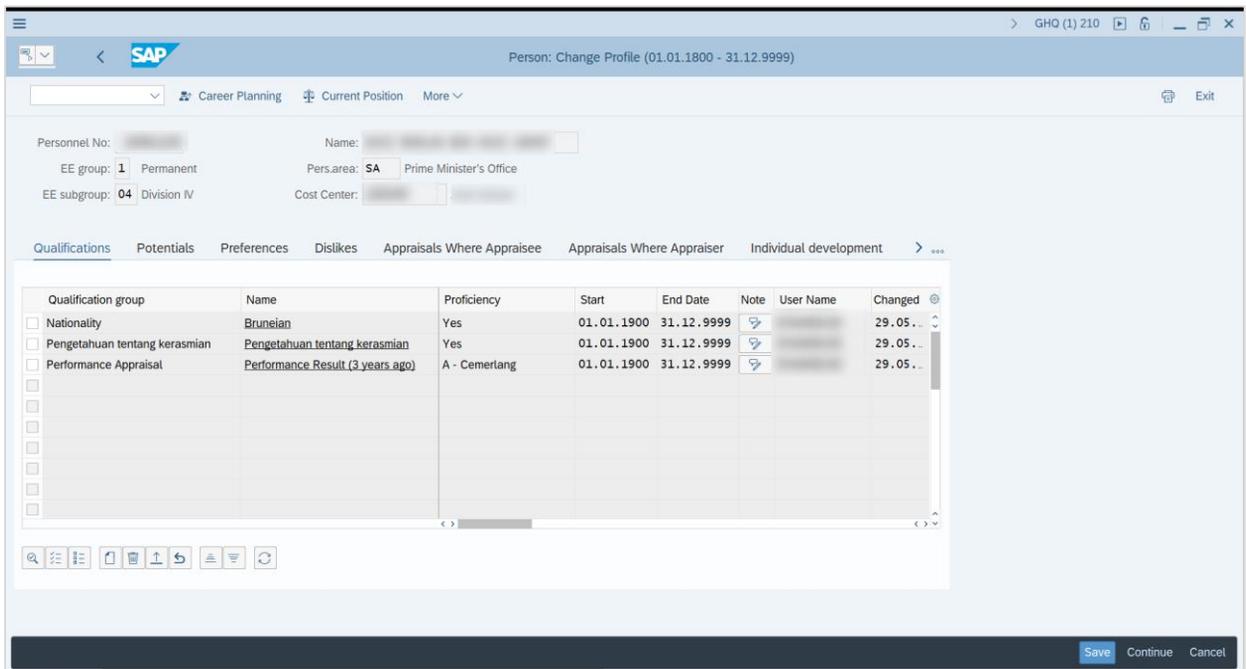
Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

13 Save Continue Cancel

Outcome: Person qualifications has been saved.



Person: Change Profile (01.01.1800 - 31.12.9999)

Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

Save Continue Cancel

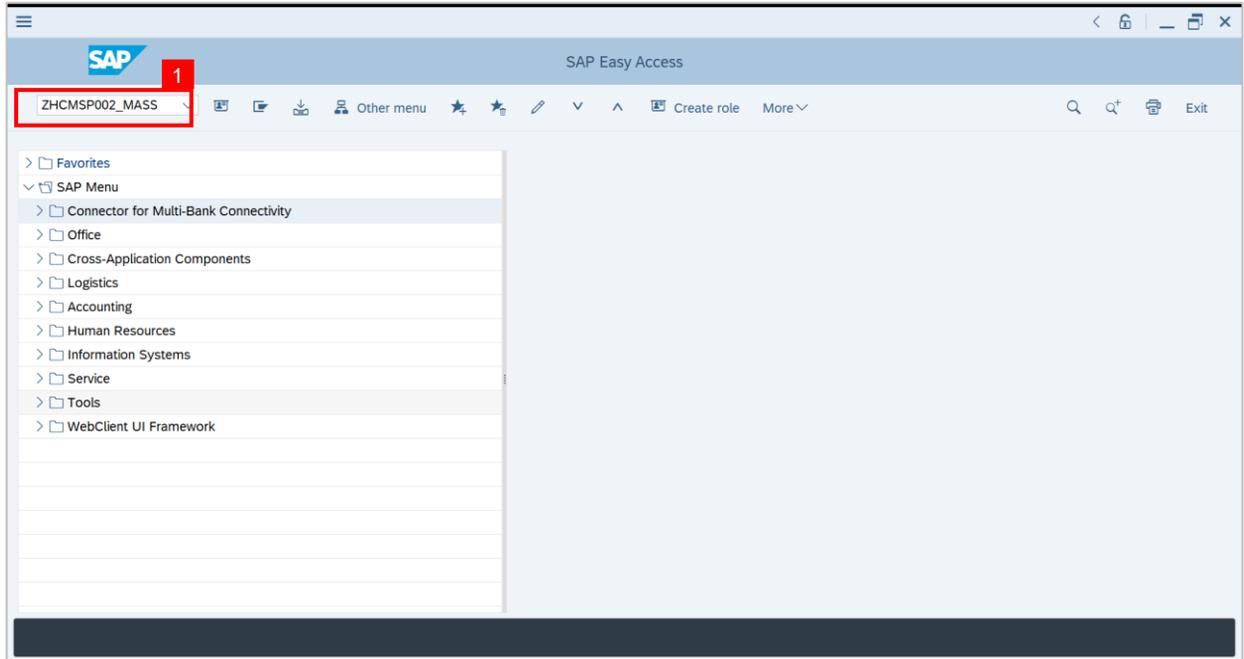
**MASS UPLOAD
QUALIFICATION TO
POSITION**

Backend User

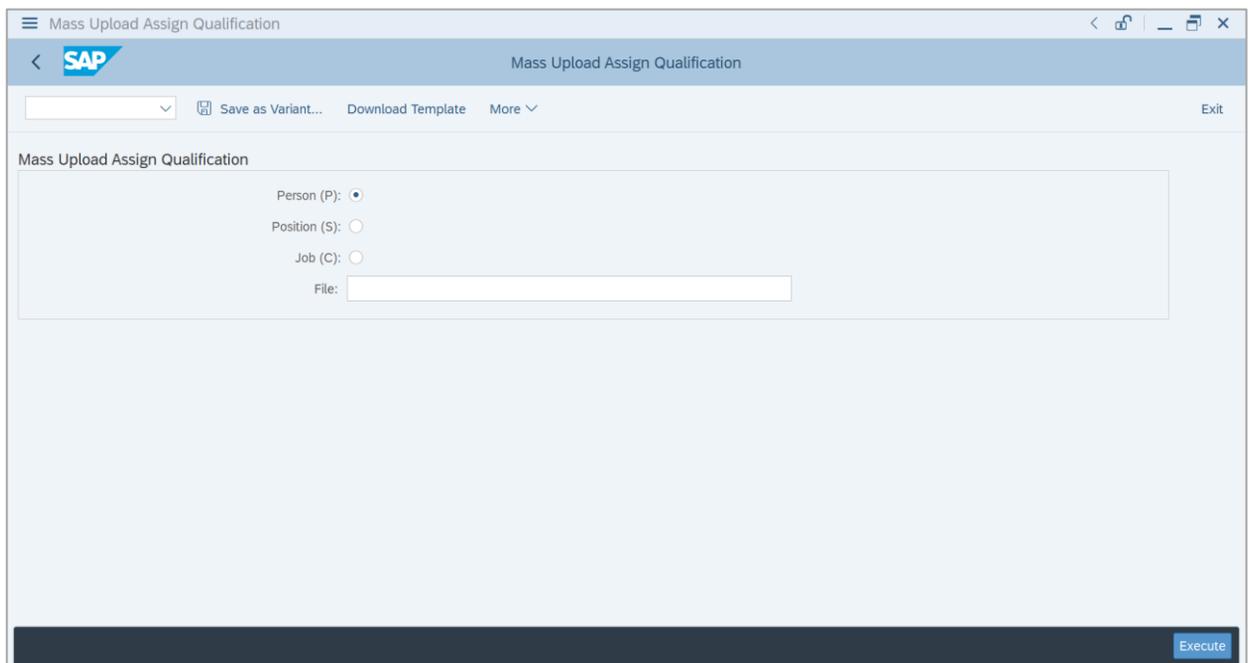
Department HR Admin

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

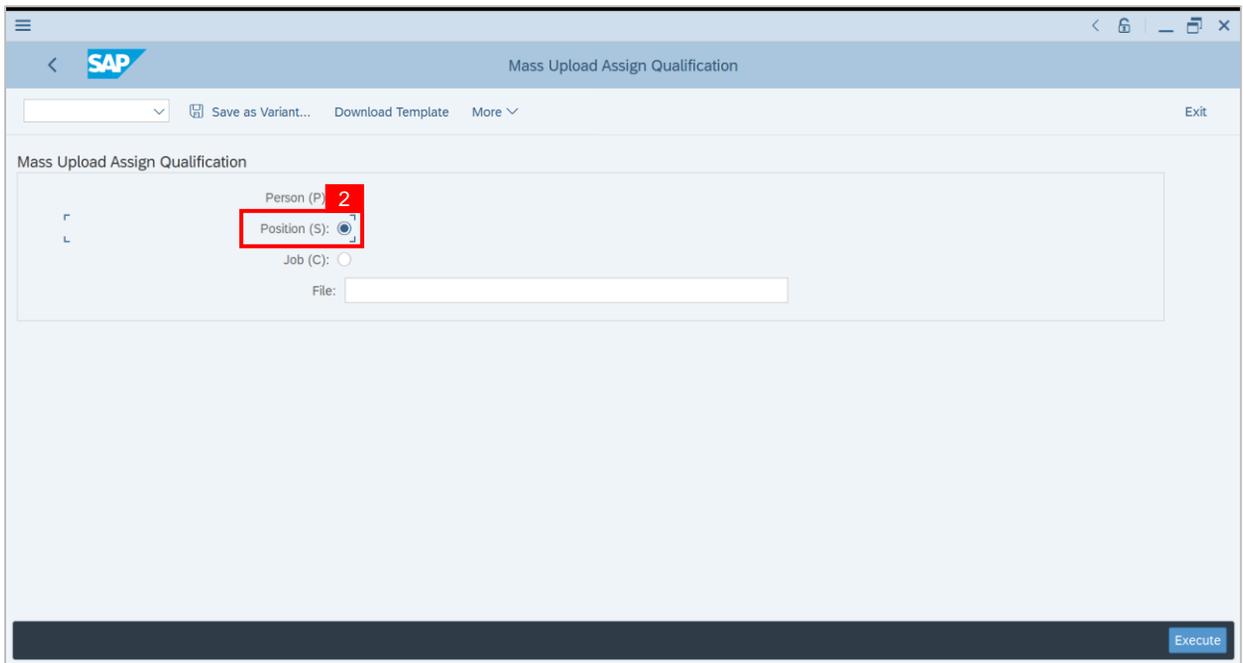
1. Enter **ZHCMSP002_MASS** in the search bar.



Note: Mass Upload Assign Qualification will be displayed.



2. Choose Position.



Mass Upload Assign Qualification

Person (P): 2

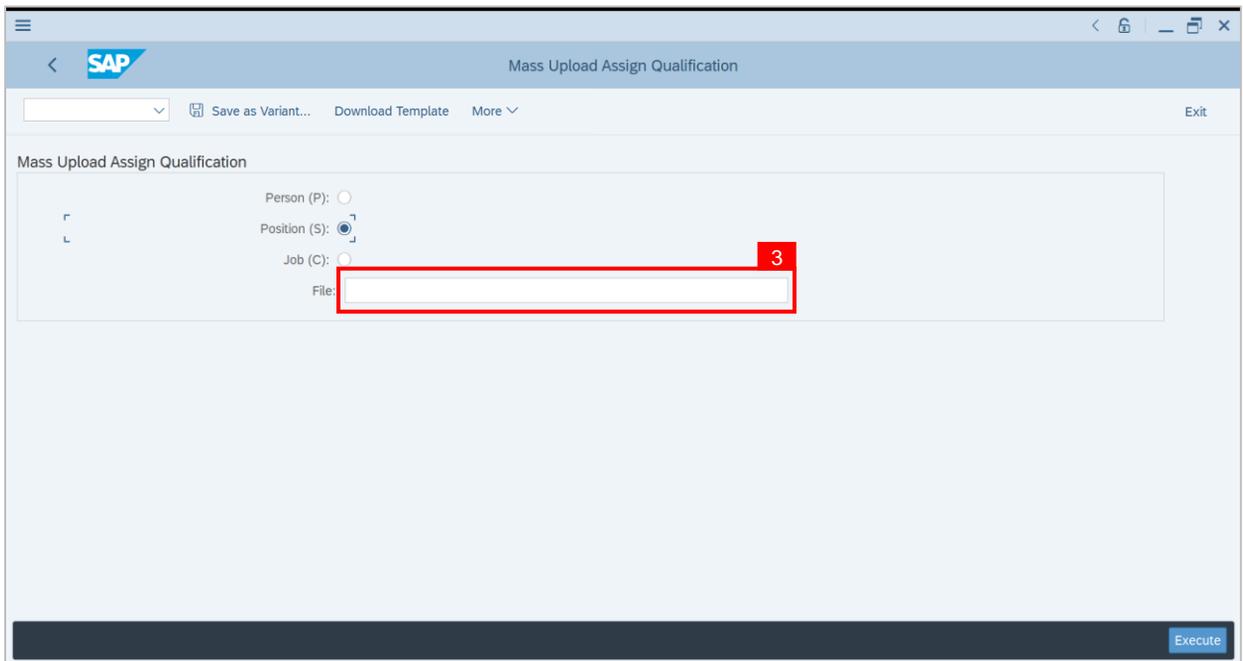
Position (S):

Job (C):

File:

Execute

3. Click the **textbox** beside **File** and **press F4** on the keyboard or **click the icon** beside the **textbox**.



Mass Upload Assign Qualification

Person (P):

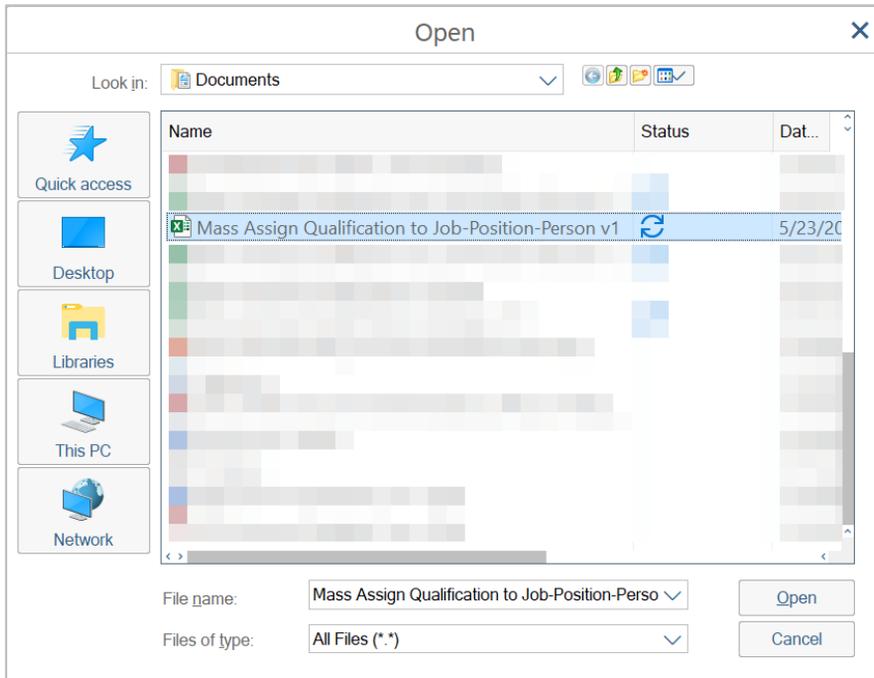
Position (S): 3

Job (C):

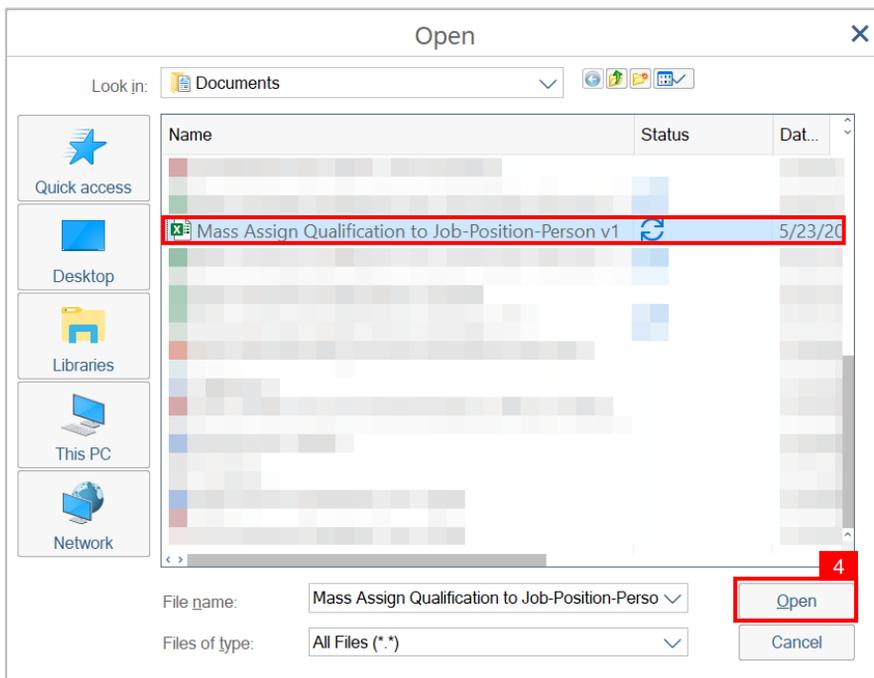
File:

Execute

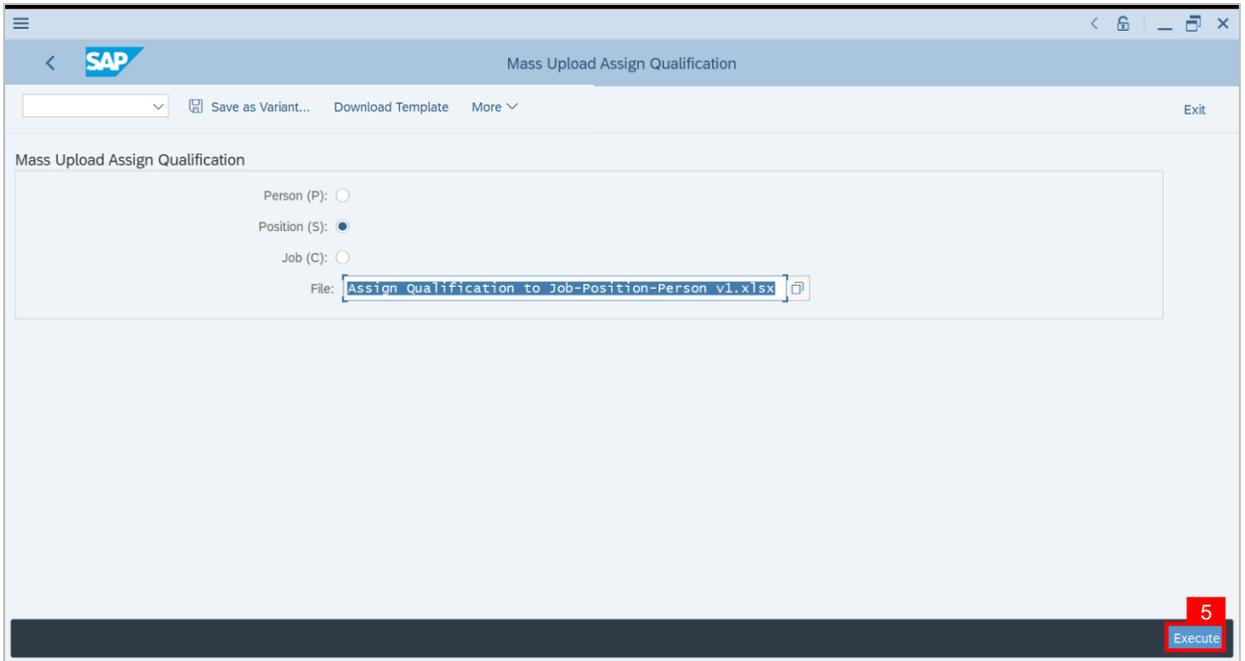
Note: List of Document will be displayed.



4. Choose specific file for **Position Qualification** template and click the **Open** button.



5. Once uploaded, click the **Execute** button.



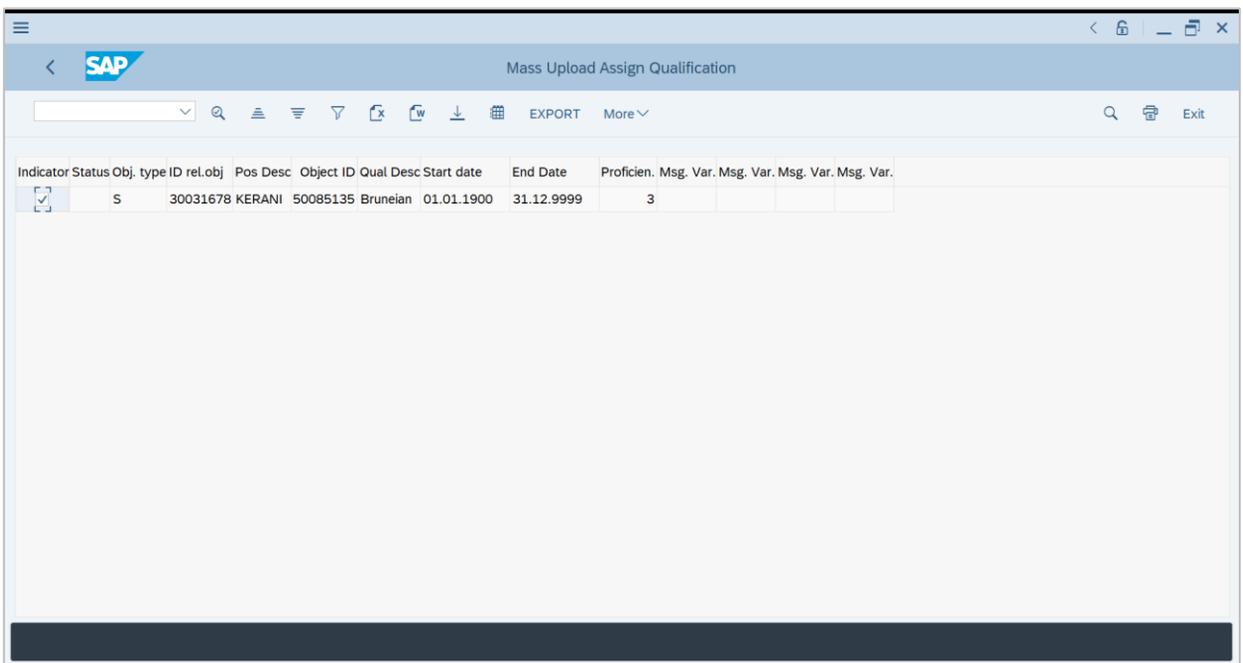
Note: Pop Up window for **SAP GUI Security** will be displayed.



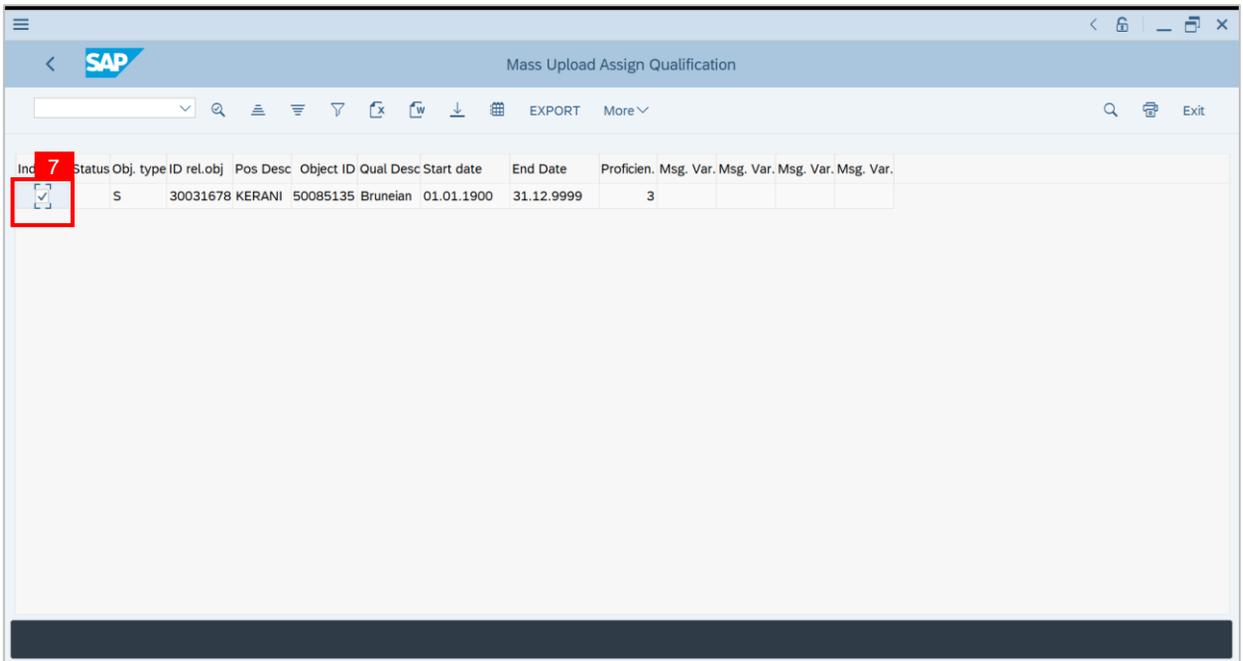
6. Click the **Allow** button.



Note: List of Qualification and Position will be displayed.



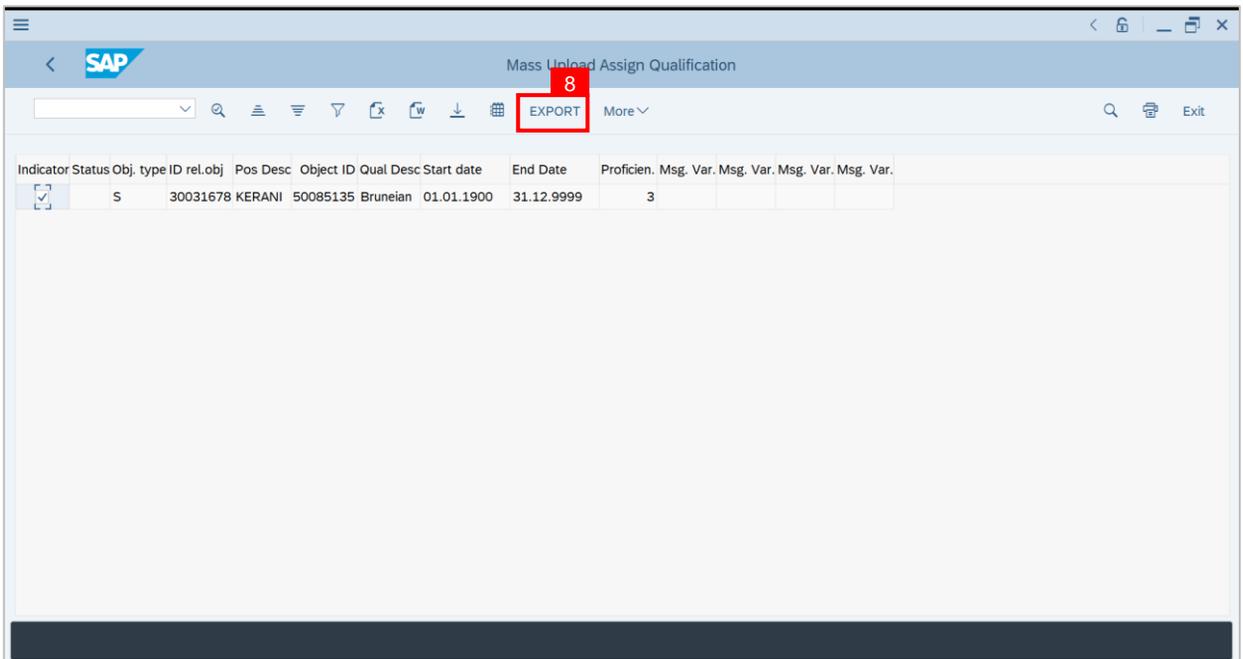
7. Check the Qualification to Position desired to be assigned.



Mass Upload Assign Qualification

Inc	Status	Obj. type	ID rel.	obj	Pos Desc	Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	S	30031678	KERANI	50085135	Brunelan	01.01.1900	31.12.9999	3						

8. Then click the Export button.

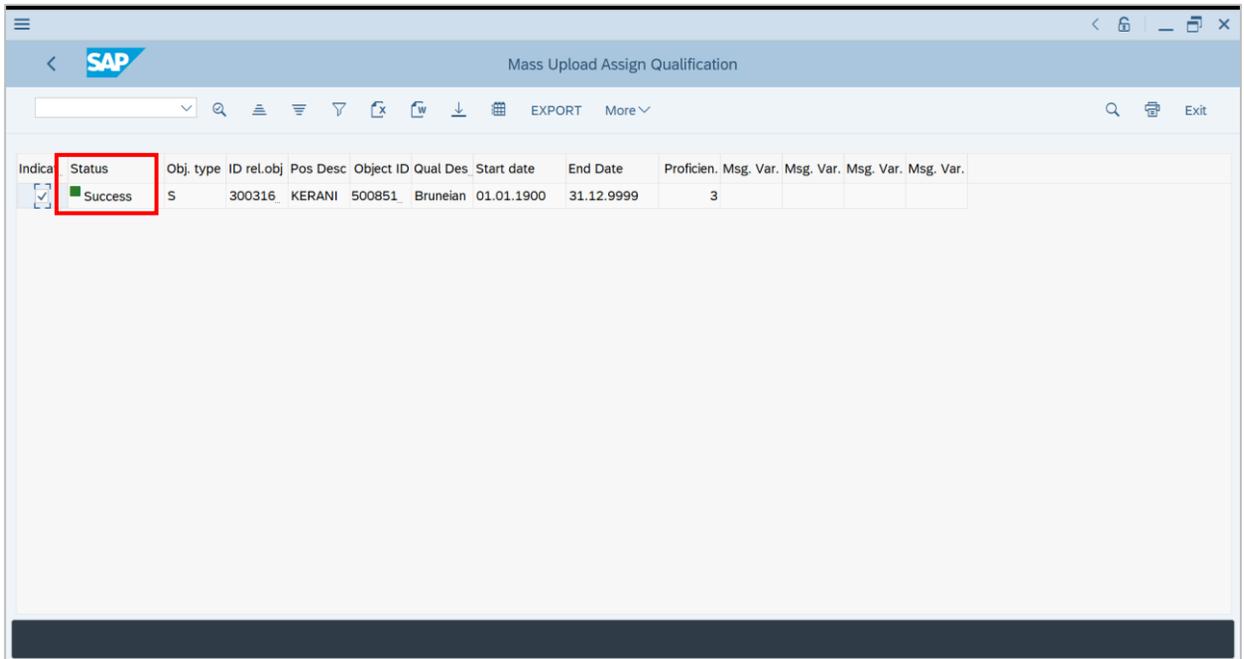


Mass Upload Assign Qualification

EXPORT

Indicator	Status	Obj. type	ID rel.	obj	Pos Desc	Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	S	30031678	KERANI	50085135	Brunelan	01.01.1900	31.12.9999	3						

Outcome: Mass qualification has been successfully assigned to Position.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below displays the results of the mass upload process. The 'Status' column is highlighted with a red box, showing a green square icon and the text 'Success'.

Indica	Status	Obj. type	ID rel.obj	Pos Desc	Object ID	Qual Des	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	Success	S	300316	KERANI	500851	Bruneian	01.01.1900	31.12.9999	3				

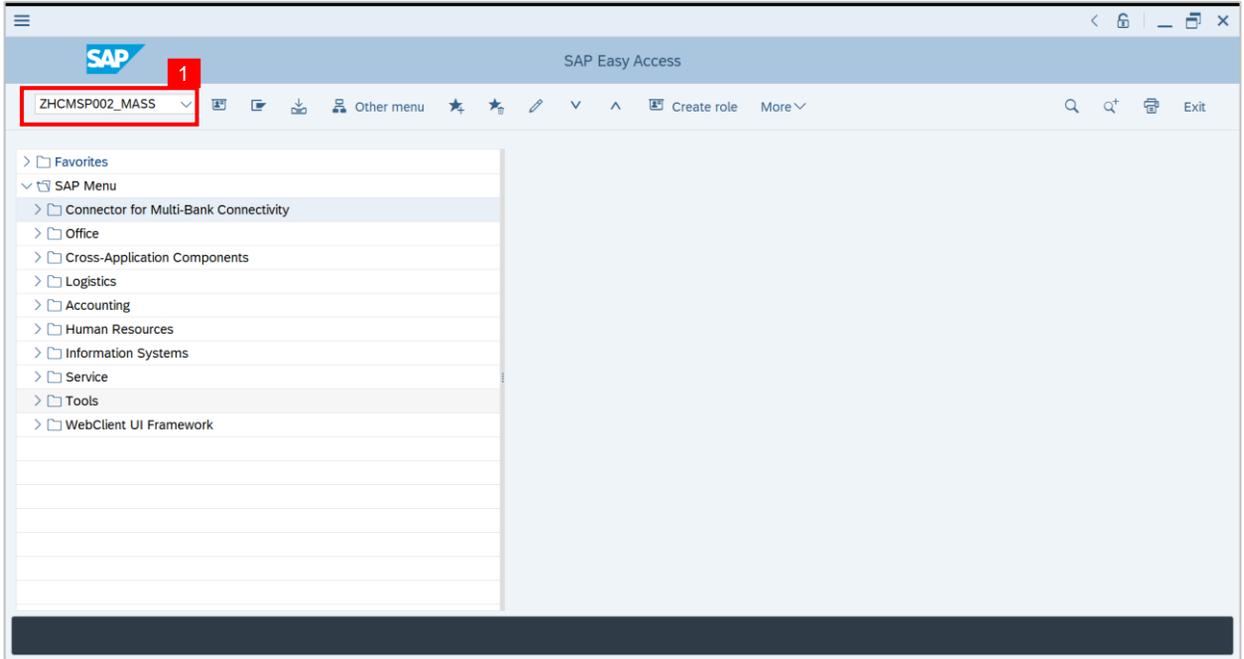
**MASS UPLOAD
QUALIFICATION TO
PERSON**

Backend User

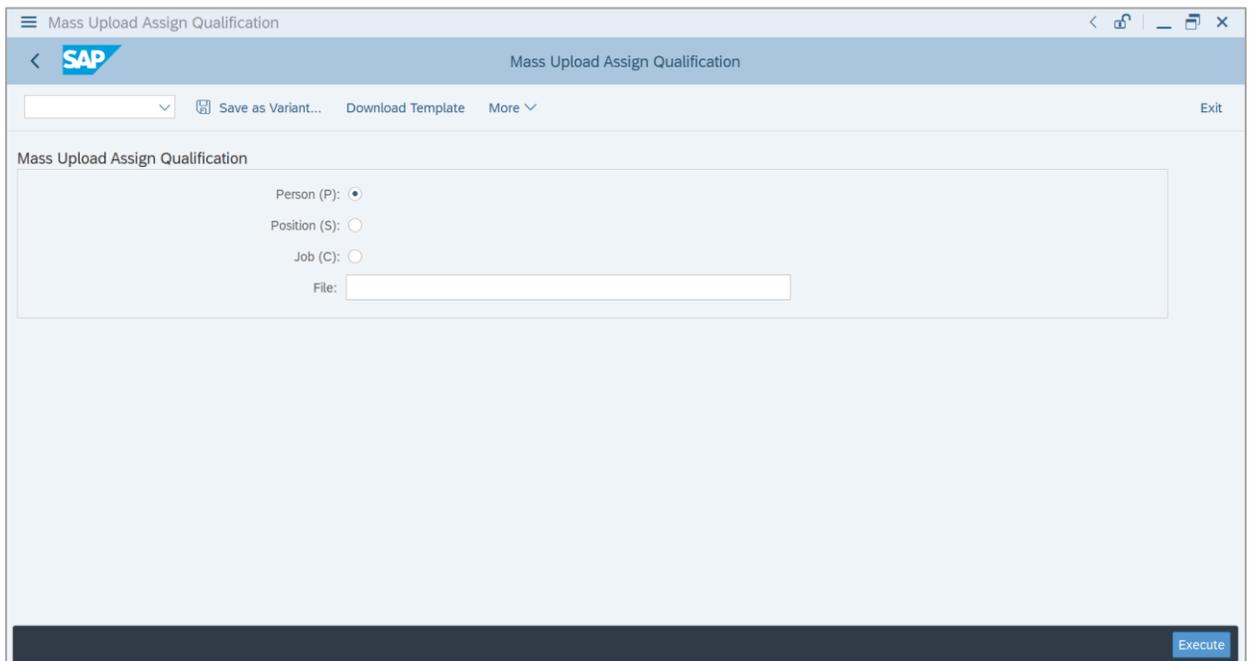
Department HR Admin

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

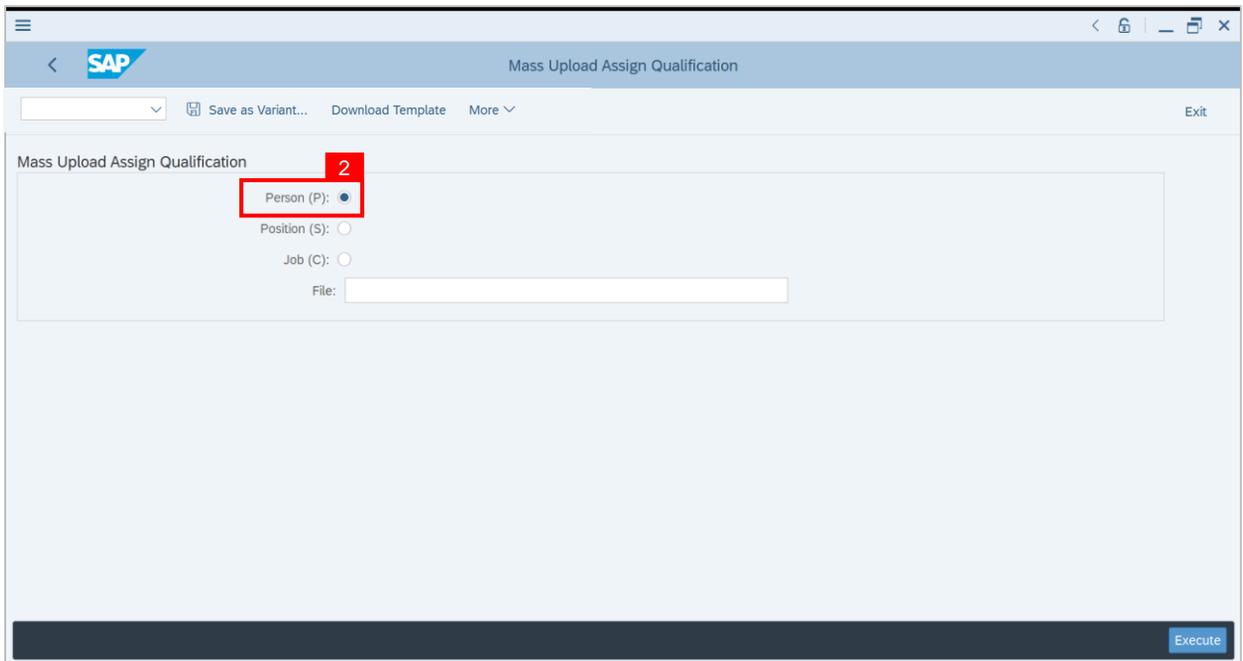
1. Enter **ZHCMSP002_MASS** in the search bar.



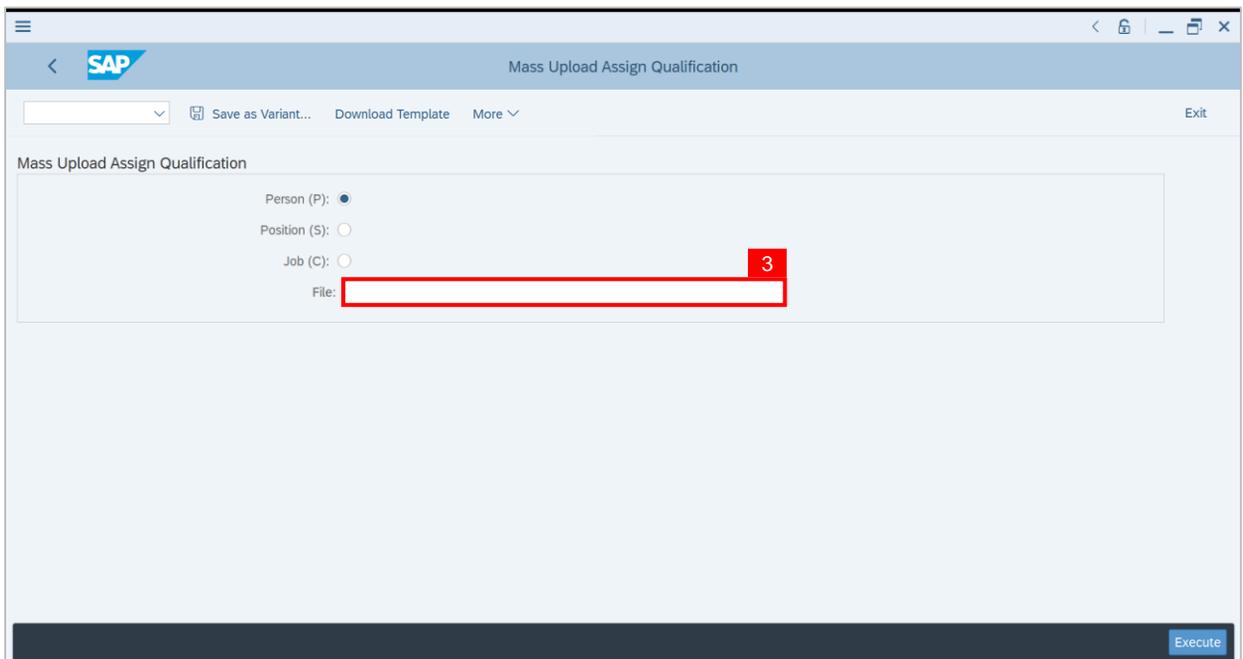
Note: Mass Upload Assign Qualification will be displayed.



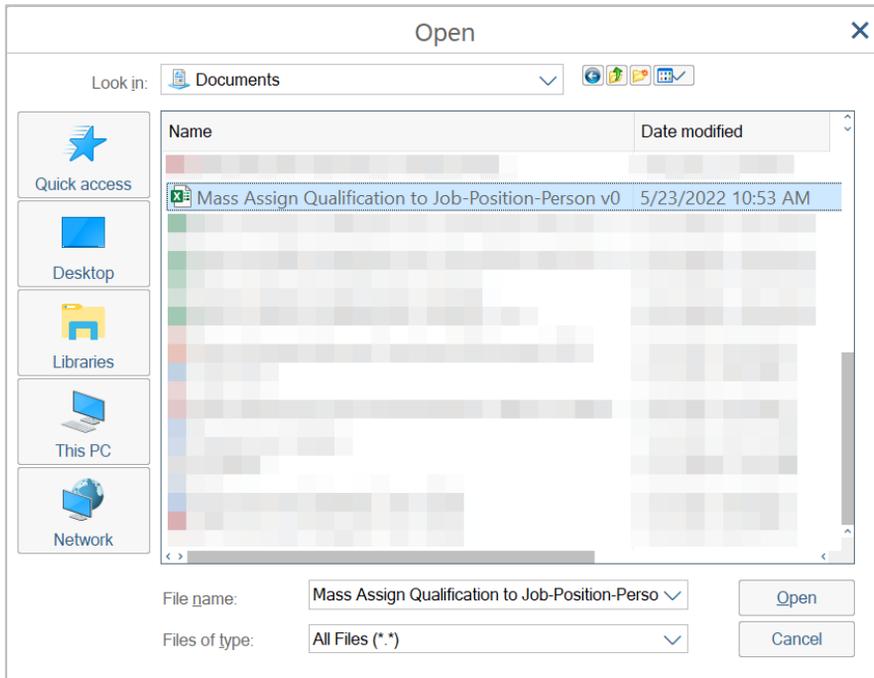
2. Choose Person.



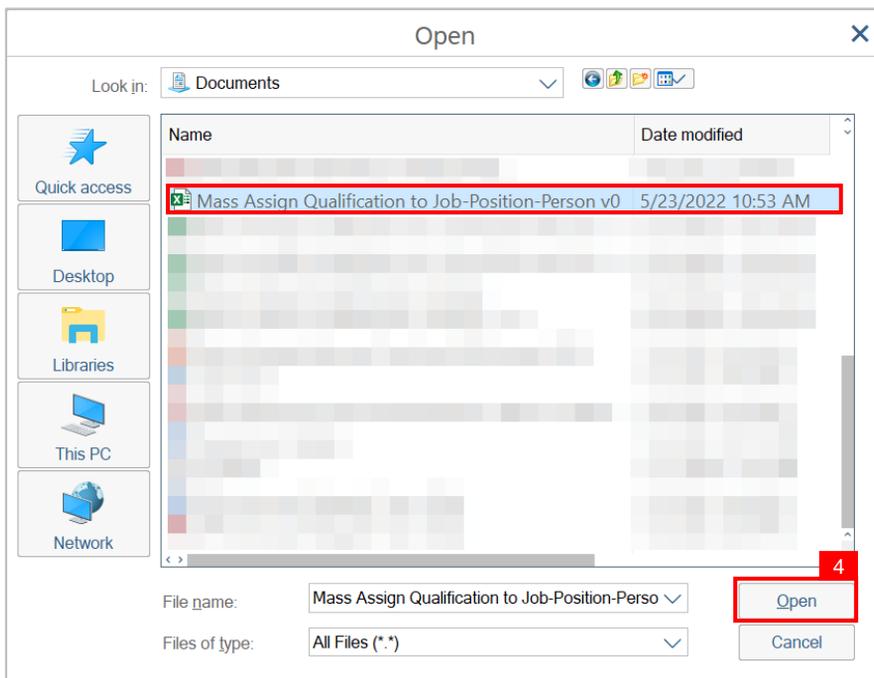
3. Click the **textbox** beside **File** and **press F4** on the keyboard or **click the icon** beside the **textbox**.



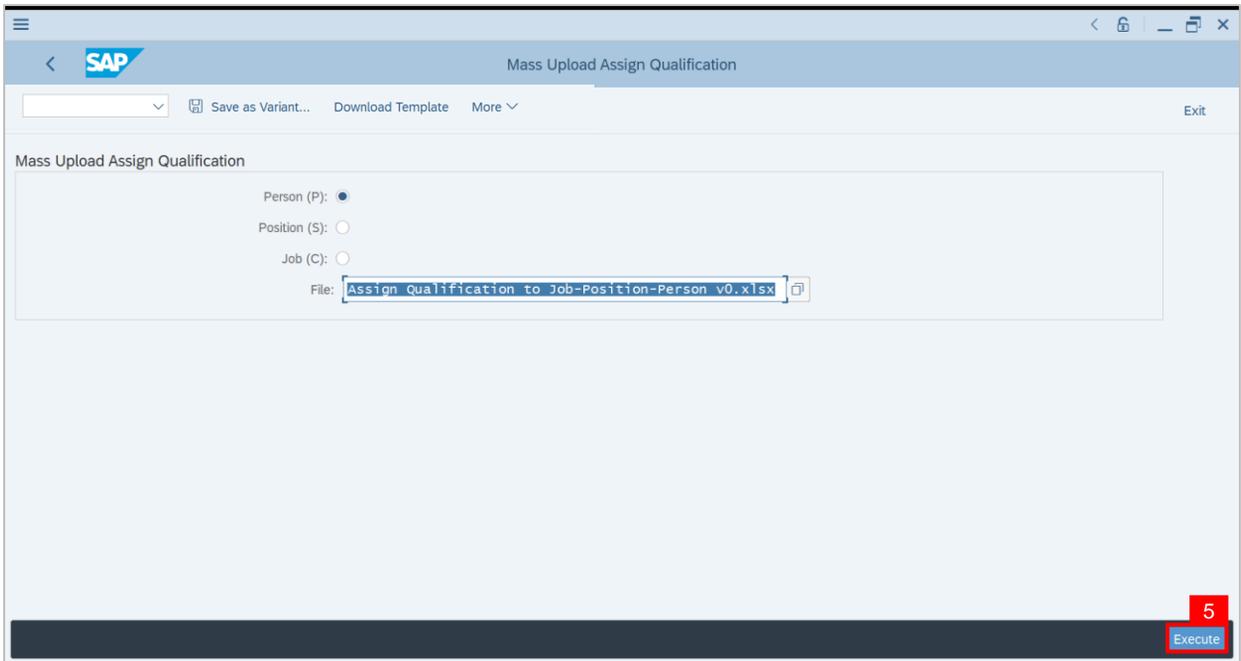
Note: List of Document will be displayed.



4. Choose specific file for **Person Qualification** template and click the **Open button**.

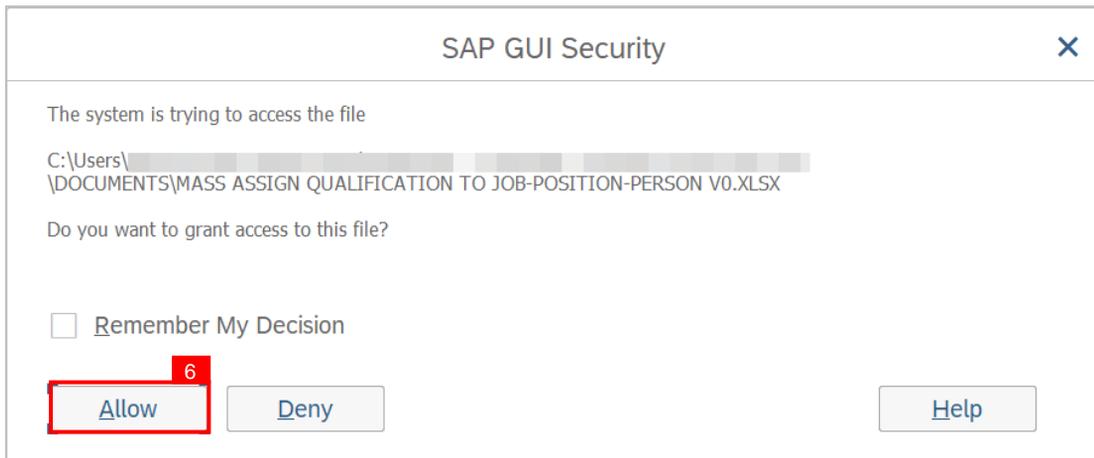


5. Once uploaded, click the **Execute** button.



Note: Pop Up window for **SAP GUI Security** will be displayed.

6. Click the **Allow** button.



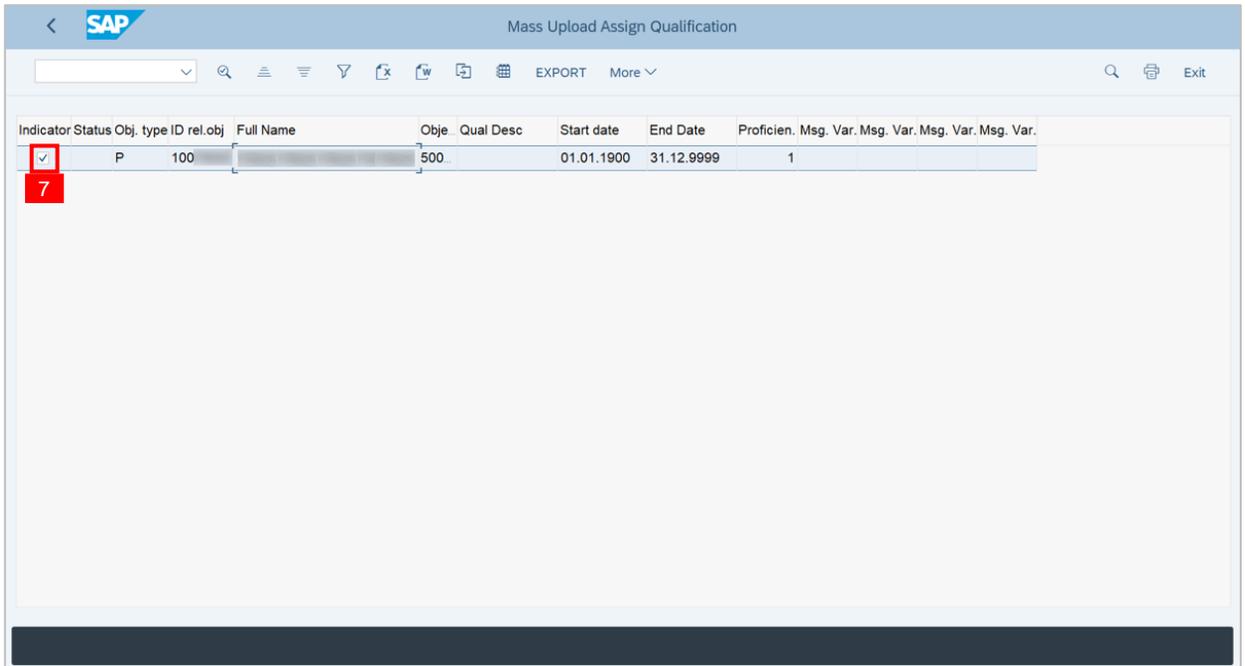


Note: List of Qualification and Person will be displayed.

The screenshot shows the SAP GUI interface for 'Mass Upload Assign Qualification'. The table below contains the data displayed in the interface.

Indicator	Status	Obj. type	ID rel.obj	Full Name	Obje.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
✓	P		100		500..		01.01.1900	31.12.9999	1				

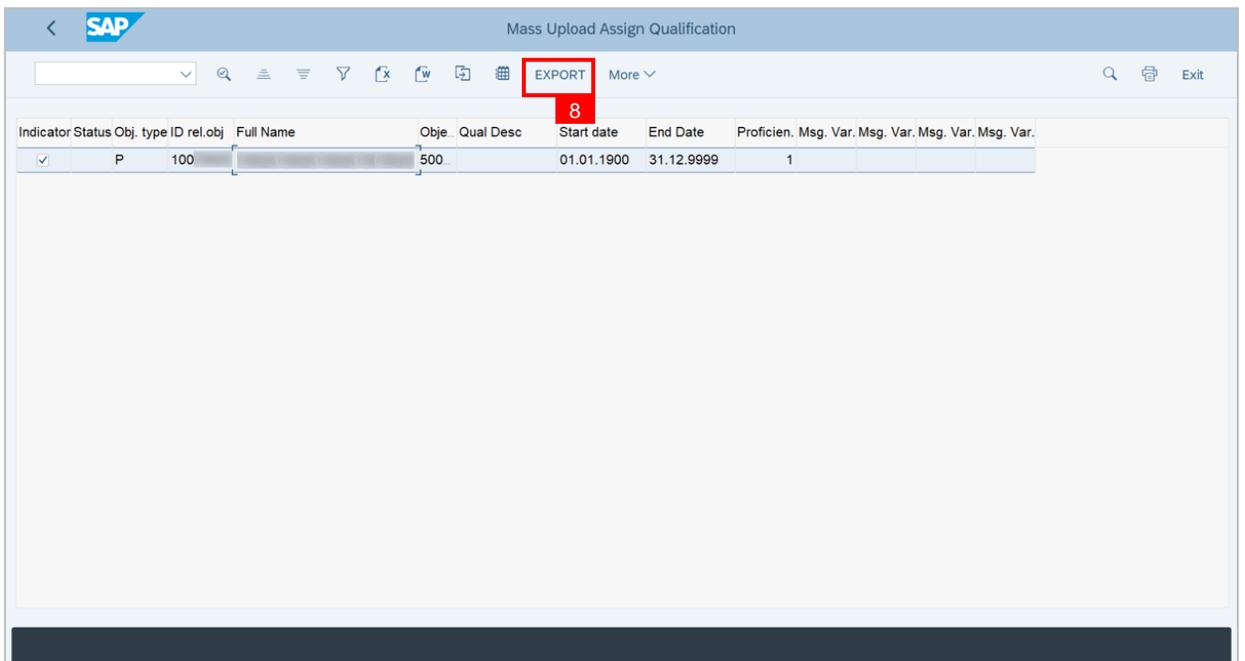
7. Select the Qualification desired to be assigned.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. A table with the following columns is displayed: Indicator, Status, Obj. type, ID rel.obj, Full Name, Obj., Qual Desc, Start date, End Date, Proficien., and four columns labeled 'Msg. Var.'. The first row is selected, with a red box around the checkmark in the 'Indicator' column and a red box containing the number '7' below it. The data in the first row is: Indicator: ✓, Status: P, Obj. type: 100, Full Name: [redacted], Obj.: 500, Qual Desc: [redacted], Start date: 01.01.1900, End Date: 31.12.9999, Proficien.: 1, and four empty 'Msg. Var.' cells.

Indicator	Status	Obj. type	ID rel.obj	Full Name	Obj.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
✓	P	100	[redacted]	[redacted]	500	[redacted]	01.01.1900	31.12.9999	1				

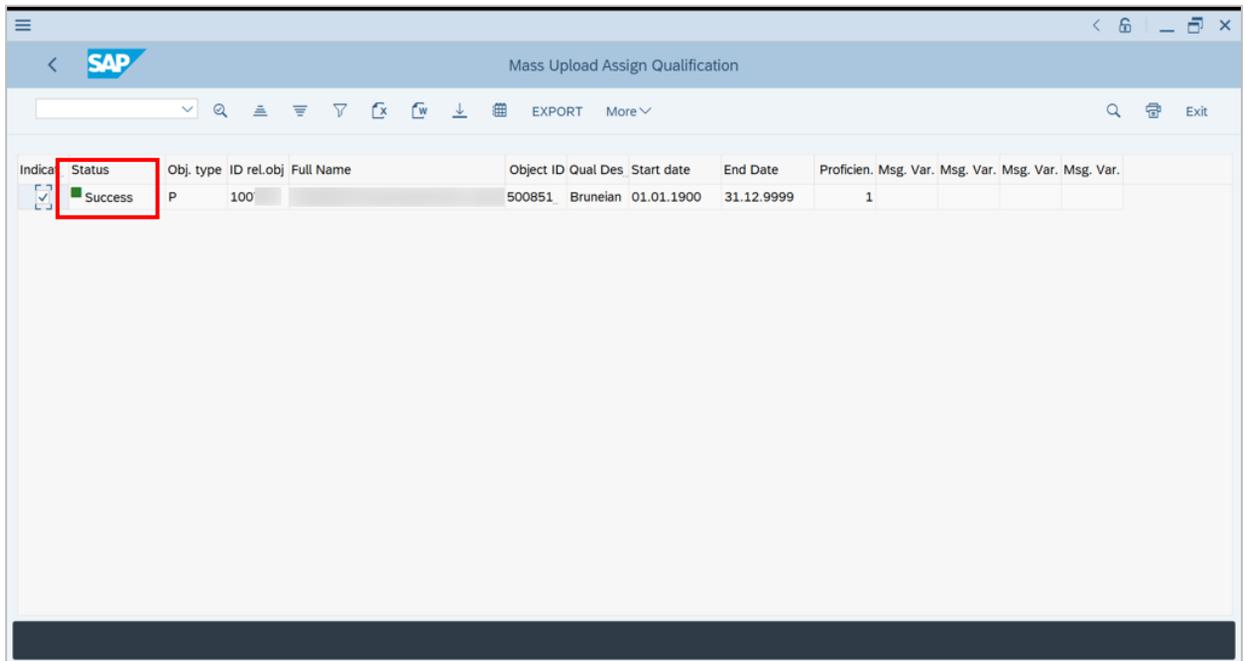
8. Then click on the Export button.



The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface as above. The 'EXPORT' button in the top toolbar is highlighted with a red box, and a red box containing the number '8' is placed below it. The table below it remains the same as in the previous screenshot.

Indicator	Status	Obj. type	ID rel.obj	Full Name	Obj.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
✓	P	100	[redacted]	[redacted]	500	[redacted]	01.01.1900	31.12.9999	1				

Outcome: Mass qualification has been successfully assigned to Person.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below displays the results of the mass upload process. A red box highlights the 'Status' column, which shows 'Success' for the first entry.

Indic	Status	Obj. type	ID rel.obj	Full Name	Object ID	Qual Des	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
	Success	P	100		500851	Bruneian	01.01.1900	31.12.9999	1				

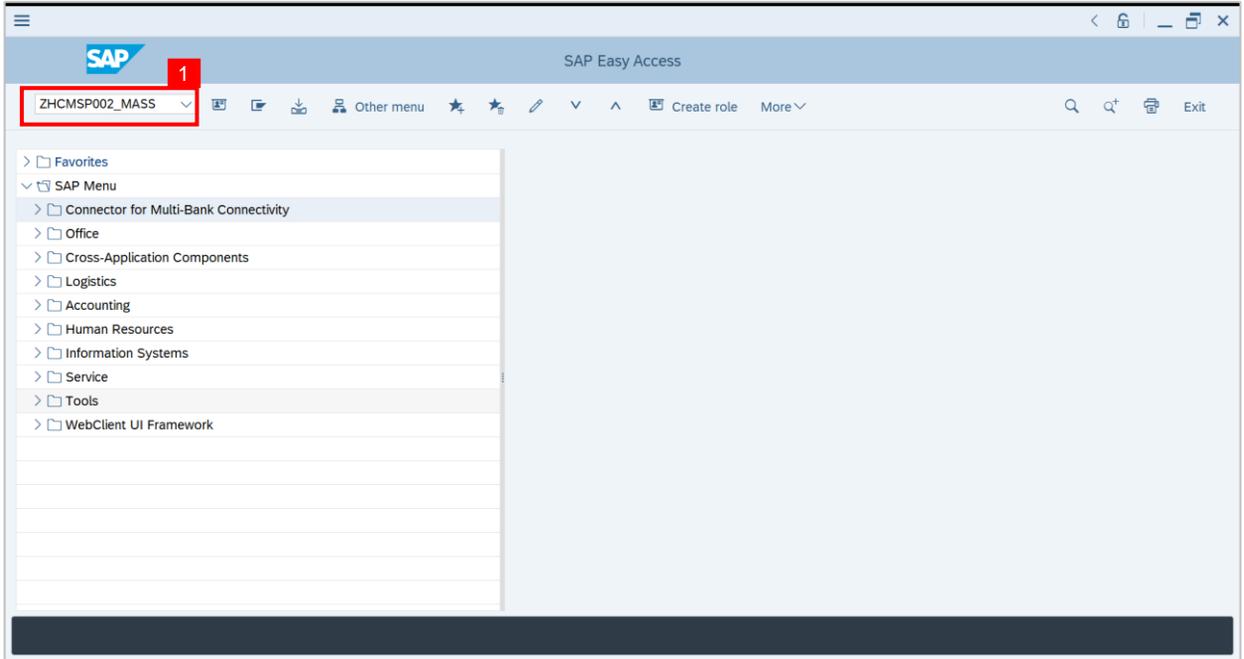
**DOWNLOAD MASS
UPLOAD POSITION
TEMPLATE**

Backend User

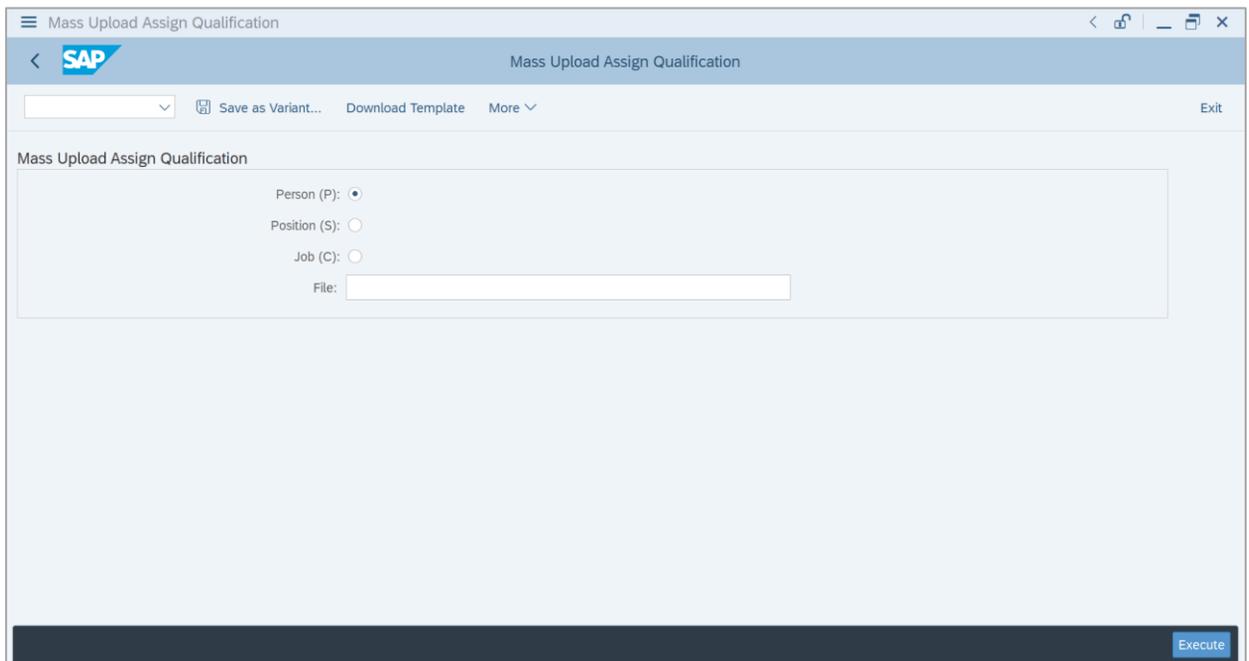
Department HR Admin

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

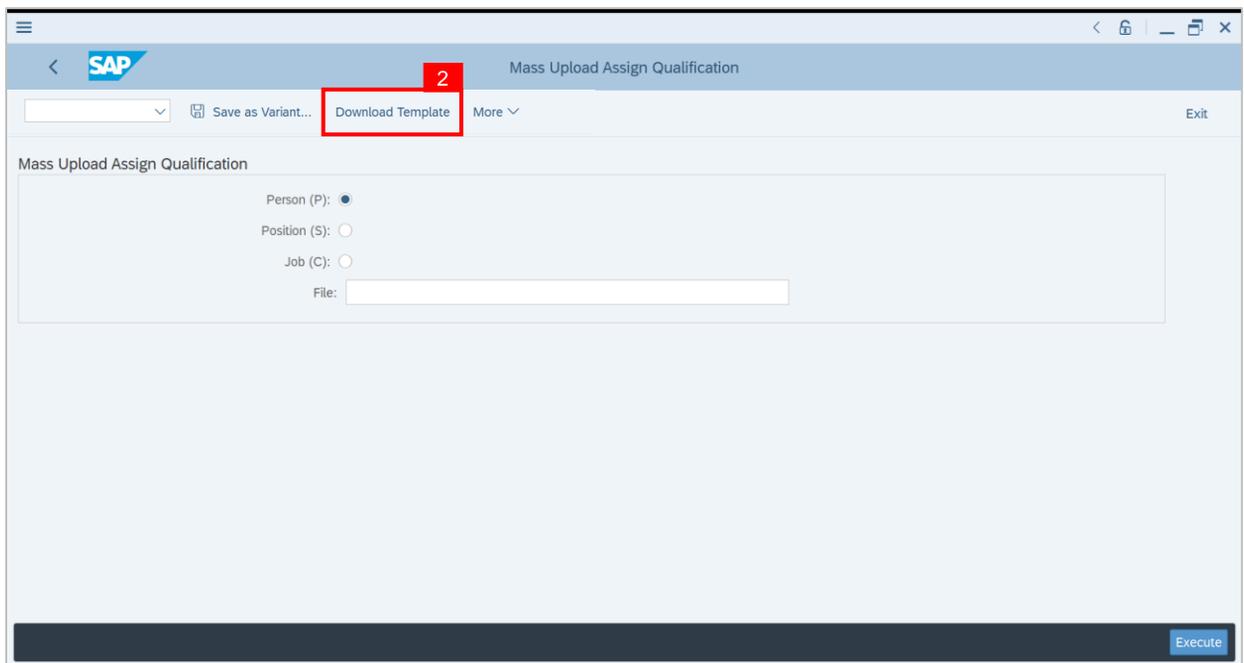
1. Enter **ZHCMSP002_MASS** in the search bar.



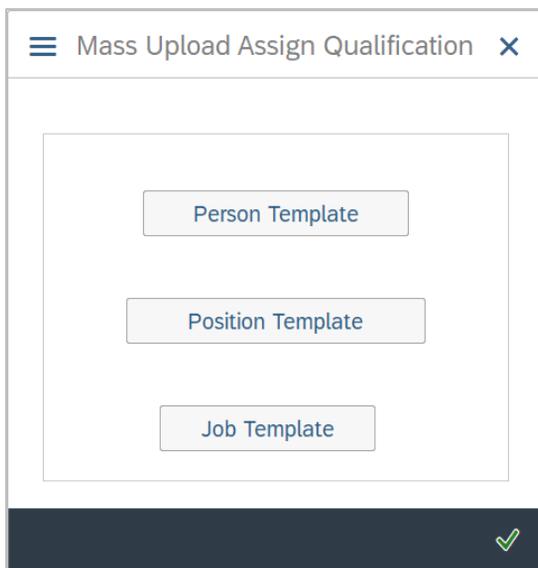
Note: Mass Upload Assign Qualification will be displayed.



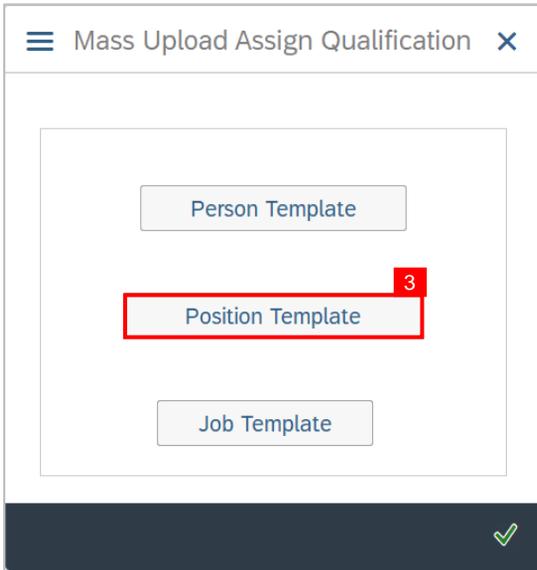
2. Click on **Download Template**.



Note: Mass Upload Assign Qualification window will appear.



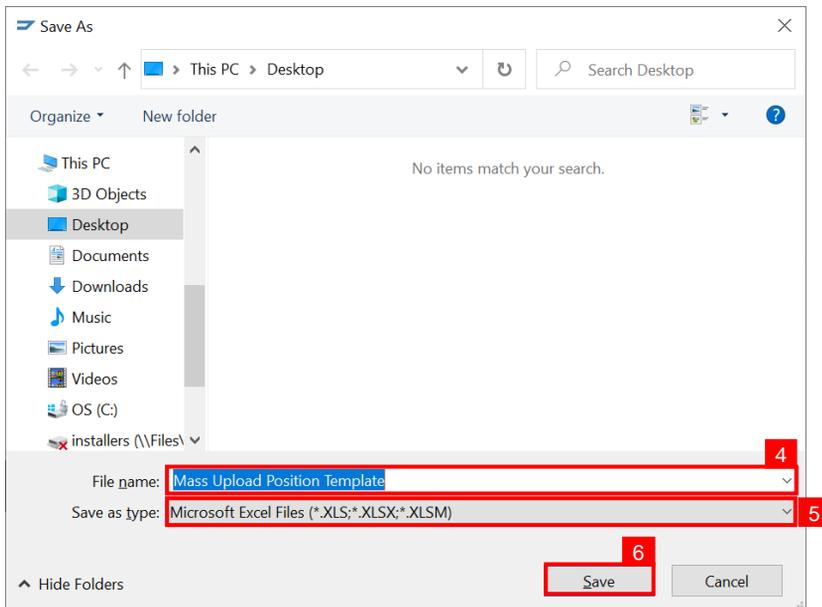
3. Select **Position Template**.



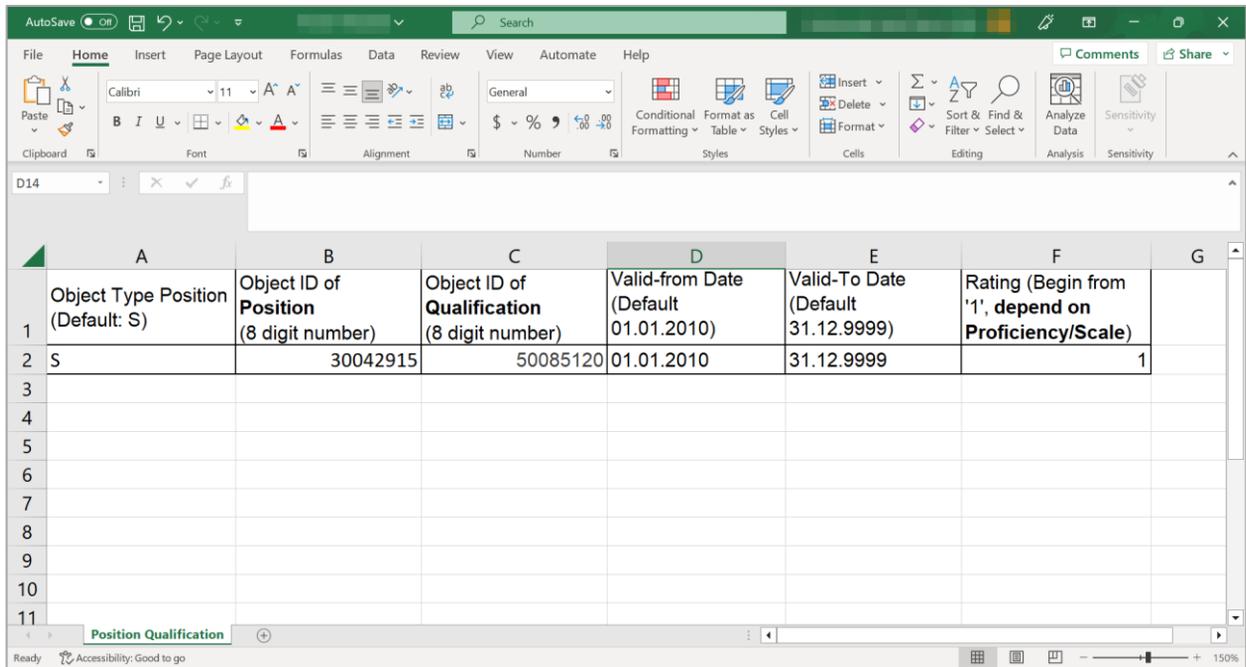
4. **Name** the file.

5. Ensure to **save** the file as **Excel** format.

6. Click on the **Save** button.



Outcome: Mass Upload Position Template has been downloaded.



	A	B	C	D	E	F	G
1	Object Type Position (Default: S)	Object ID of Position (8 digit number)	Object ID of Qualification (8 digit number)	Valid-from Date (Default 01.01.2010)	Valid-To Date (Default 31.12.9999)	Rating (Begin from '1', depend on Proficiency/Scale)	
2	S	30042915	50085120	01.01.2010	31.12.9999	1	1
3							
4							
5							
6							
7							
8							
9							
10							
11							

Column Name	Description
Object Type Position	Contains a one-character code that represents a type of object. E.g., Position is an object that has a code of S .
Object ID of Position	Contains a unique eight-digit numerical code that represents a specific position .
Object ID of Qualification	Contains a unique eight-digit numerical code that represents a specific qualification .
Valid-from Date	Contains a date that identifies the start of a validity period.
Valid-To Date	Contains a date that identifies the end of a validity period.
Rating	Describes an individual's level of proficiency in a particular competency. A rating identifies an employee's level of proficiency . E.g., Having a rating of 1 for "RCL: Drive Change" means an employee must be "Able to perform at basic level".

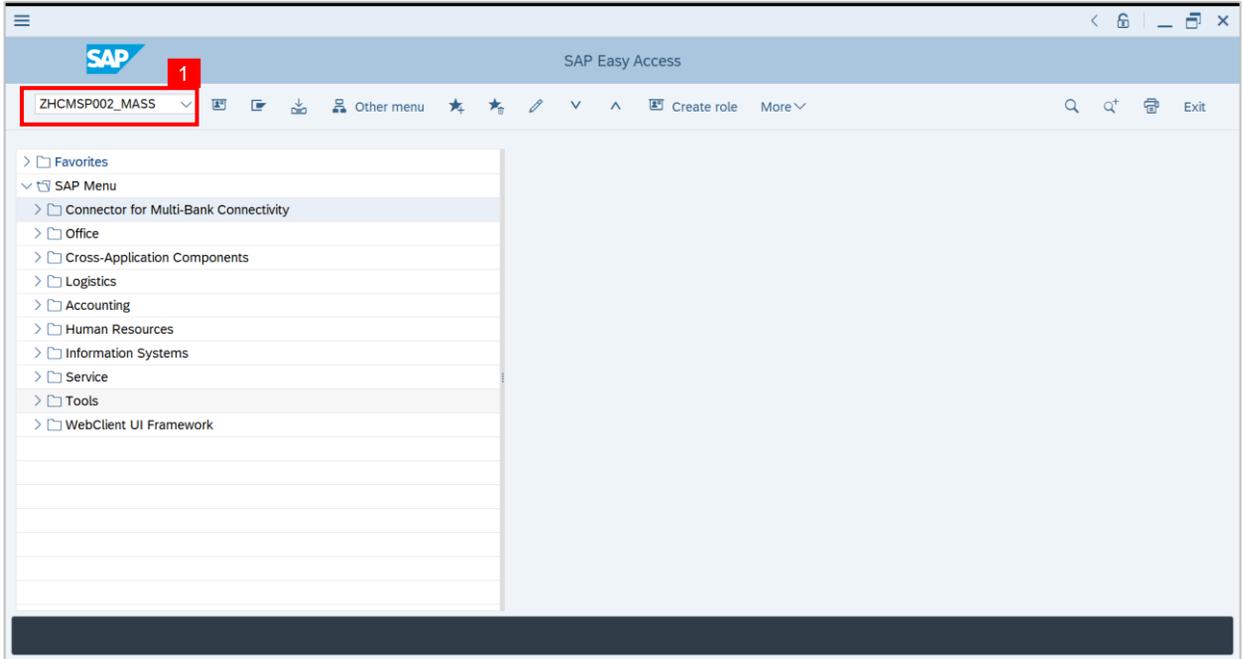
**DOWNLOAD MASS
UPLOAD PERSON
TEMPLATE**

Backend User

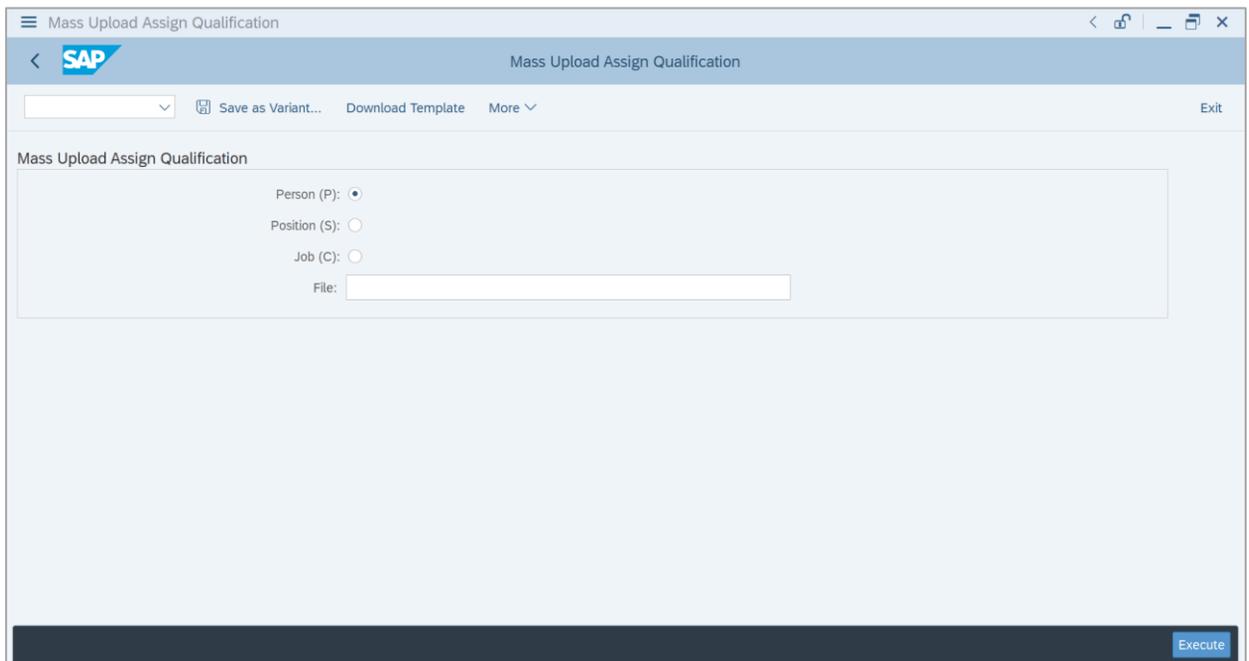
Department HR Admin

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

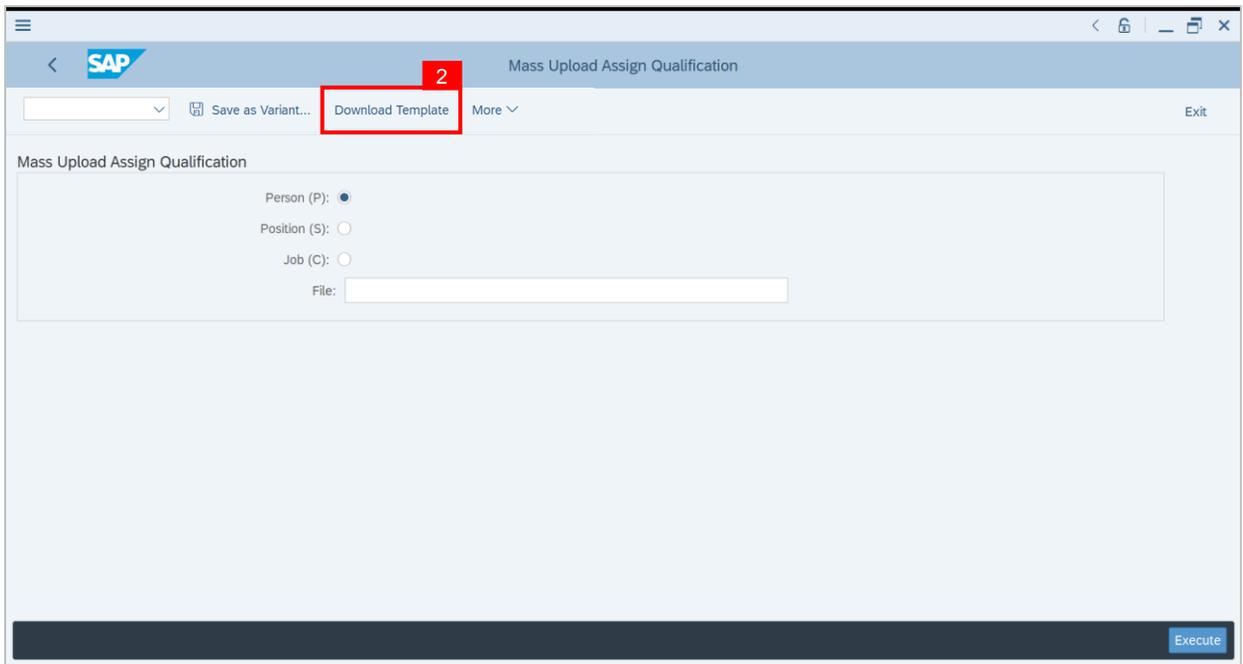
1. Enter **ZHCMSP002_MASS** in the search bar.



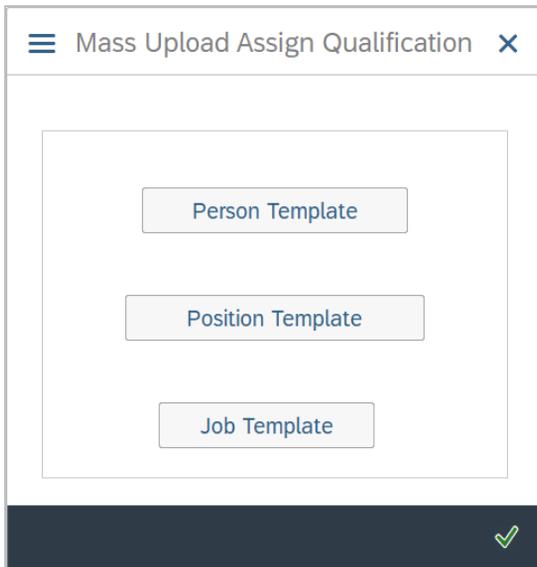
Note: Mass Upload Assign Qualification will be displayed.



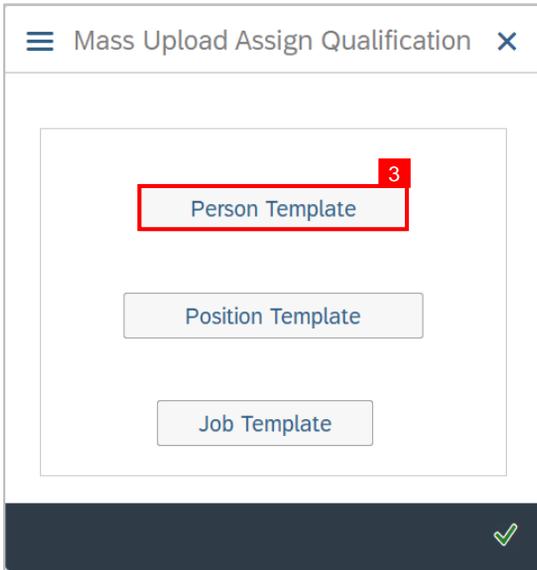
2. Click on **Download Template**.



Note: Mass Upload Assign Qualification window will appear.



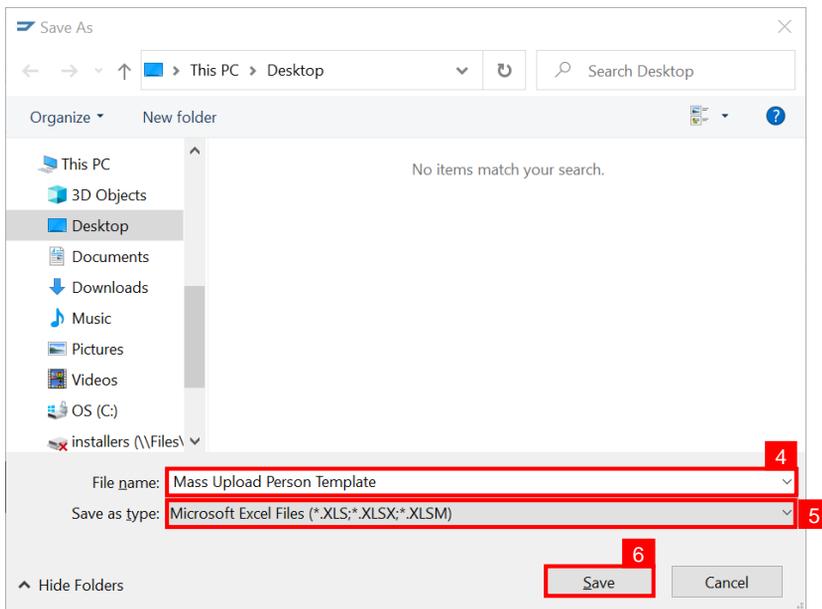
3. Select **Person Template**.



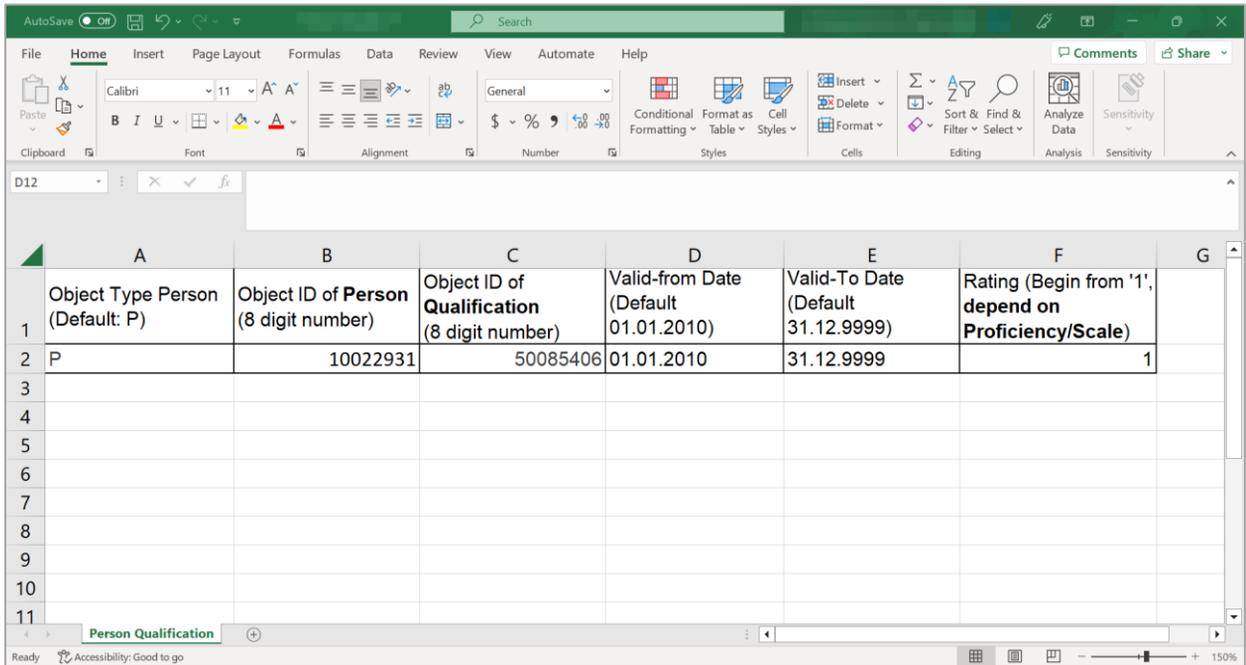
4. **Name** the file.

5. Ensure to **save** the file as **Excel** format.

6. Click on the **Save** button.



Outcome: Mass Upload Person Template has been downloaded.



Column Name	Description
Object Type Person	Contains a one-character code that represents a type of object. E.g., Person is an object that has a code of P .
Object ID of Person	Contains a unique eight-digit numerical code that represents a specific person (Personnel Number) .
Object ID of Qualification	Contains a unique eight-digit numerical code that represents a specific qualification .
Valid-from Date	Contains a date that identifies the start of a validity period.
Valid-To Date	Contains a date that identifies the end of a validity period.
Rating	Describes an individual's level of proficiency in a particular competency. A rating identifies an employee's level of proficiency . E.g., Having a rating of 1 for "RCL: Drive Change" means an employee must be "Able to perform at basic level".

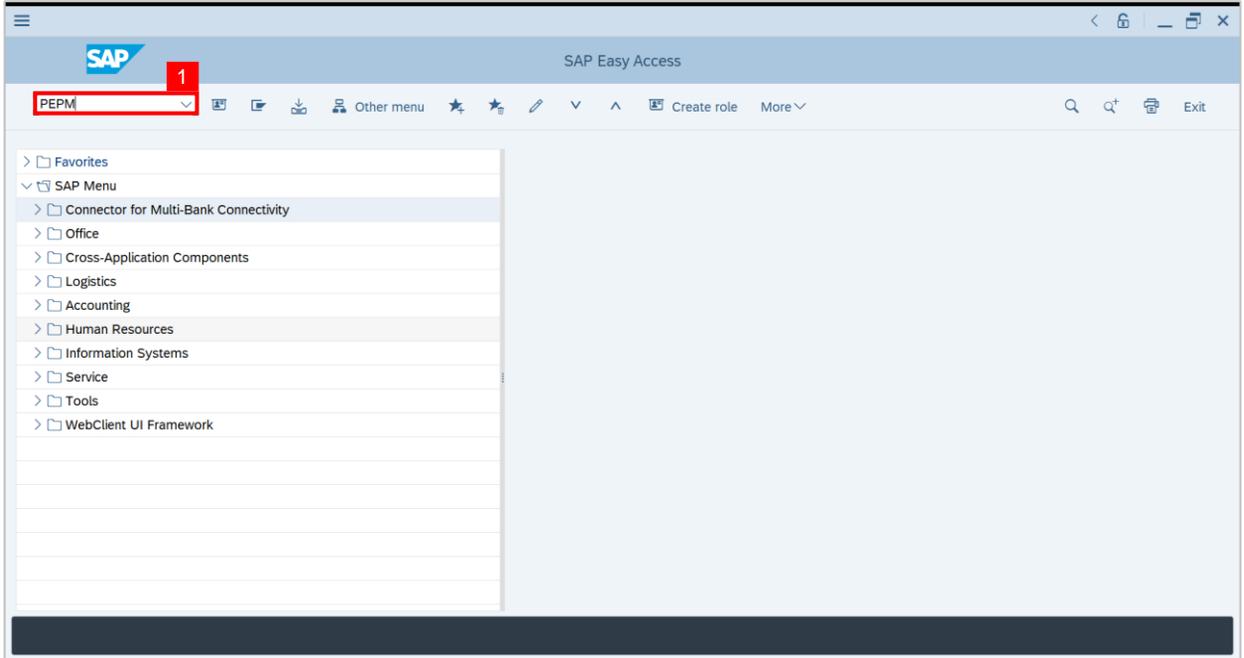
**GENERATE PROFILE
MATCHUP REPORT**

Backend User

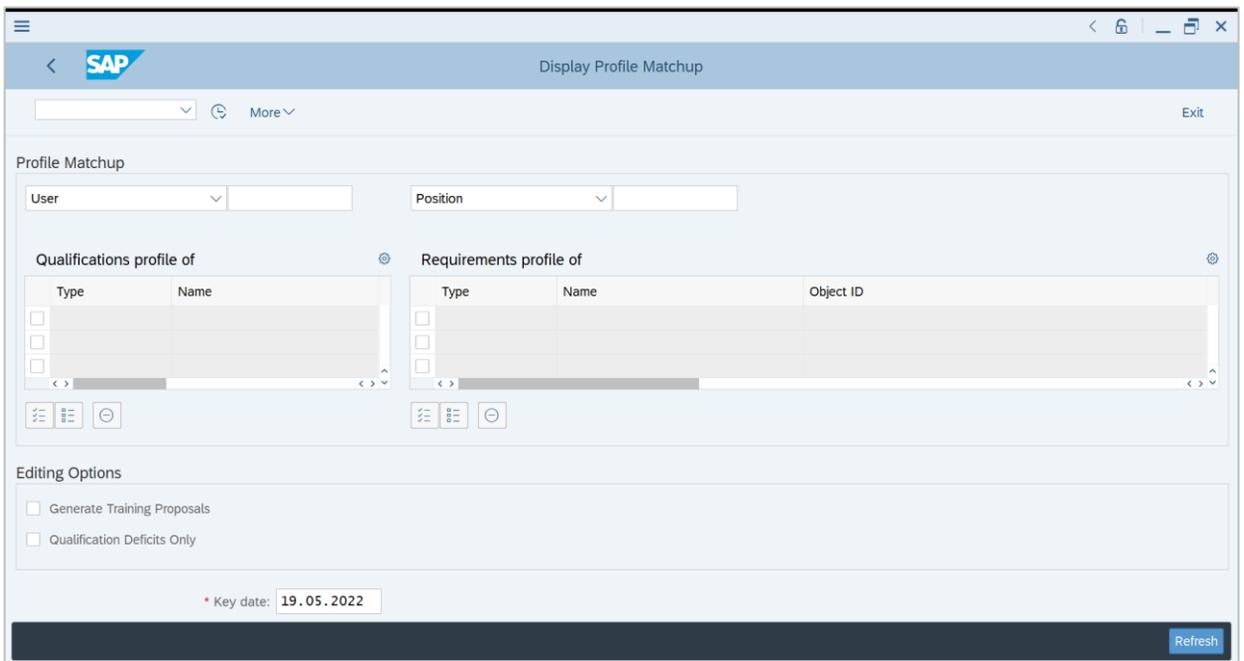
Department HR Admin

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

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

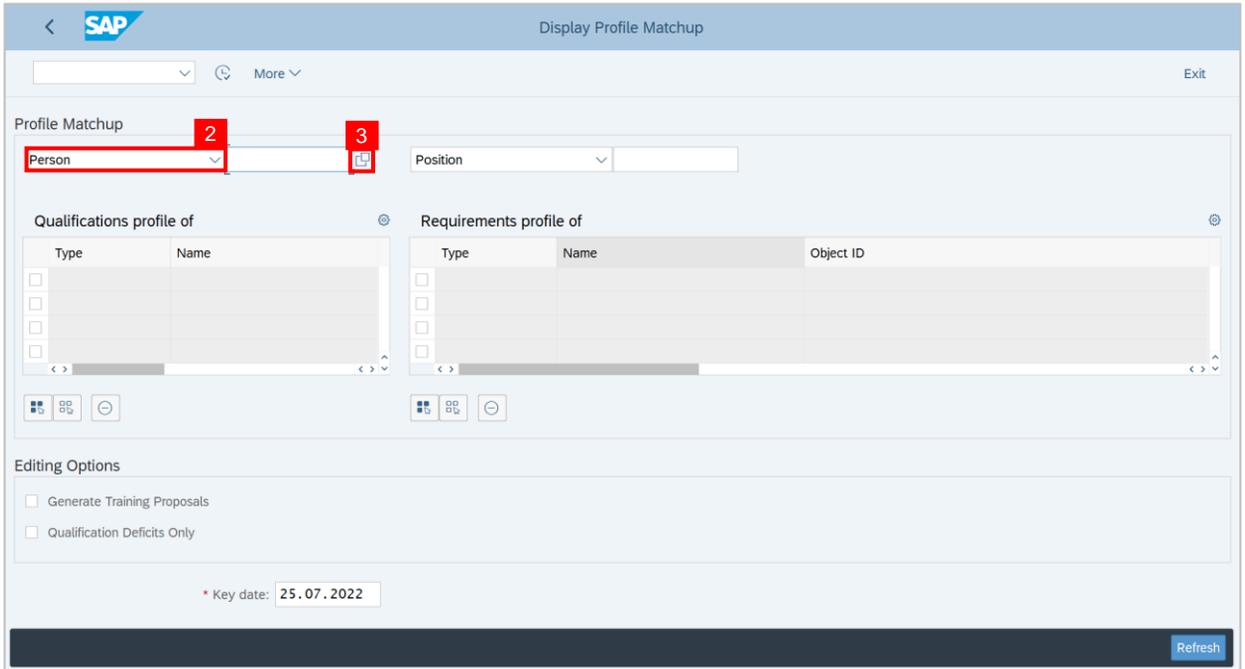


Note: Display Profile Matchup will be displayed.



Note: Navigate to **Profile Matchup**.

2. Select the option **Person** from the dropdown.
3. Click on the **Lookup icon** to select Personnel(s).

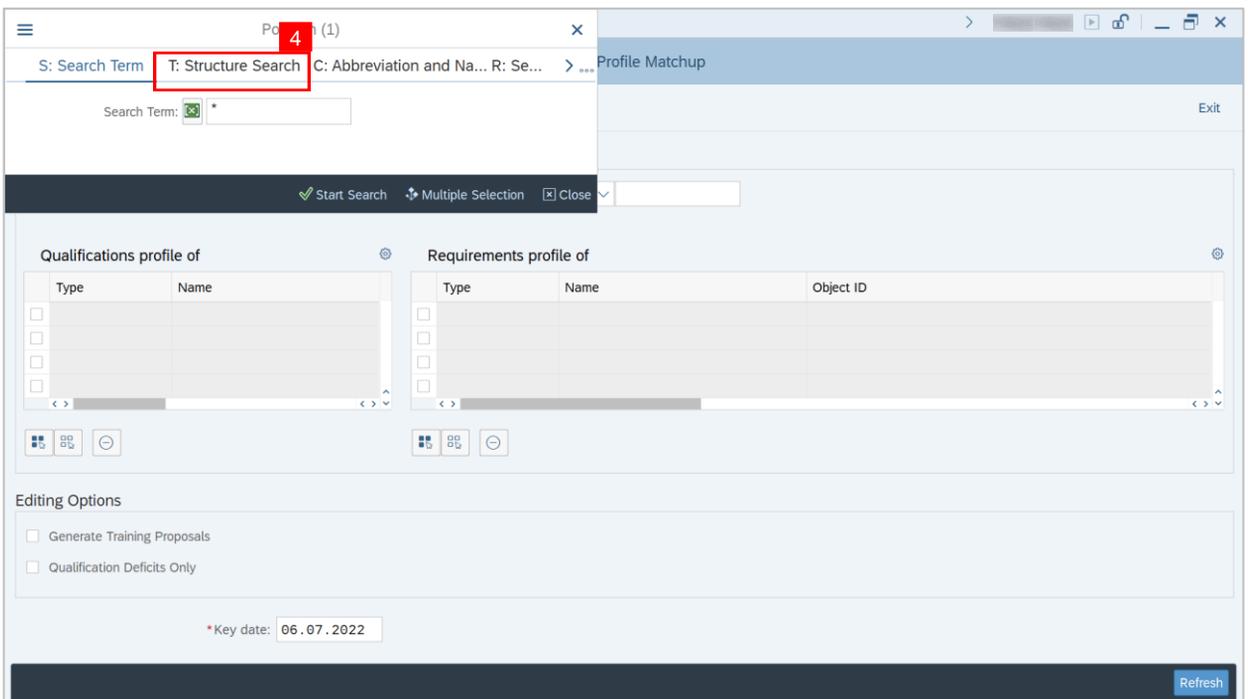


The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and the title 'Display Profile Matchup'. Below this, there is a search bar and an 'Exit' button. The main area is divided into several sections:

- Profile Matchup:** A dropdown menu is set to 'Person' (highlighted with a red box and a '2'). To its right is a 'Position' dropdown and a 'Lookup icon' (highlighted with a red box and a '3').
- Qualifications profile of:** A table with columns 'Type' and 'Name'.
- Requirements profile of:** A table with columns 'Type', 'Name', and 'Object ID'.
- Editing Options:** Two checkboxes: 'Generate Training Proposals' and 'Qualification Deficits Only'.
- Key date:** A field containing '25.07.2022'.
- Refresh:** A blue button at the bottom right.

Note: Search window will be displayed.

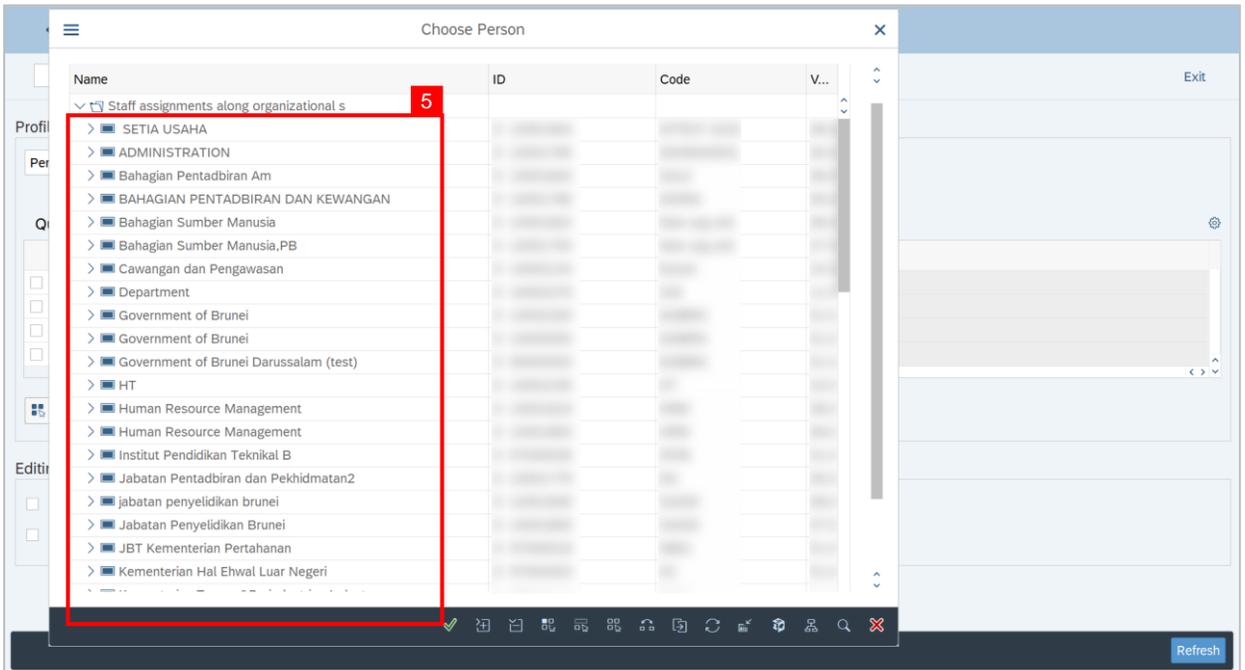
4. Click on the **T: Structure Search** tab



This screenshot shows the same SAP 'Display Profile Matchup' interface as the previous one, but with a search window open. The search window is titled 'S: Search Term' and has a dropdown menu with 'T: Structure Search' selected (highlighted with a red box and a '4'). The search window also contains a search term field with an asterisk and a 'Start Search' button. The background interface is partially obscured by the search window. The 'Key date' field now shows '06.07.2022'.

Note: Choose Person Page will be displayed.

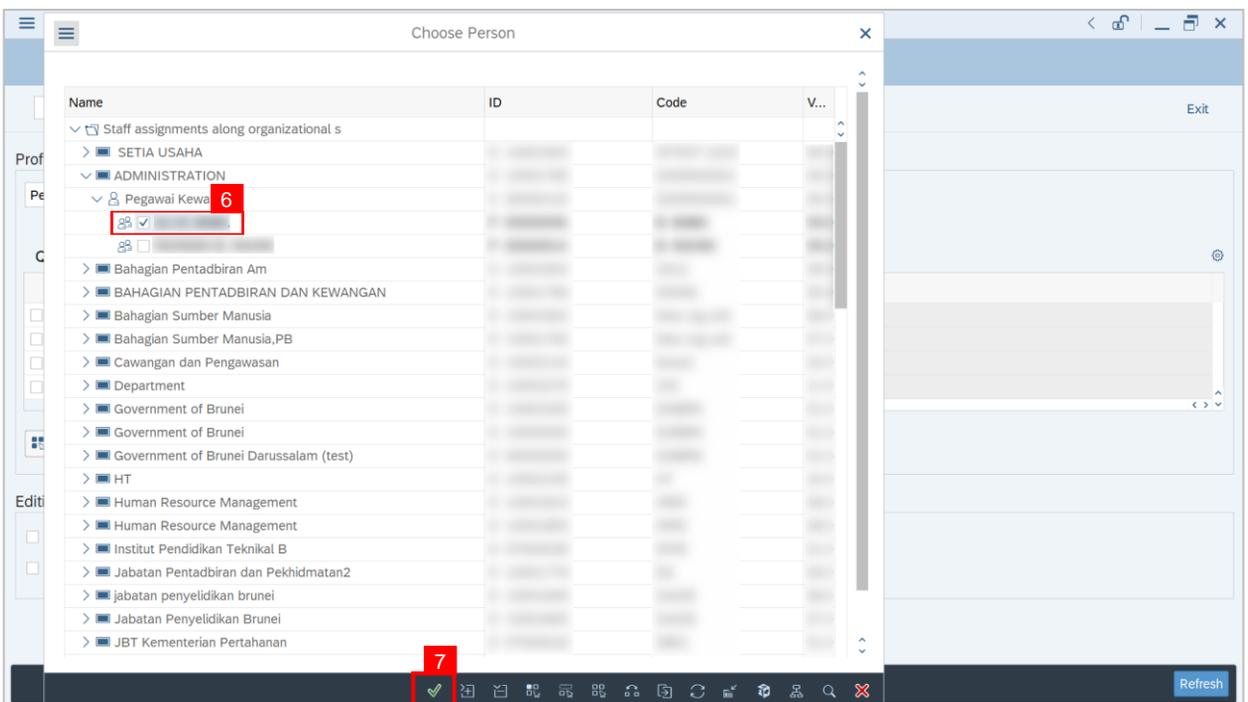
5. Select a **Person** under **STAFF ASSIGNMENTS ALONG ORGANIZATIONAL**.



Note: A view page of Person will be displayed.

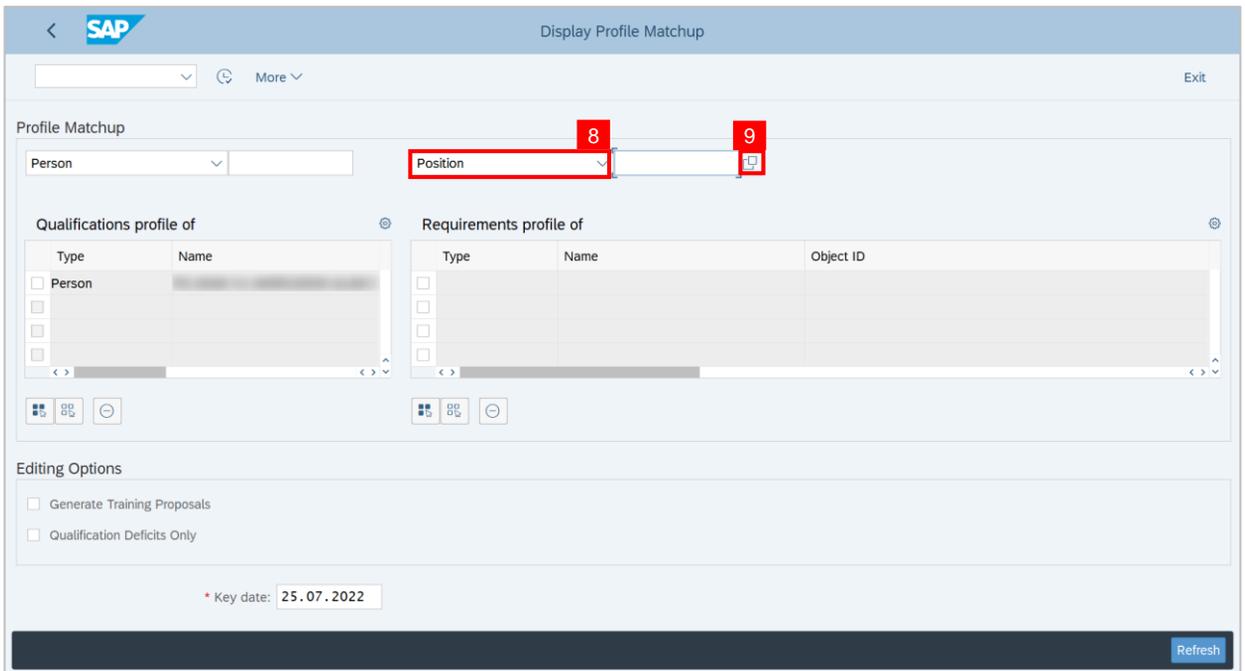
6. Select the **Person** by clicking on the **checkbox** beside the position.

7. Click on the **Tick Icon**.



8. Select the option **Position** from the dropdown.

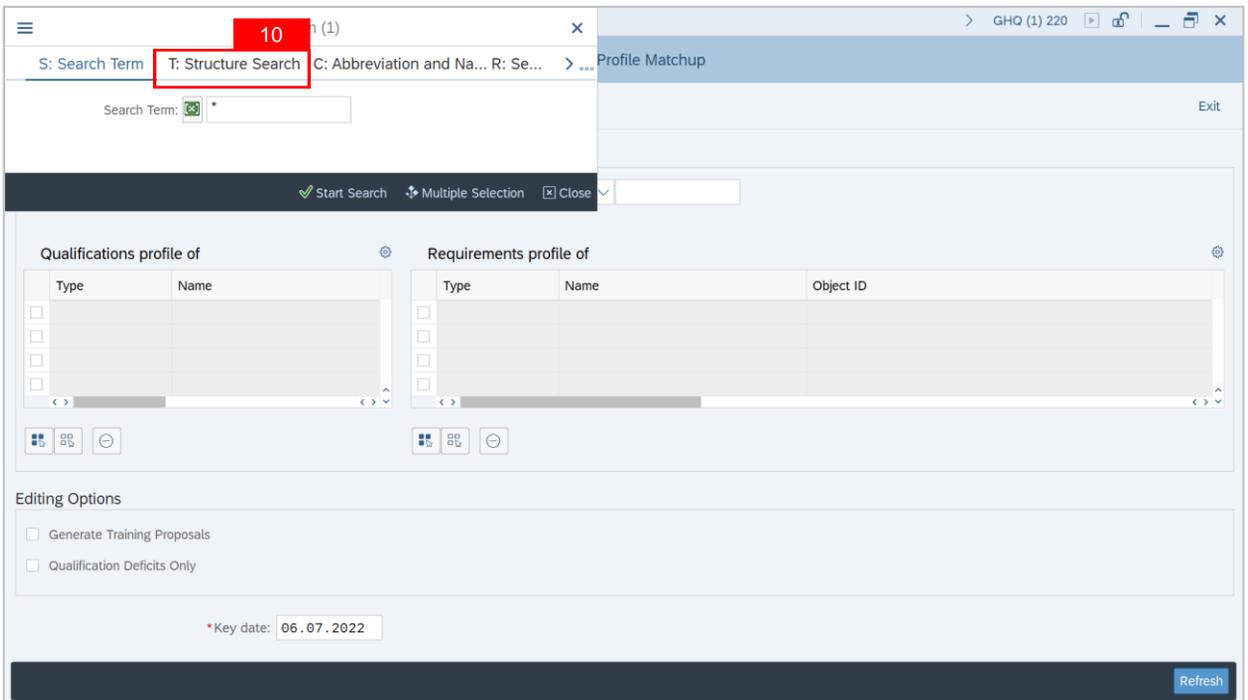
9. Click on the **Lookup icon** to select Position(s).



The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and the title 'Display Profile Matchup'. Below this, there is a search bar and a 'More' dropdown. The main area is divided into two sections: 'Profile Matchup' and 'Editing Options'. In the 'Profile Matchup' section, there are two dropdown menus: 'Person' and 'Position'. The 'Position' dropdown is highlighted with a red box and a red '8' above it. To the right of the 'Position' dropdown is a 'Lookup icon' (a magnifying glass) highlighted with a red box and a red '9' above it. Below these dropdowns are two tables: 'Qualifications profile of' and 'Requirements profile of'. The 'Qualifications profile of' table has columns for 'Type' and 'Name'. The 'Requirements profile of' table has columns for 'Type', 'Name', and 'Object ID'. Below the tables are two sets of icons for table manipulation. In the 'Editing Options' section, there are two checkboxes: 'Generate Training Proposals' and 'Qualification Deficits Only'. At the bottom, there is a 'Key date' field with the value '25.07.2022' and a 'Refresh' button.

Note: Search window will be displayed.

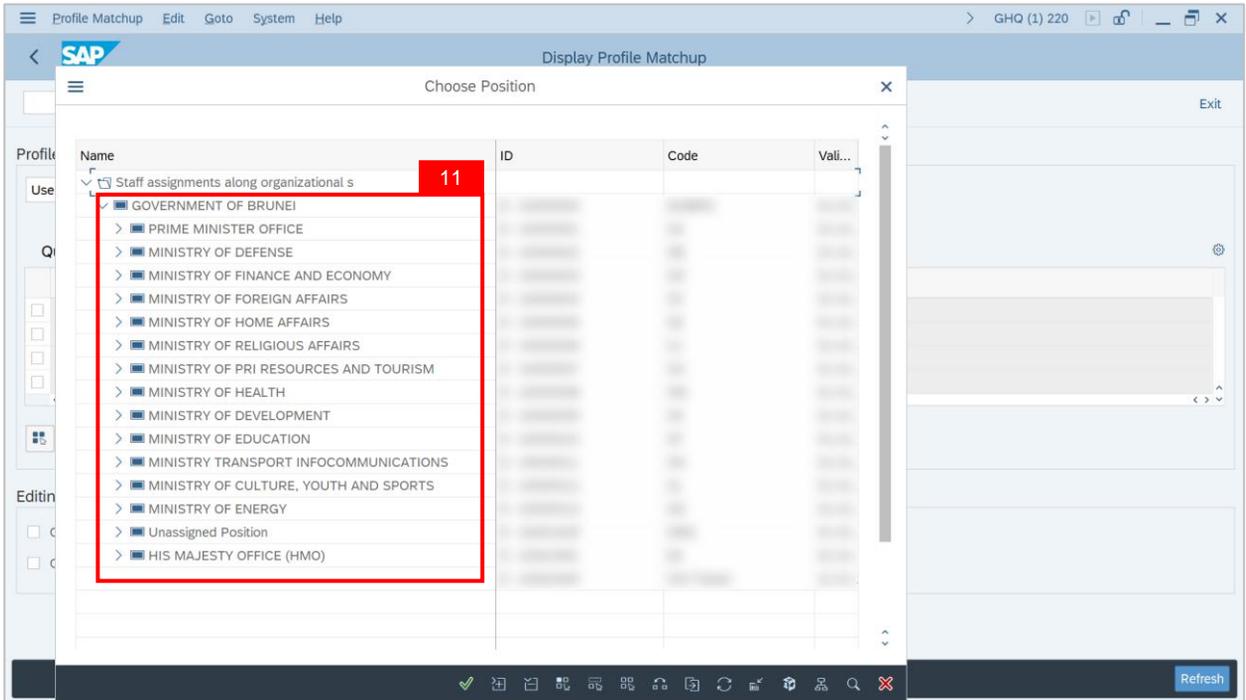
10. Click on the **T: Structure Search** tab.



The screenshot shows the same SAP 'Display Profile Matchup' interface as above, but with a search window open. The search window is titled 'S: Search Term' and has a 'T: Structure Search' tab selected, which is highlighted with a red box and a red '10' above it. The search window also has a 'C: Abbreviation and Na...' tab and an 'R: Se...' tab. The search term field is empty. Below the search window, there are buttons for 'Start Search', 'Multiple Selection', and 'Close'. The main interface behind the search window is the same as in the previous screenshot, but the 'Key date' field now shows '06.07.2022'.

Note: Choose Position Page will be displayed.

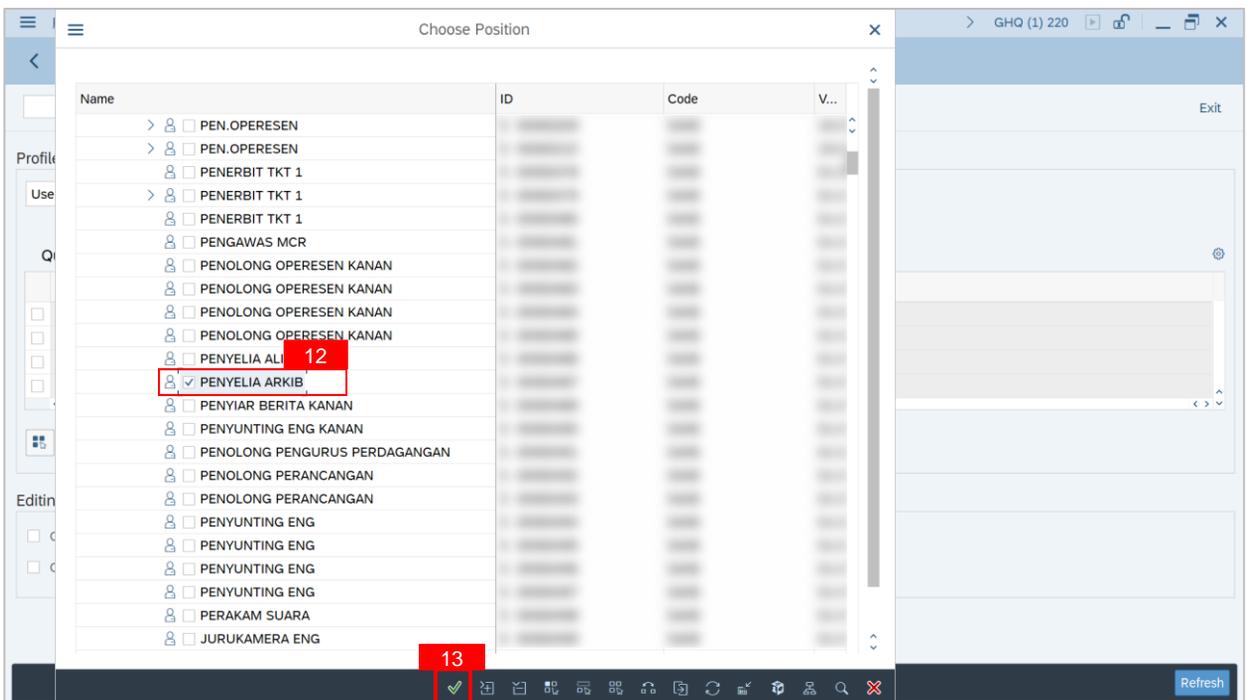
11. Select a **Position** under **GOVERNMENT OF BRUNEI**.



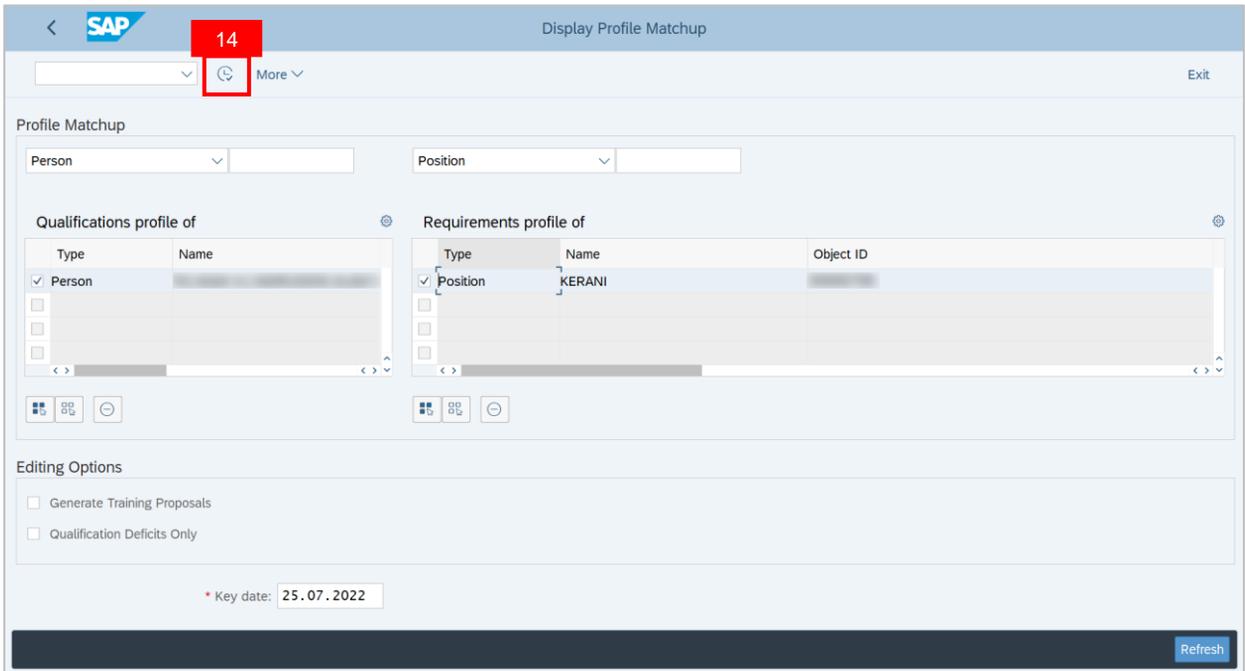
Note: A view page of Positions will be displayed.

12. Select the **Position** by clicking on the **checkbox** beside the position.

13. Click on the **Tick Icon**.

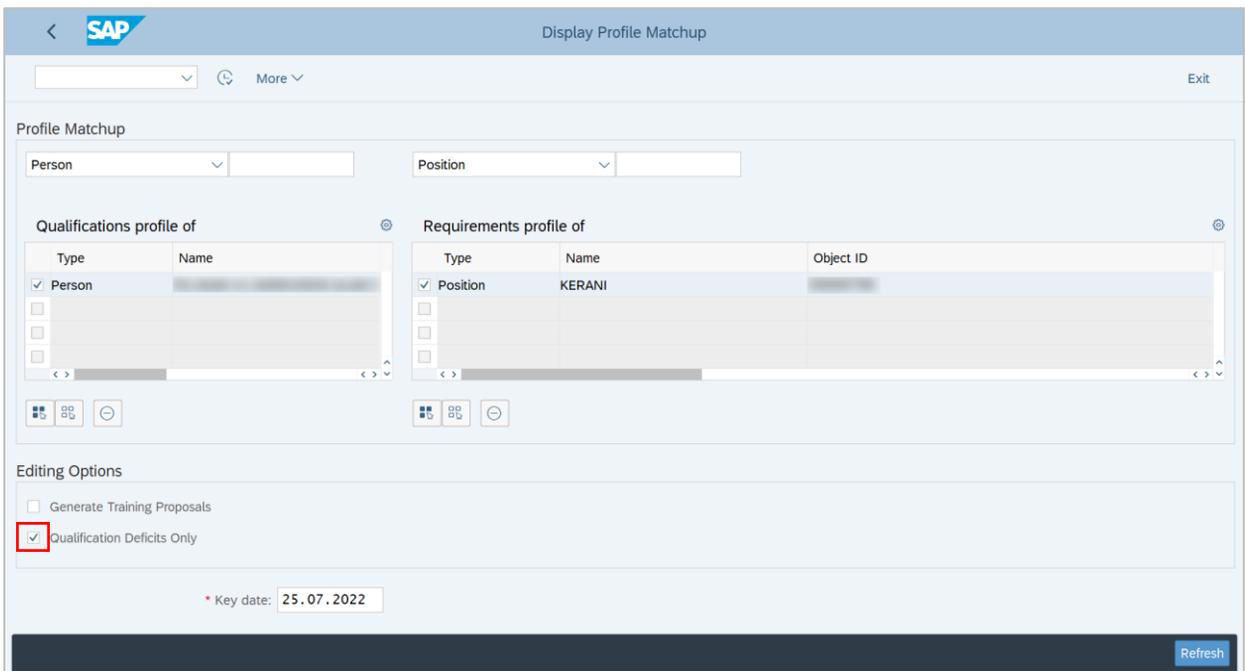


14. Click on the **Execute Icon** to generate the **Profile Matchup** report.



The screenshot shows the SAP 'Display Profile Matchup' interface. At the top left, the SAP logo is visible. Below it, there is a search bar and a 'More' dropdown menu. A red box highlights the 'Execute' icon (a circular arrow) next to the search bar, with the number '14' in a red box above it. The main area is titled 'Profile Matchup' and contains two sections: 'Qualifications profile of' and 'Requirements profile of'. The 'Qualifications profile of' section has a table with columns 'Type' and 'Name', where 'Person' is selected. The 'Requirements profile of' section has a table with columns 'Type', 'Name', and 'Object ID', where 'Position' is selected and 'KERANI' is listed in the 'Name' column. Below these sections is the 'Editing Options' area, which includes checkboxes for 'Generate Training Proposals' and 'Qualification Deficits Only'. A 'Key date' field is set to '25.07.2022'. At the bottom right, there is a 'Refresh' button.

Additional: Navigate to **Editing Options** and click on the **Qualification Deficits Only** checkbox to generate a **Profile Matchup** report with deficits qualification only.



This screenshot is identical to the previous one, but the 'Qualification Deficits Only' checkbox in the 'Editing Options' section is now checked, as indicated by a red box around the checkbox. All other elements, including the highlighted 'Execute' icon and the '14' label, remain the same.

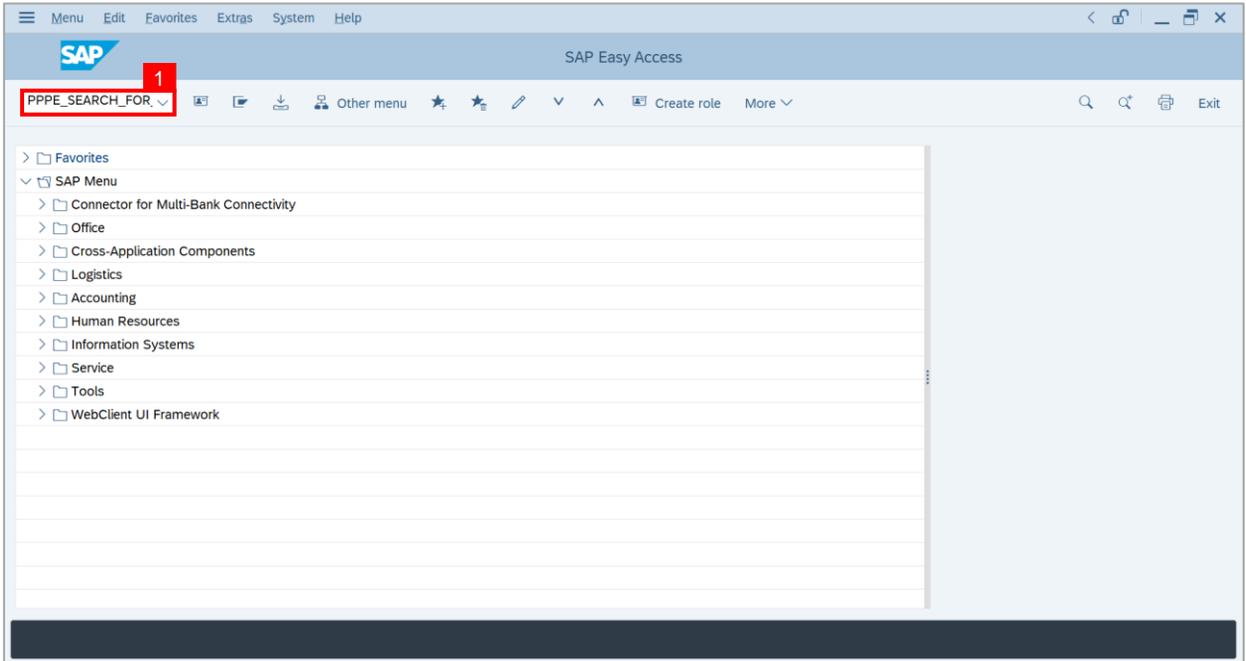
**GENERATE SEARCH
FOR OBJECT REPORT**

Backend User

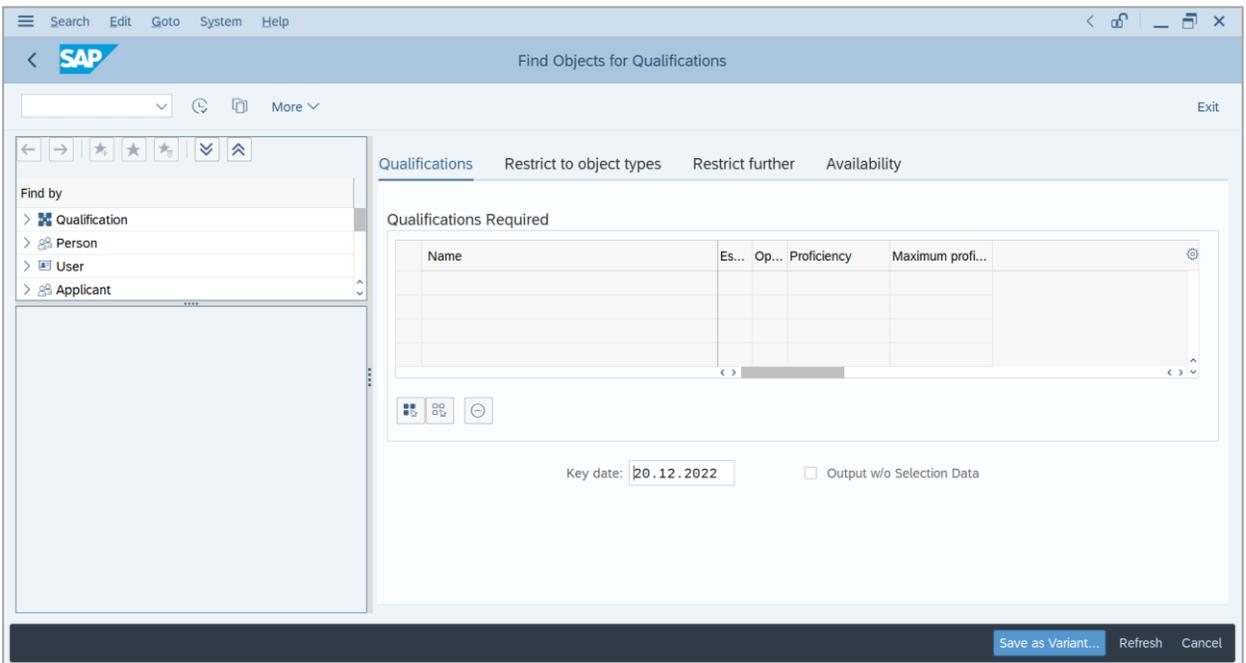
Department HR Admin

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

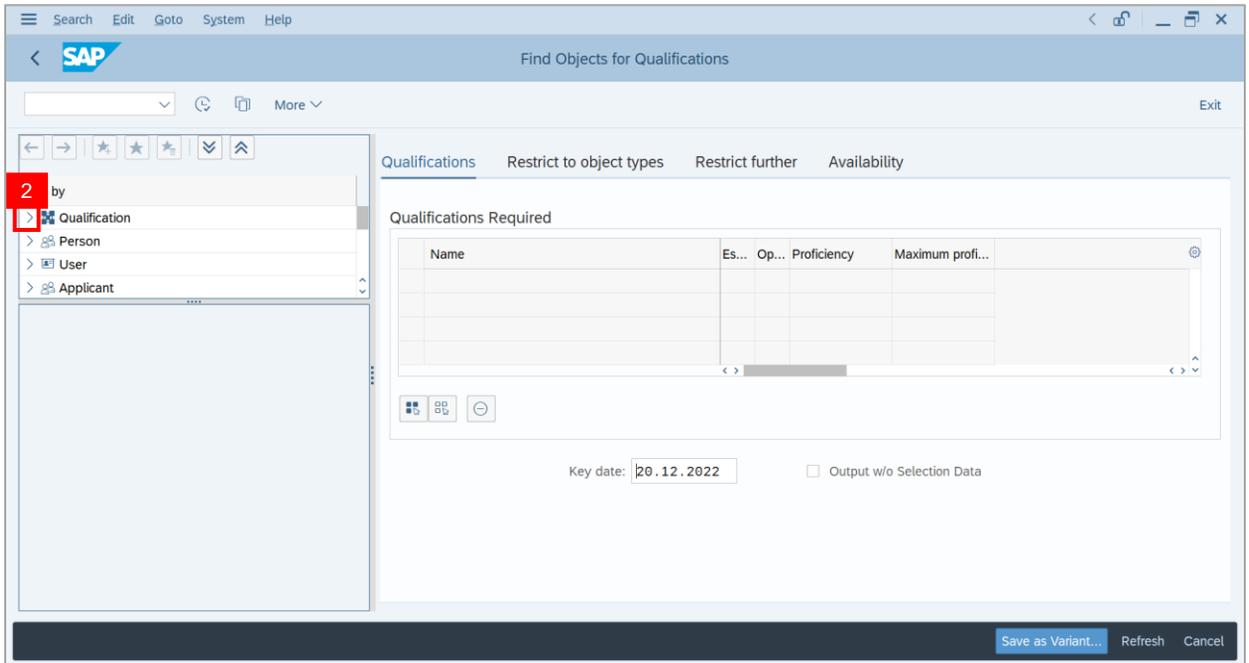
1. Enter **PPPE_SEARCH_FOR_Q** in the search bar.



Note: Find Objects for Qualifications page will be displayed.

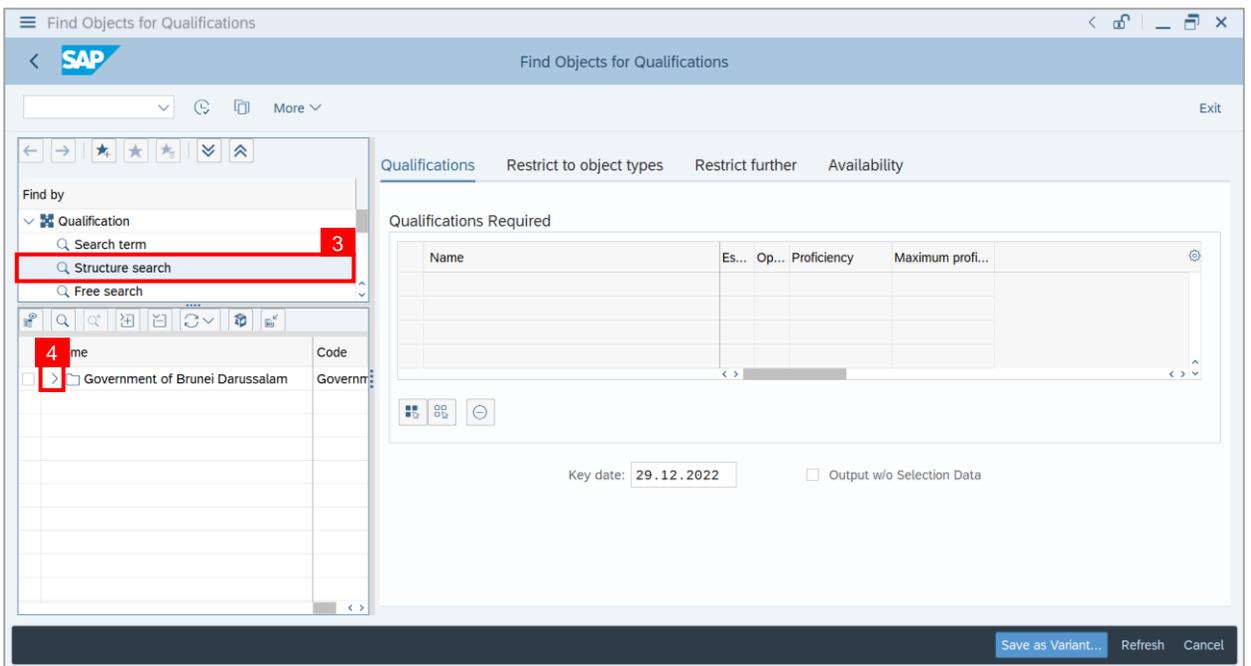


2. Click on the **Dropdown** menu on **Qualification**.

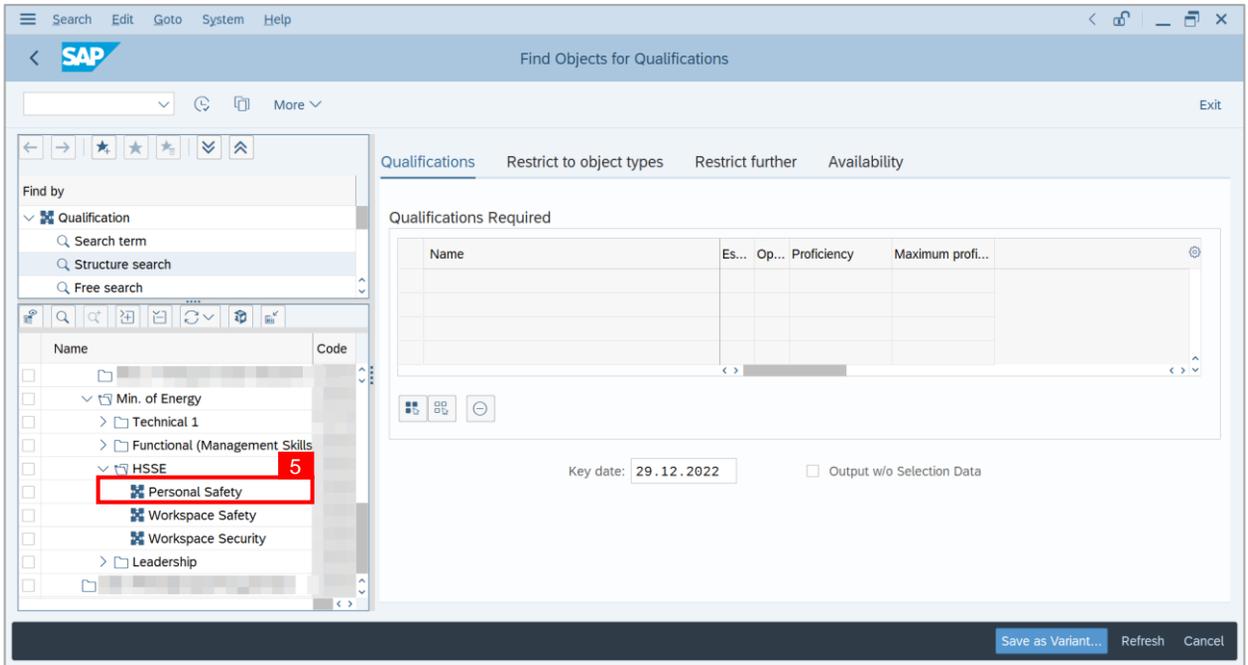


3. Click on **Structure Search**.

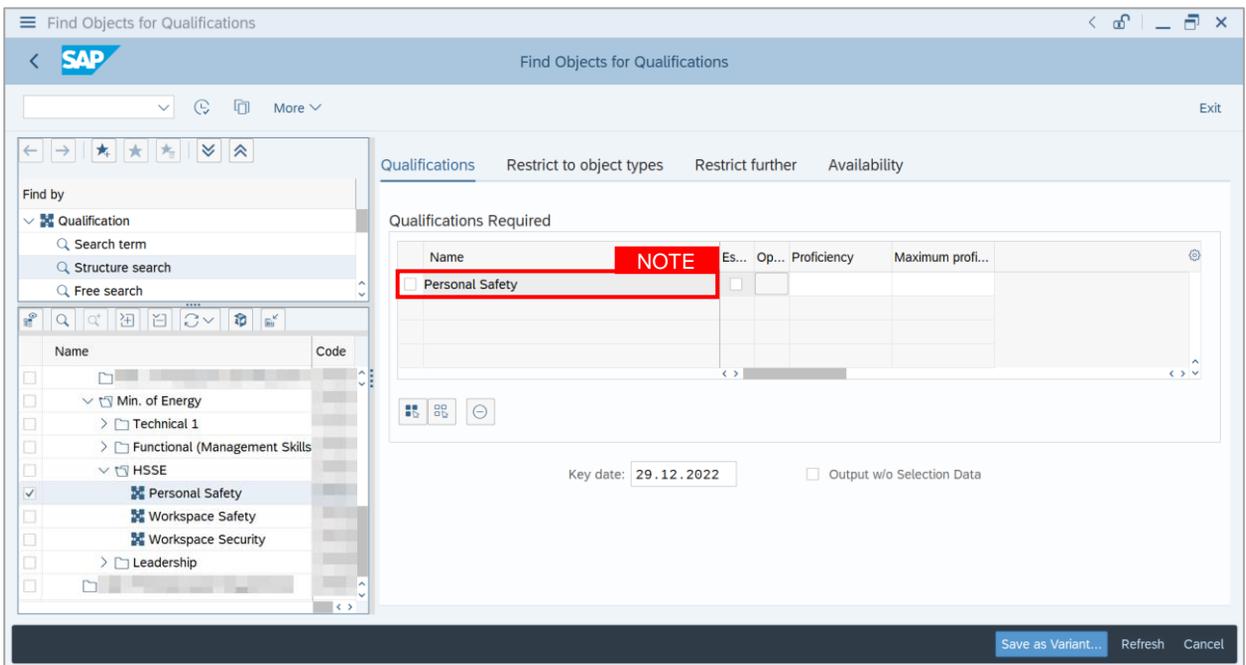
4. Click on the **Dropdown** menu on **Government of Brunei Darussalam** and find the **qualifications required**.



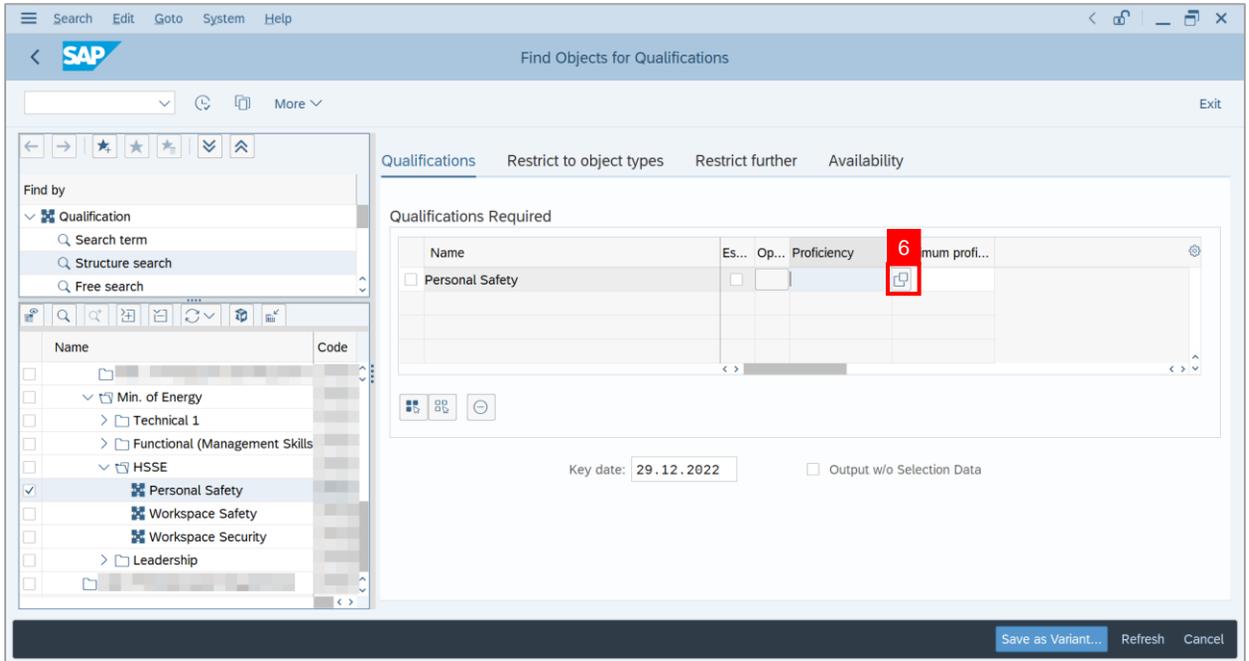
5. Double click on a Qualification.



Note: The selected qualification will appear under **Qualifications Required**.

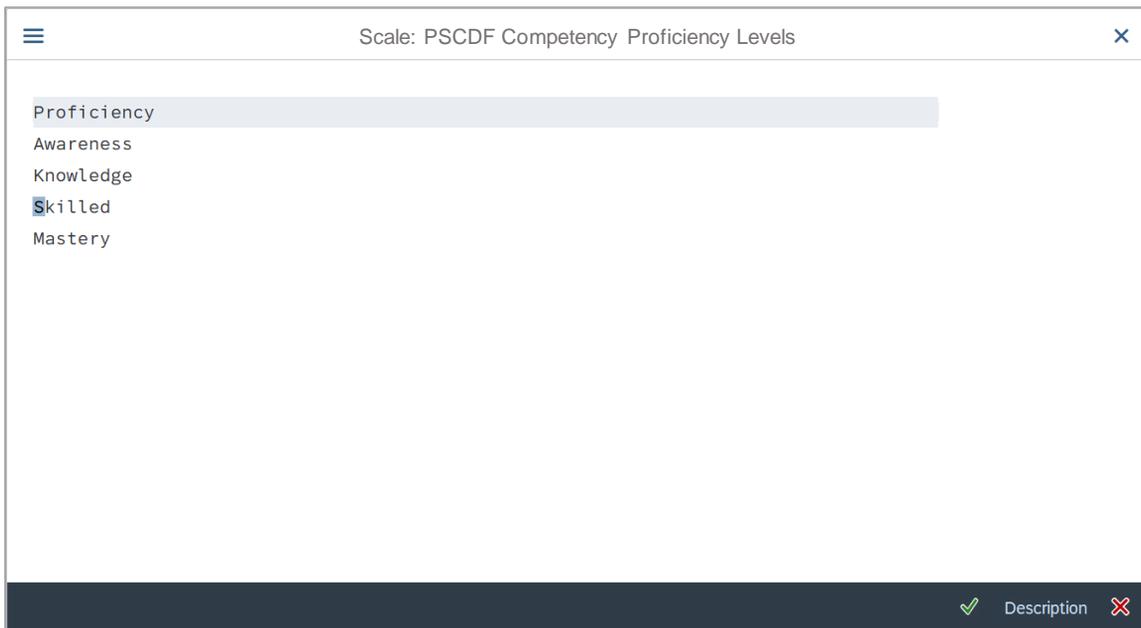


6. Under Proficiency, click on the **Lookup icon**.



The screenshot shows the SAP 'Find Objects for Qualifications' interface. On the left, a tree view shows the hierarchy: Qualification > Min. of Energy > Technical 1 > Functional (Management Skills) > HSSE > Personal Safety. The 'Personal Safety' qualification is selected. The main area displays a table of 'Qualifications Required' with columns: Name, Es..., Op..., Proficiency, and num profi... The 'Personal Safety' row is highlighted, and a red box is drawn around the number '6' in the 'Proficiency' column. A small icon (the 'Lookup icon') is visible in the 'Personal Safety' row. Below the table, there is a 'Key date' field set to '29.12.2022' and an 'Output w/o Selection Data' checkbox. At the bottom right, there are buttons for 'Save as Variant...', 'Refresh', and 'Cancel'.

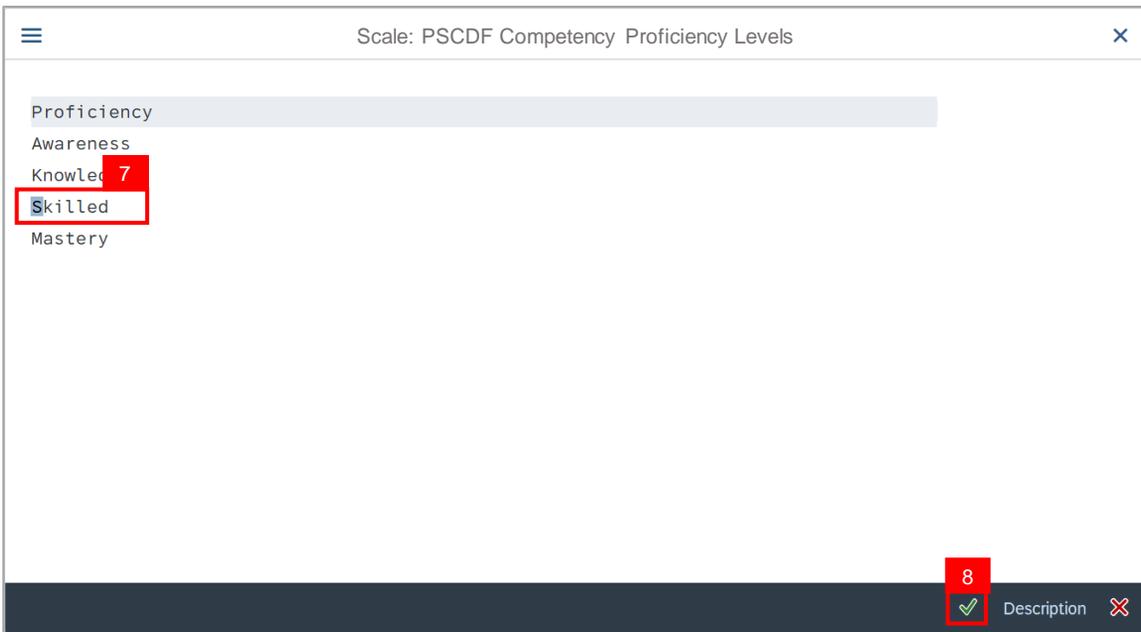
Note: Proficiency Levels window will appear.



The screenshot shows a window titled 'Scale: PSCDF Competency Proficiency Levels'. The window contains a list of proficiency levels: Proficiency, Awareness, Knowledge, Skilled, and Mastery. The 'Proficiency' level is selected and highlighted. At the bottom right, there is a green checkmark icon and the text 'Description', followed by a red 'X' icon.

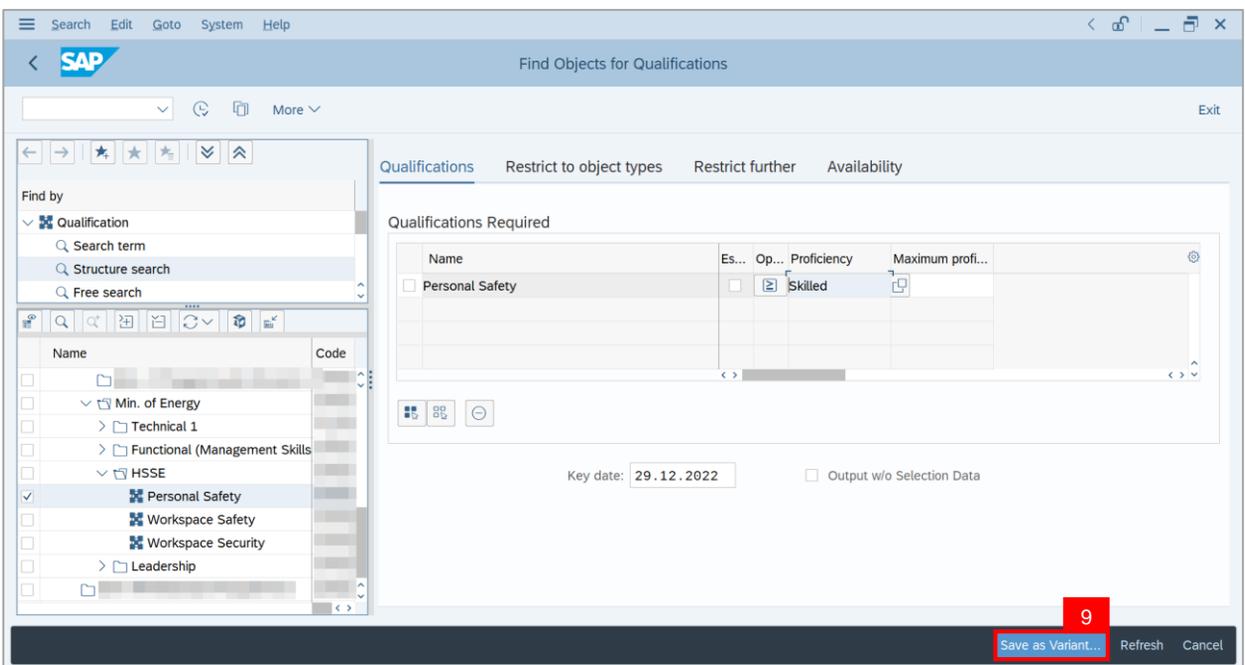
7. Select the new **Proficiency**.

8. Click on the **Tick** icon.



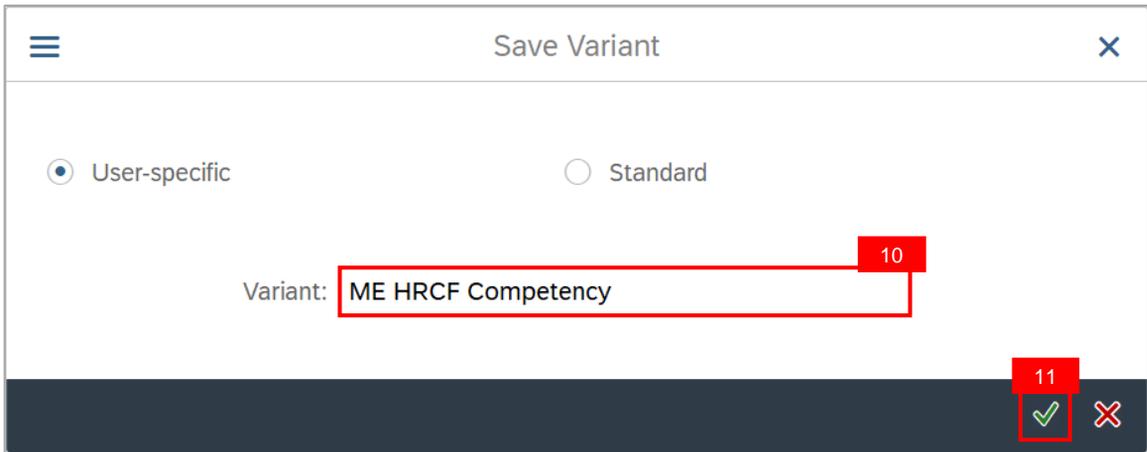
Note: Proficiency has been **saved**.

9. User may save the **newly created variant** by clicking on the **Save as Variant...** button.



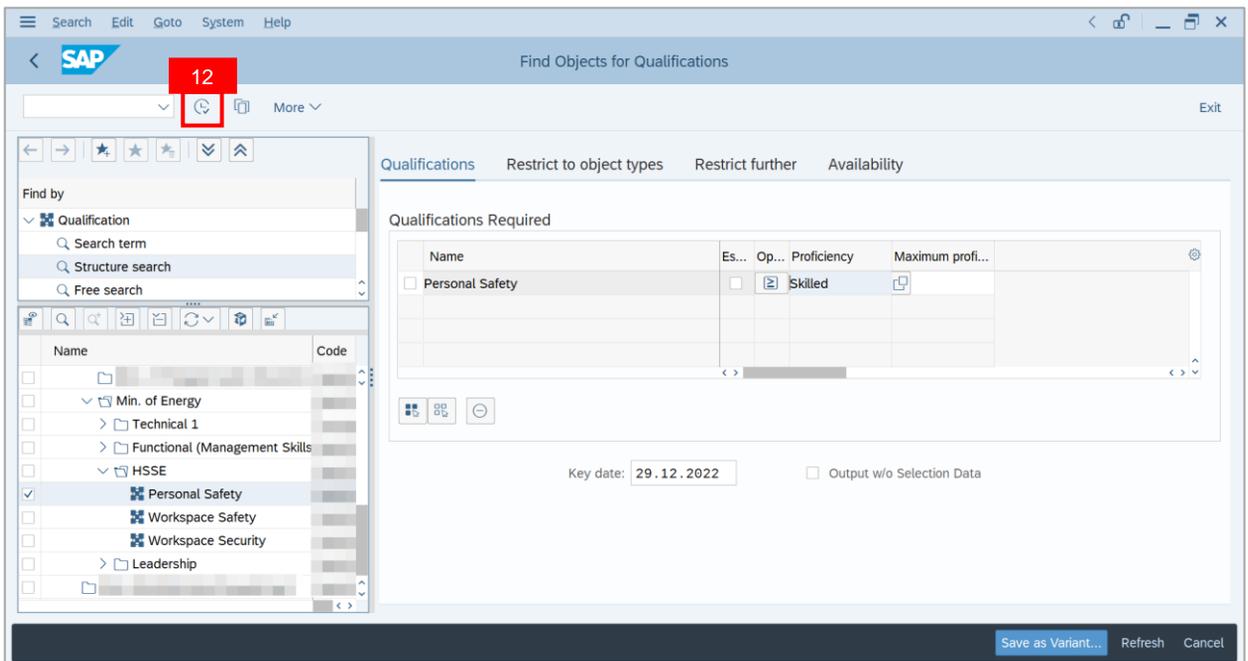
10. Name the **Variant**.

11. Click on the **Tick** icon.

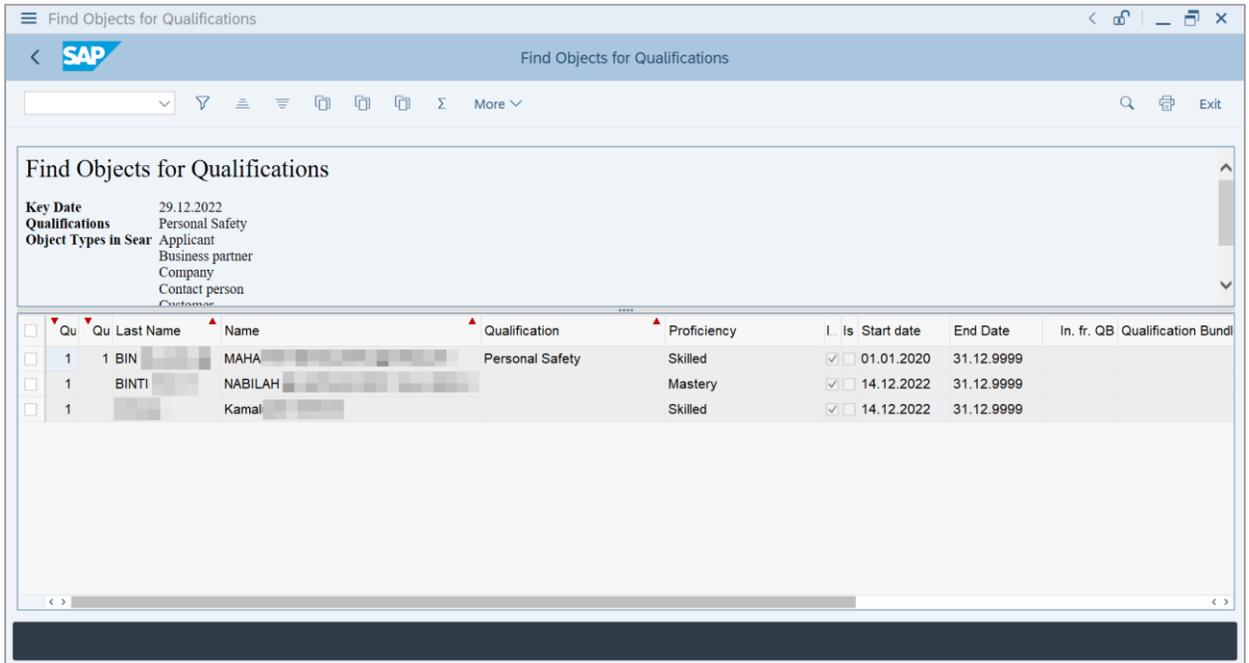


Outcome: **Variant** has been saved.

12. Click on the **Execute** icon.



Outcome: Object Qualification Report has been successfully generated.



The screenshot shows the SAP GUI interface for the 'Find Objects for Qualifications' report. The report title is 'Find Objects for Qualifications'. The key date is 29.12.2022. The qualifications are Personal Safety. The object types in search are Applicant, Business partner, Company, Contact person, and Customer. The report displays a table with columns: Qu, Qu Last Name, Name, Qualification, Proficiency, I. Is, Start date, End Date, In. fr. QB, and Qualification Bundl. The table contains three rows of data.

Qu	Qu Last Name	Name	Qualification	Proficiency	I. Is	Start date	End Date	In. fr. QB	Qualification Bundl
1	BIN	MAHA	Personal Safety	Skilled	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1	BINTI	NABILAH		Mastery	<input checked="" type="checkbox"/>	14.12.2022	31.12.9999		
1		Kamal		Skilled	<input checked="" type="checkbox"/>	14.12.2022	31.12.9999		