



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Back End User (SAP GUI)**

### **Maintain Succession Planning (JPA)**

**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. Create and Assign Job to Position.
2. Maintain Qualification Catalog.
3. Assign Qualification to Job.
4. Assign Qualification to Position.
5. Assign Qualification to Person.
6. Assign Qualification to Person.
7. Mass Assign Qualification to Person.
8. Mass Upload Qualification Catalog.
9. Mass Assign Qualification to Job.
10. Mass Assign Qualification to Position.
11. Mass Assign Qualification to Person.
12. Succession Planning Reporting.

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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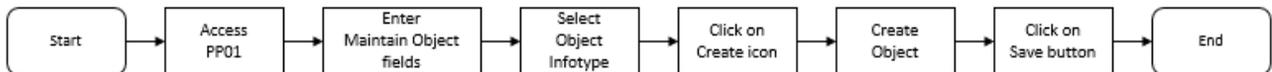
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## Process Overview

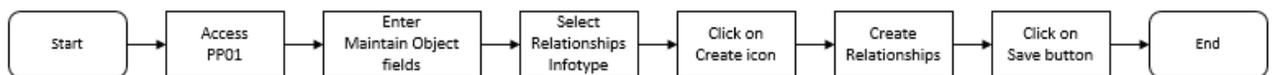
### Add Transaction Code to Favourites



### Maintain Job (JPA)



### Assign Job to Position (JPA)



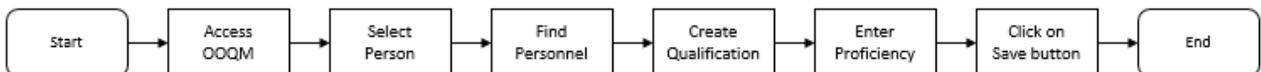
### Maintain Qualification Group (JPA & SPA)



### Maintain Qualification (JPA & SPA)



### Mass Assign Qualification to Person (JPA)

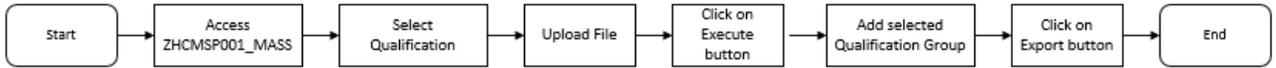


### Mass Upload Qualification Group (JPA)

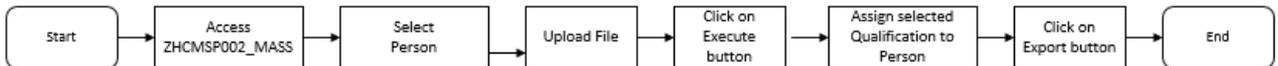


## Process Overview

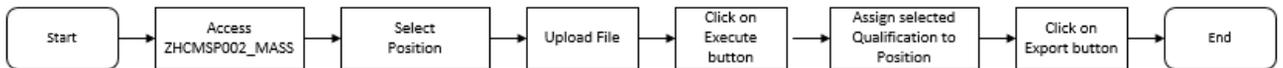
### Mass Upload Qualification (JPA)



### Mass Assign Qualification to Job (JPA)



### Mass Assign Qualification to Position (JPA)



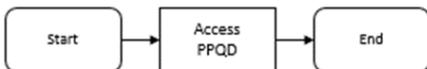
### Mass Assign Qualification to Person (JPA)



### Assign Qualification to Person (Dept HR Development)



### View Qualification Catalog (Dept HR Development)

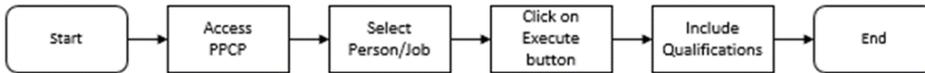


### Generate Profile Matchup Report (JPA, SPA & Dept HR Development)

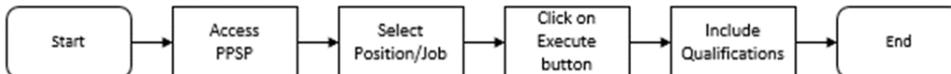


## Process Overview

### Generate Career Planning Report (JPA, SPA & Dept HR Development)



### Generate Succession Planning Report (JPA, SPA & Dept HR Development)



### Generate Succession Overview for an Organizational Unit Report (JPA, SPA & Dept HR Development)



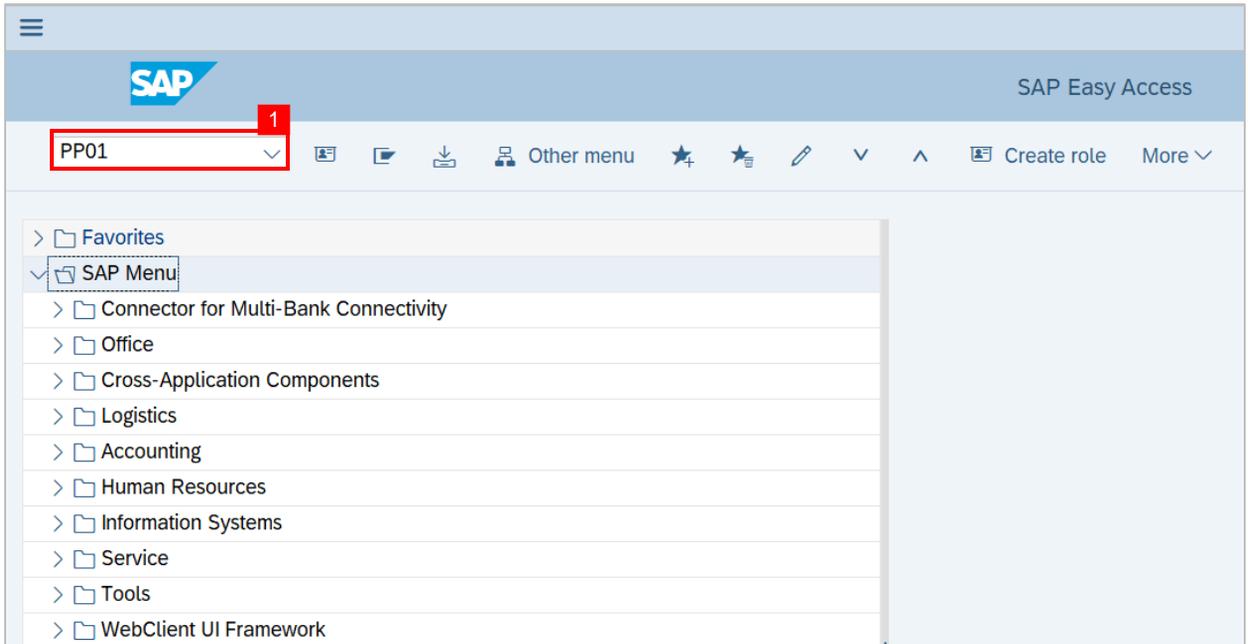
**MAINTAIN JOB**

**Backend User**

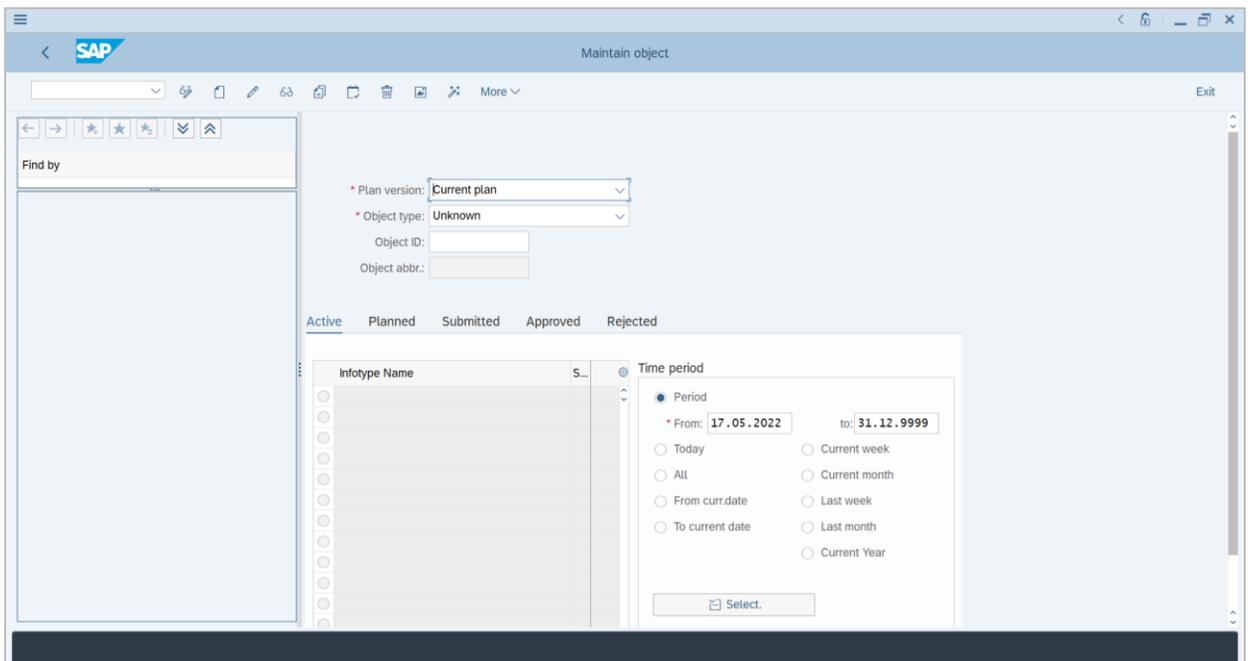
JPA

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

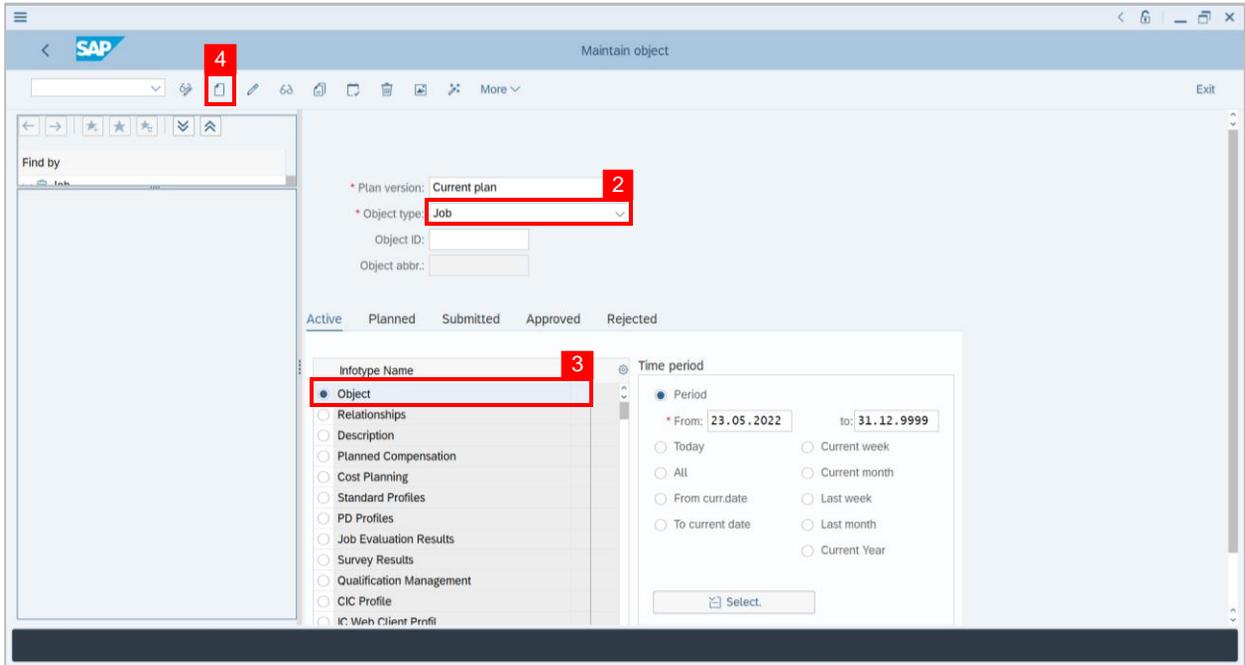
1. Enter transaction code **PP01** in the search bar.



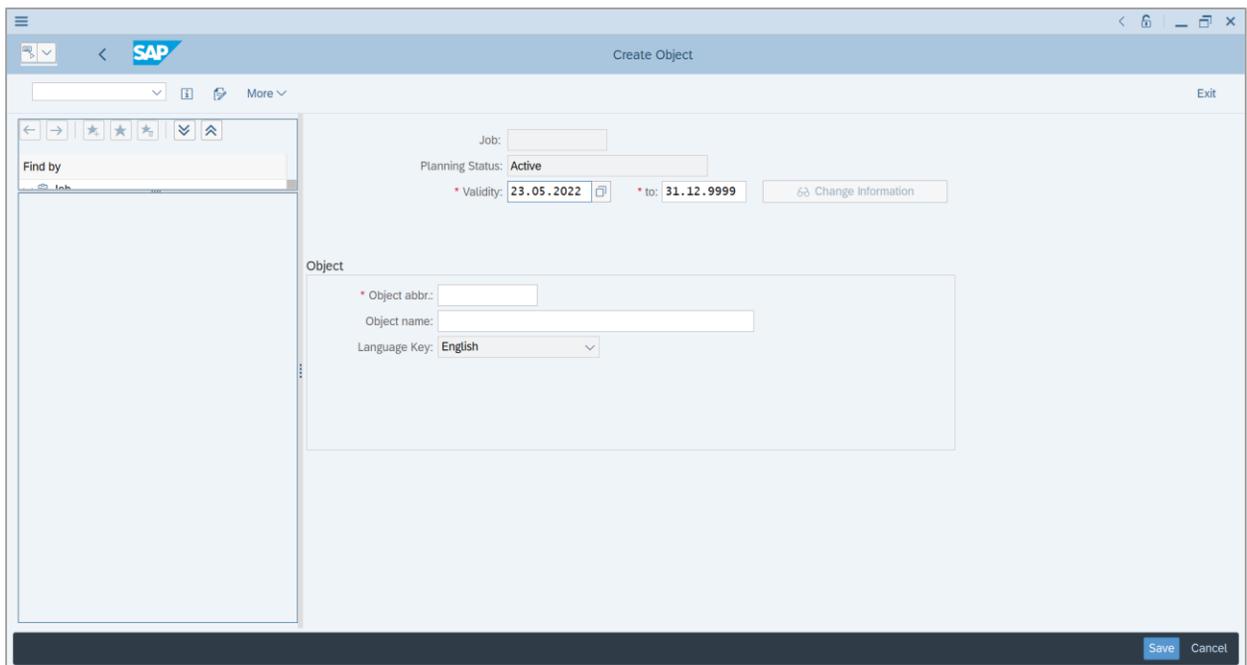
**Note:** Maintain Object Page will be displayed.



2. Enter '**Job**' for Object Type.
3. Select '**Object**' under Infotype.
4. Click on the **Create** icon.



**Note:** Create Object Page will be displayed.



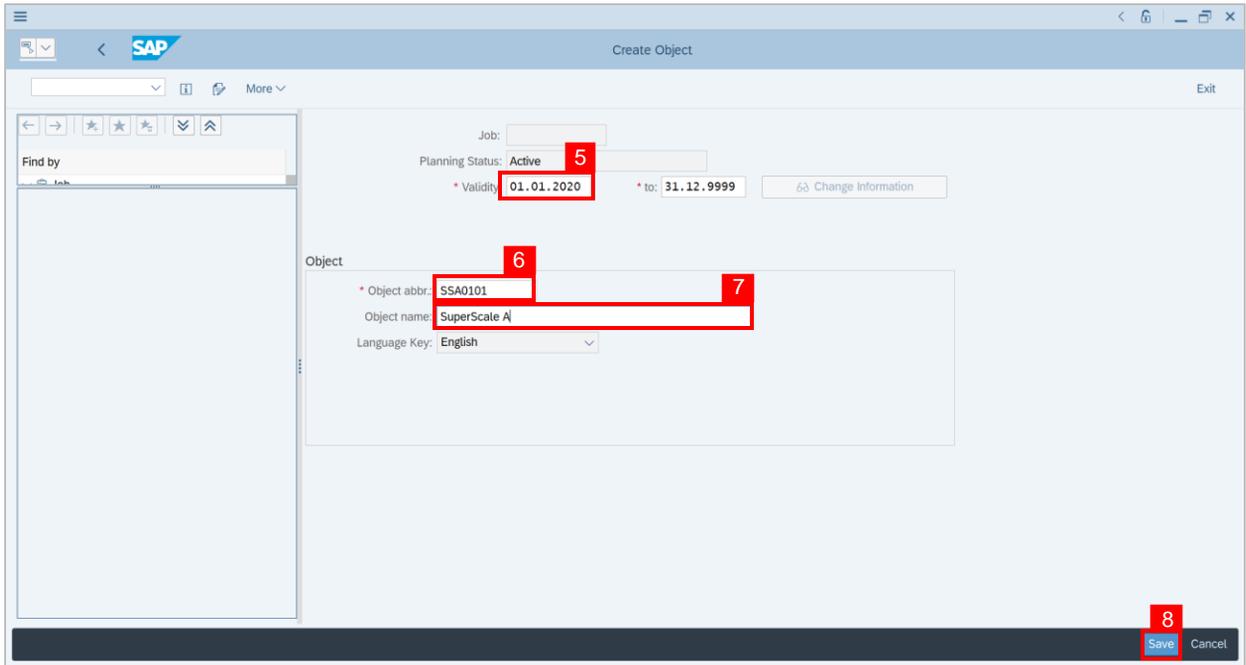
5. Change the **Validity** date.

**Note:** The Job Validity Date should be set to a date **older** than the assigned position.

6. Fill **Object Abbreviation** field.

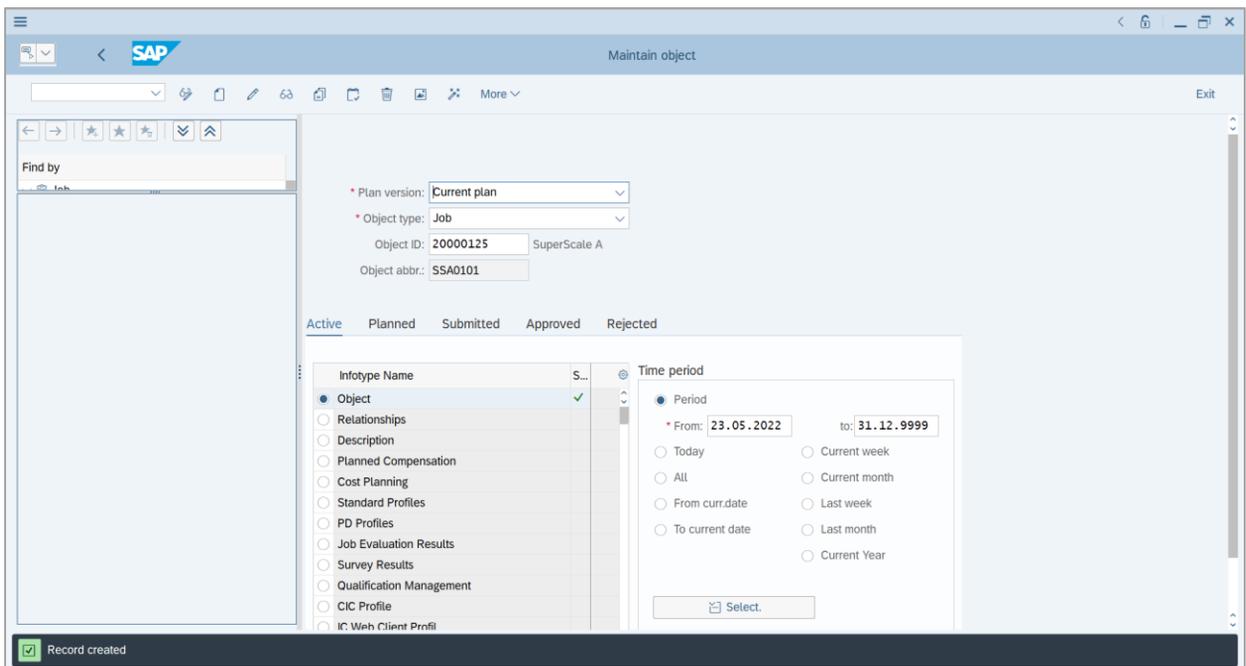
7. Fill **Object Name** field.

8. Click on the **Save** button.



The screenshot shows the 'Create Object' dialog box in SAP. The 'Job' field is set to 'Active' (marked with a red '5'). The 'Validity' field is set to '01.01.2020' (marked with a red '5') and the 'to' field is set to '31.12.9999'. The 'Object' section shows 'Object abbr.' as 'SSA0101' (marked with a red '6') and 'Object name' as 'SuperScale A' (marked with a red '7'). The 'Language Key' is set to 'English'. At the bottom right, there is a 'Save' button (marked with a red '8') and a 'Cancel' button.

**Outcome:** A new Job Object has been saved.



The screenshot shows the 'Maintain object' dialog box in SAP. The 'Plan version' is set to 'Current plan'. The 'Object type' is set to 'Job'. The 'Object ID' is '20000125' and the 'Object abbr.' is 'SSA0101'. Below this, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. On the left, there is a list of infotypes with 'Object' selected. On the right, the 'Time period' section shows 'From: 23.05.2022' and 'to: 31.12.9999'. There are radio buttons for 'Today', 'All', 'From curr.date', and 'To current date'. At the bottom left, there is a 'Record created' message.

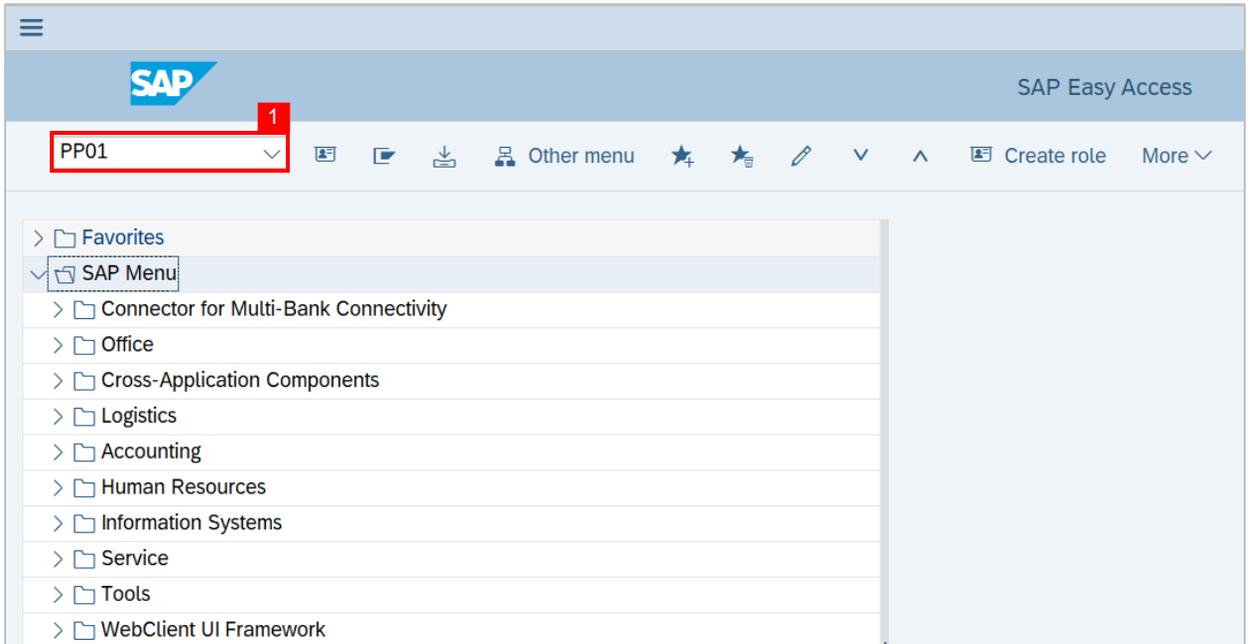
**ASSIGN JOB TO POSITION**

**Backend User**

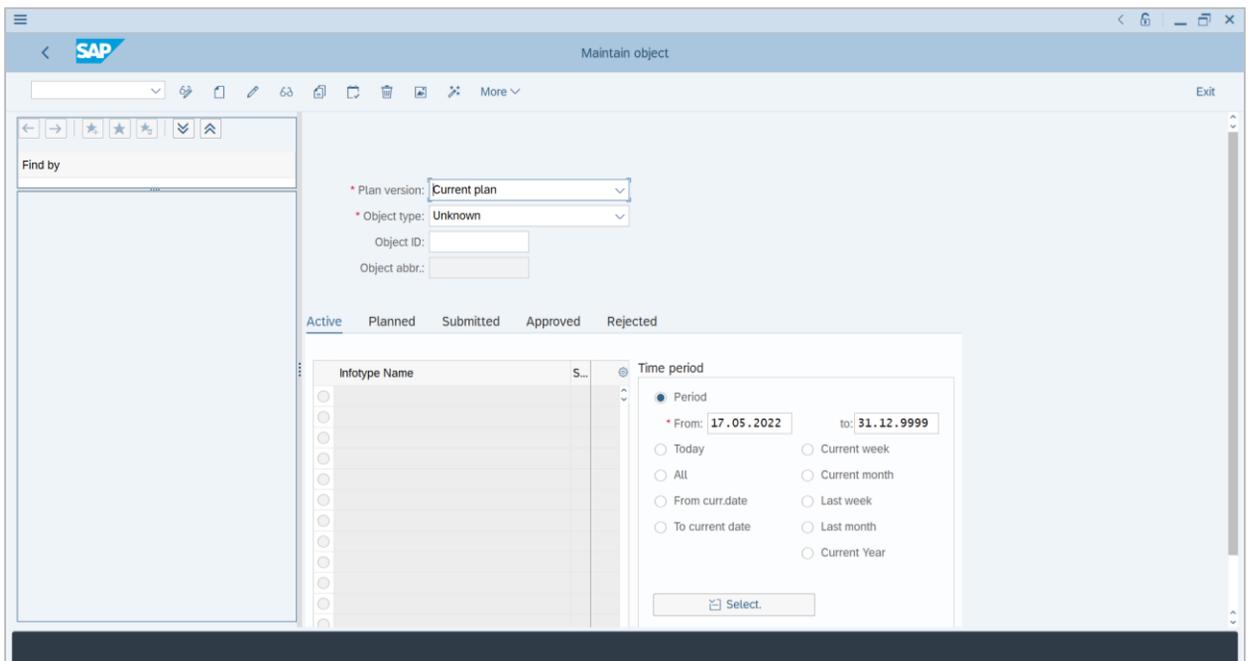
JPA

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

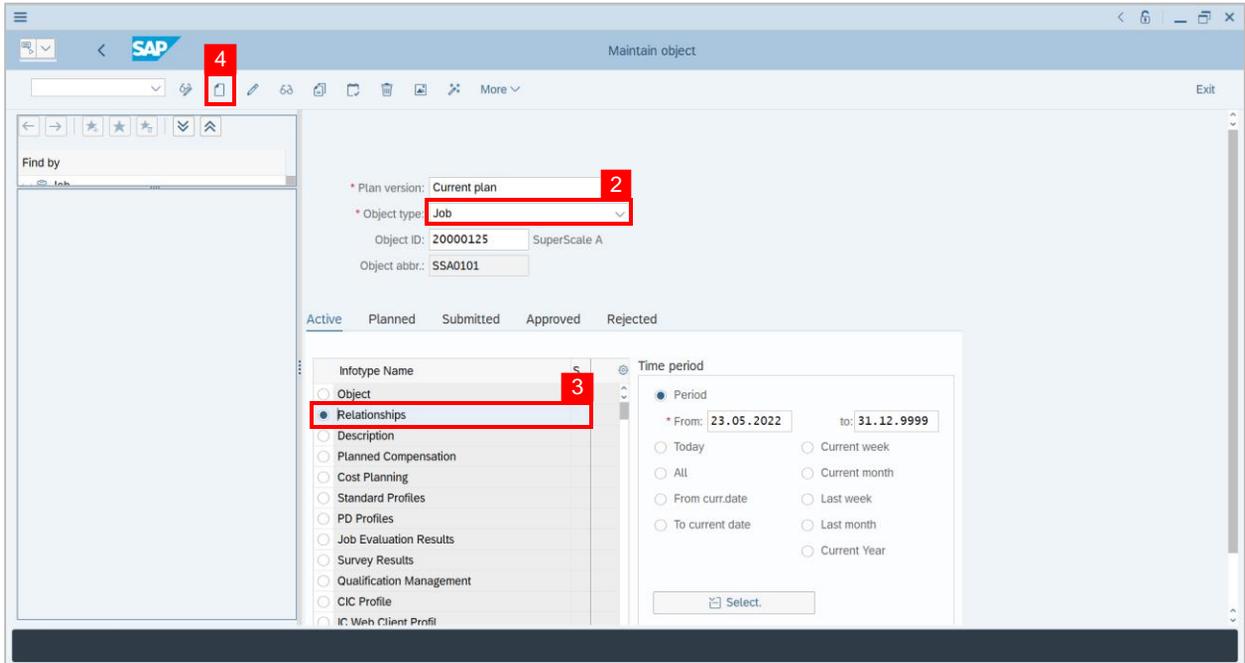
1. Enter transaction code **PP01** in the search bar.



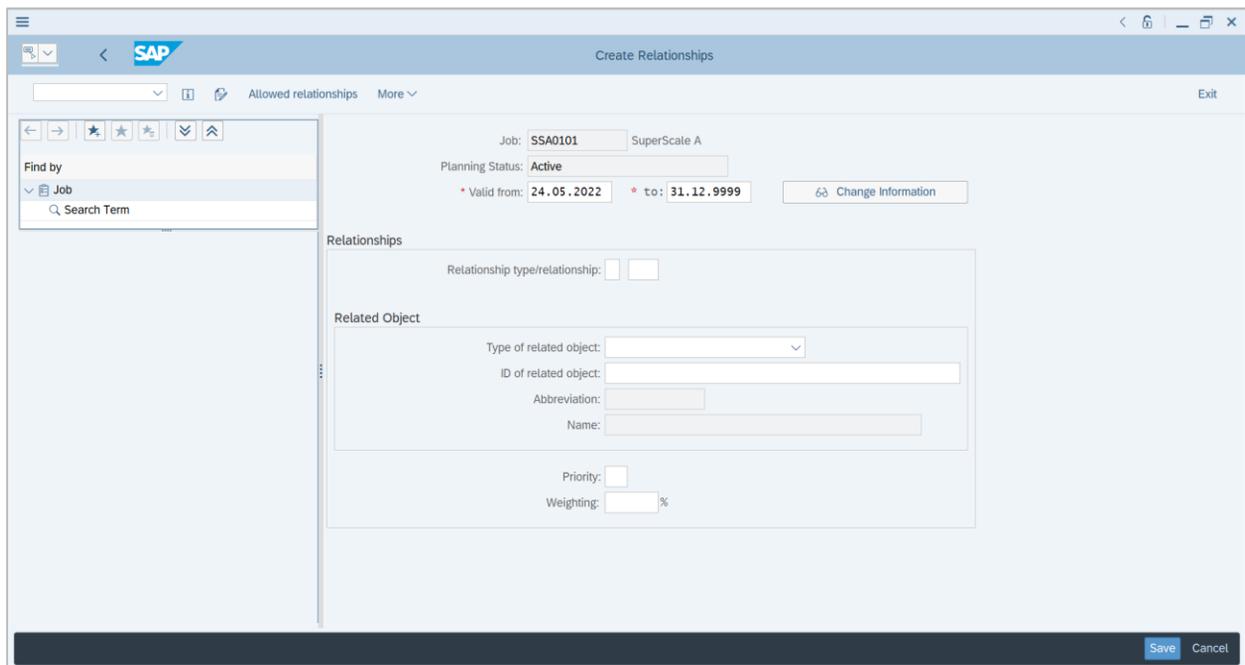
**Note: Maintain Object Page** will be displayed.



2. Enter 'Job' for Object Type.
3. Select 'Relationships' under Infotype.
4. Click on the **Create** icon.



**Note:** Create Relationships Page will be displayed.



5. Change the **Valid from:** date.

**Note:** The Valid from date should be set to a date **after** the Job's Validity date.

6. Choose the **Relationship Type:** 'A | 007'.

7. Choose the **Type of Related Object:** 'Position'.

8. Choose a position for **ID of related object**

9. Fill the **Weighting:** 100%.

10. Click on the **Save** button.

The screenshot shows the 'Create Relationships' screen in SAP Succession Planning. The job is 'SSA0101 SuperScale A' with a planning status of 'Active'. The valid from date is '24.05.2022' and the valid to date is '31.12.9999'. The relationship type is 'A | 007'. The related object is 'Position' with ID '30081244', abbreviation 'SA01', and name 'PENYELIA PEJABAT'. The priority is set to '1' and the weighting is '100%'. A 'Save' button is located at the bottom right of the screen.

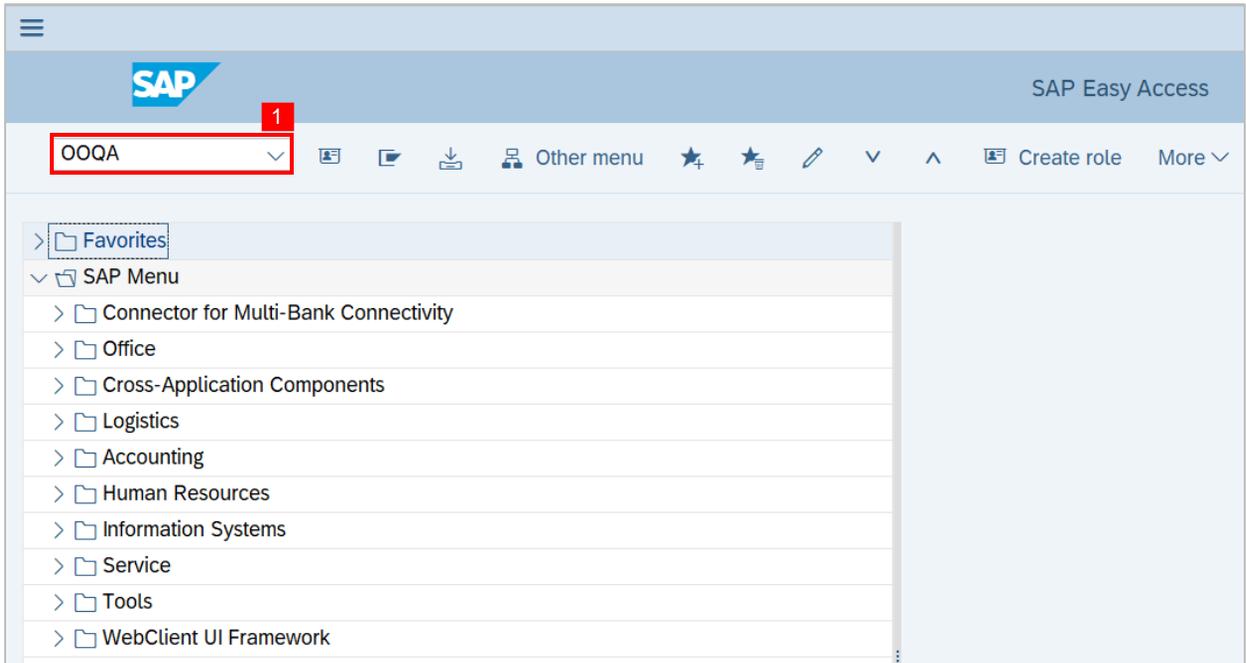
**Outcome:** A new Relationship has been saved.

The screenshot shows the 'Maintain object' screen in SAP Succession Planning. The plan version is 'Current plan' and the object type is 'Job'. The object ID is '20000125' and the object abbreviation is 'SSA0101'. The 'Active' tab is selected. A table lists various object types, with 'Relationships' selected. The 'Time period' section shows 'From: 24.05.2022' and 'to: 31.12.9999'. A 'Select' button is located at the bottom of the screen.

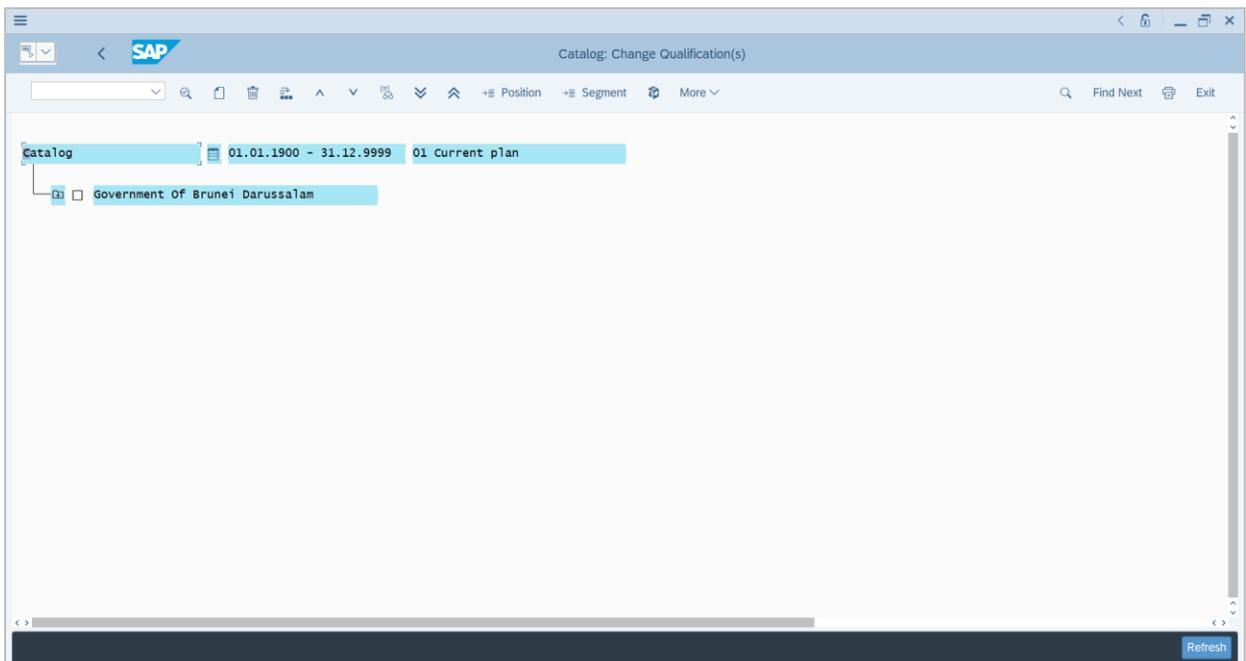
|   |                     |
|---|---------------------|
| <b>MAINTAIN<br/>QUALIFICATION<br/>GROUP</b> | <b>Backend User</b> |
|   | JPA                 |

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

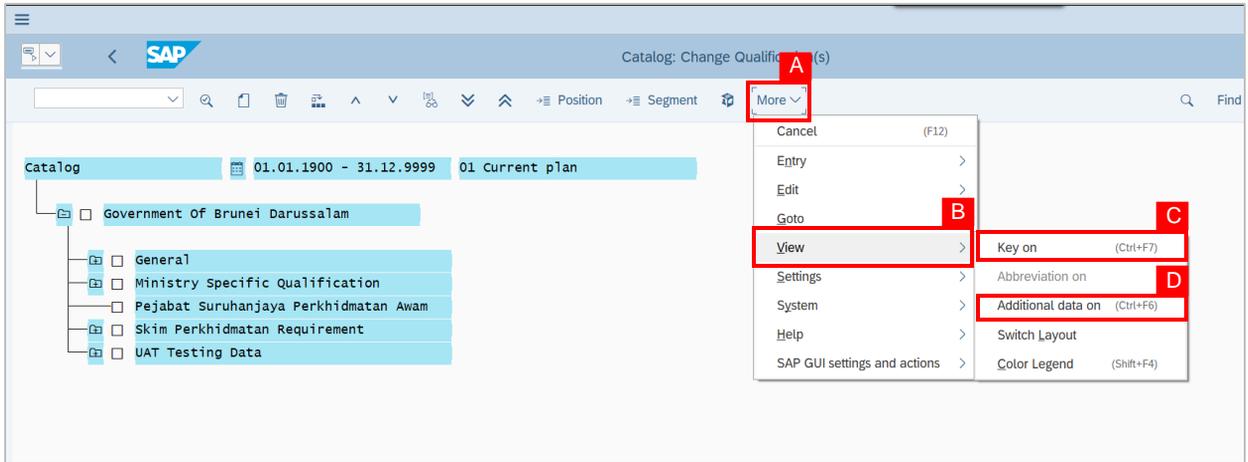
1. Enter transaction code **OOQA** in the search bar.



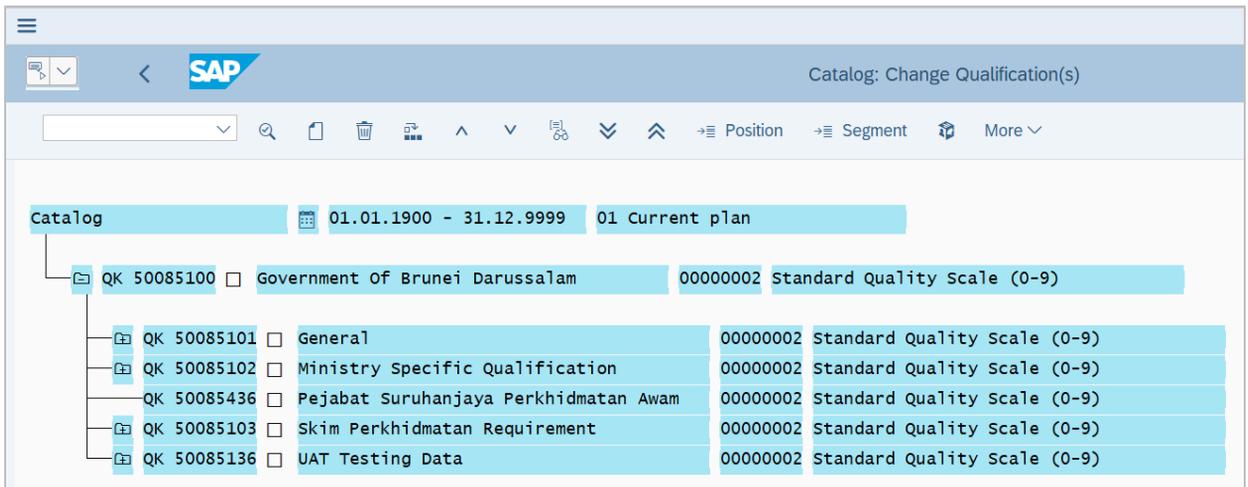
**Note: Catalog: Change Qualification(s)** will be displayed.



**Note:** User may navigate to **More > View > Key on: Additional data on** to show the Object ID of the catalog items and its scale.



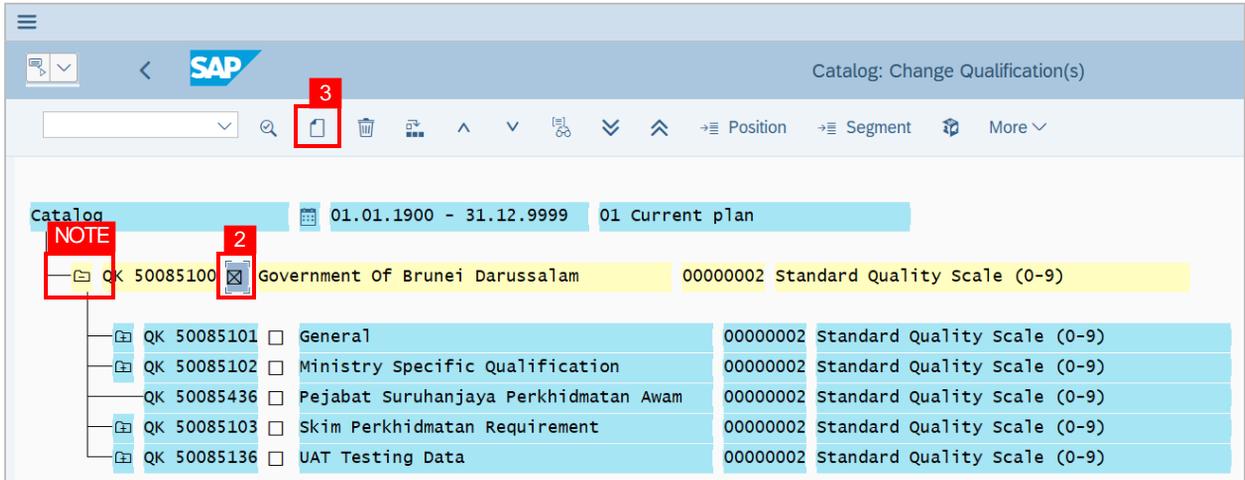
**Note:** The Object ID of the catalog items and its scale system will be displayed.



**Note:** User may click on the Folder button to show or hide the items within the folder.

2. Select the group in which the user would like to create a new Qualification Group into.

3. Click on the **Create** icon.



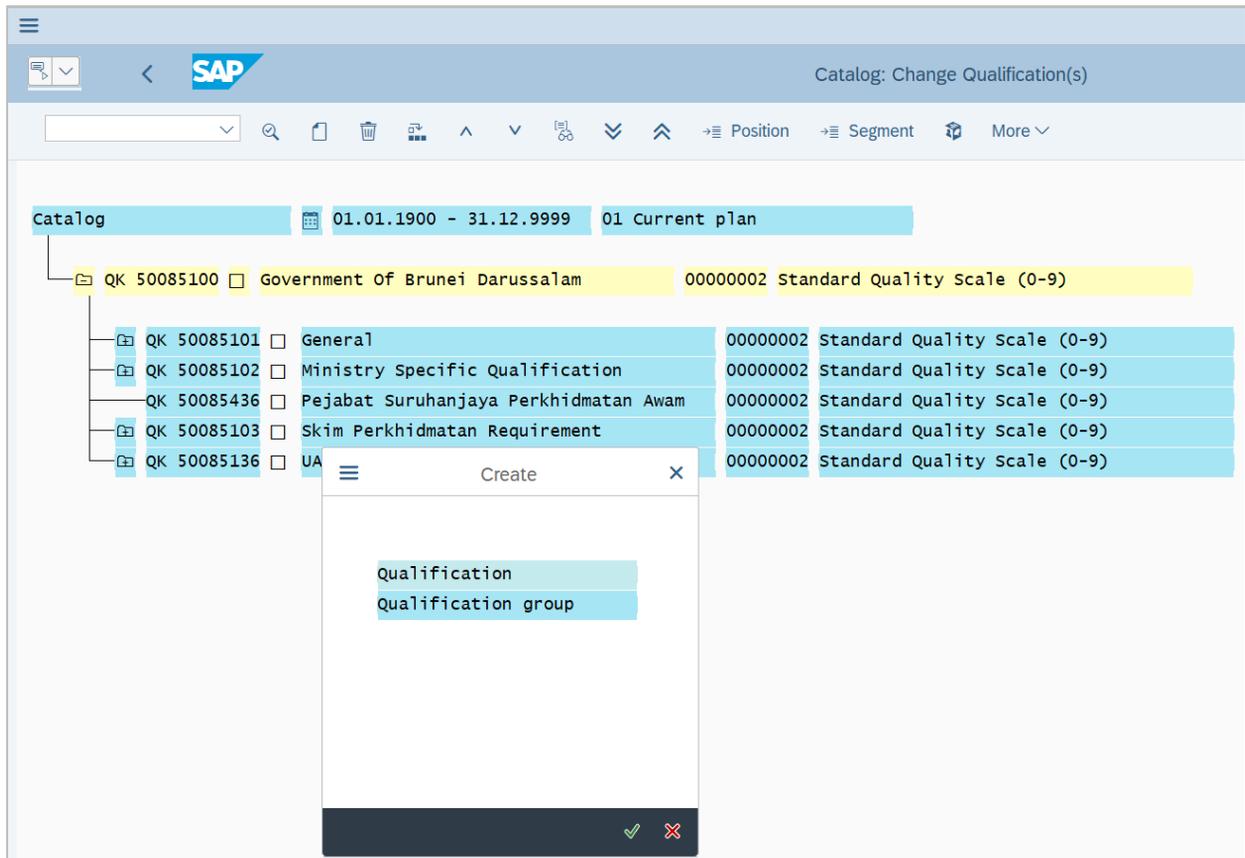
Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

**NOTE**

| Qualification ID | Qualification Name                    | Segment  | Scale                        |
|------------------|---------------------------------------|----------|------------------------------|
| QK 50085100      | Government Of Brunei Darussalam       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085101      | General                               | 00000002 | Standard Quality Scale (0-9) |
| QK 50085102      | Ministry Specific Qualification       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085436      | Pejabat Suruhanjaya Perkhidmatan Awam | 00000002 | Standard Quality Scale (0-9) |
| QK 50085103      | Skim Perkhidmatan Requirement         | 00000002 | Standard Quality Scale (0-9) |
| QK 50085136      | UAT Testing Data                      | 00000002 | Standard Quality Scale (0-9) |

**Note:** A view page to Create 'Qualification' and 'Qualification Group' will be displayed.



Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

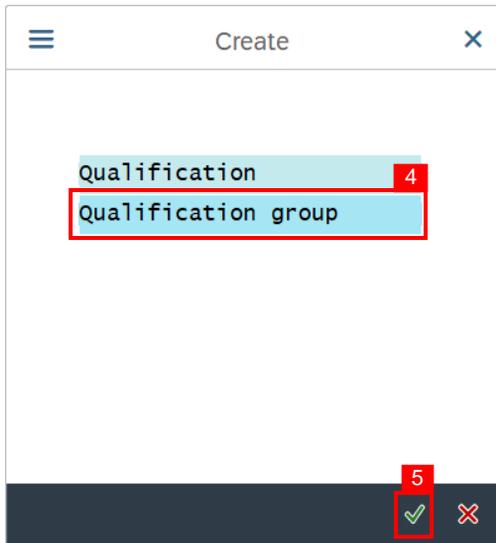
| Qualification ID | Qualification Name                    | Segment  | Scale                        |
|------------------|---------------------------------------|----------|------------------------------|
| QK 50085100      | Government Of Brunei Darussalam       | 00000002 | Standard Quality scale (0-9) |
| QK 50085101      | General                               | 00000002 | Standard Quality Scale (0-9) |
| QK 50085102      | Ministry Specific Qualification       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085436      | Pejabat Suruhanjaya Perkhidmatan Awam | 00000002 | Standard Quality Scale (0-9) |
| QK 50085103      | Skim Perkhidmatan Requirement         | 00000002 | Standard Quality Scale (0-9) |
| QK 50085136      | UA                                    | 00000002 | Standard Quality Scale (0-9) |

Create

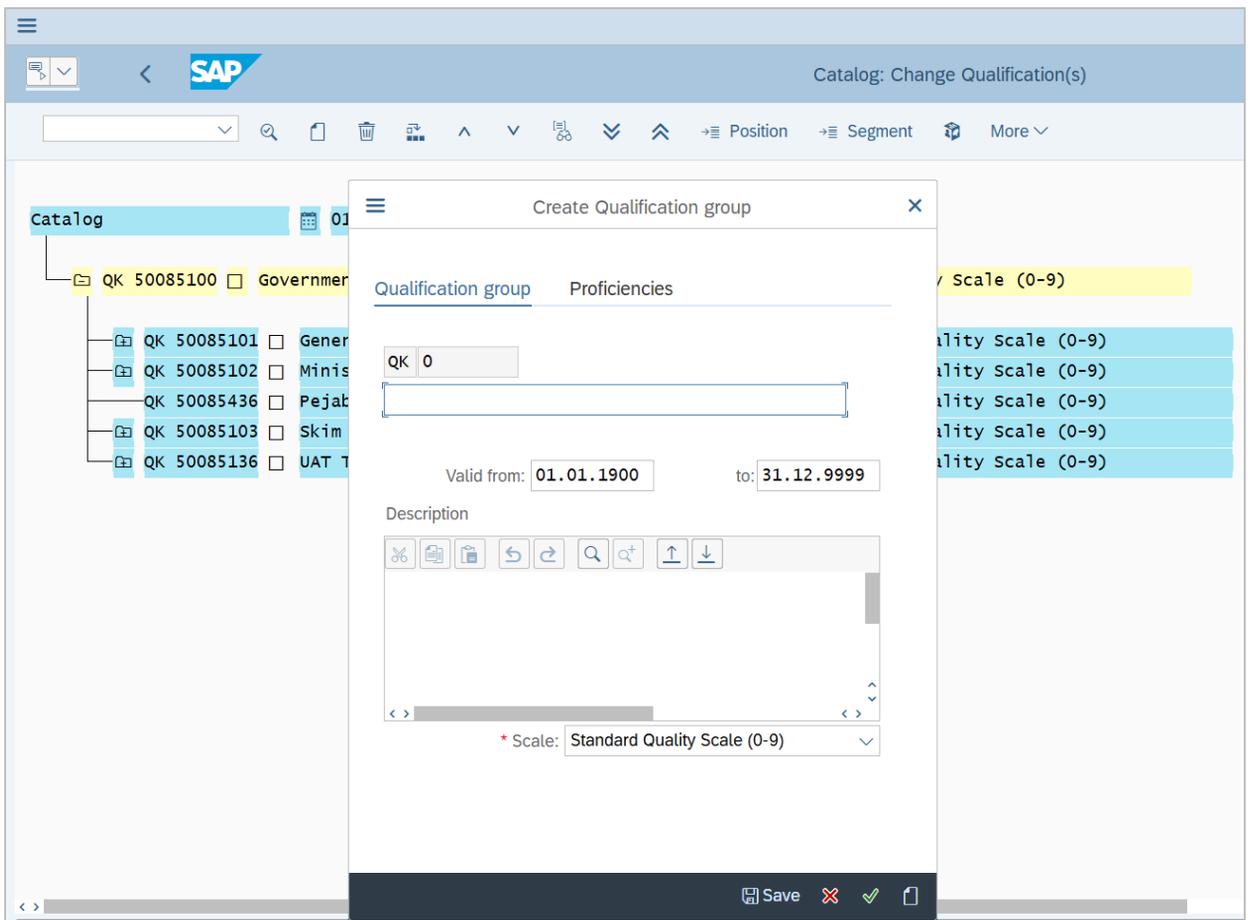
Qualification

Qualification group

4. Click on 'Qualification Group'.
5. Click on the **Tick** icon.



**Note:** A view page to 'Create Qualification Group' will be displayed.

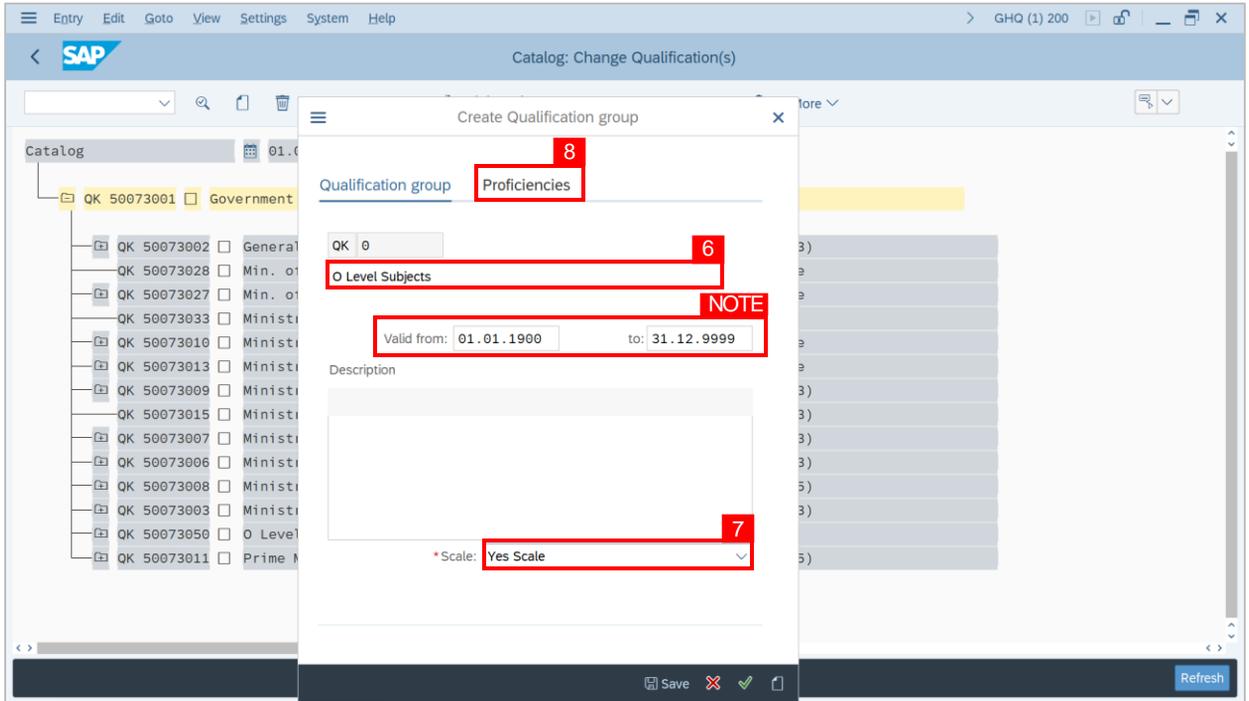


6. Fill the **Qualification Group Name**.

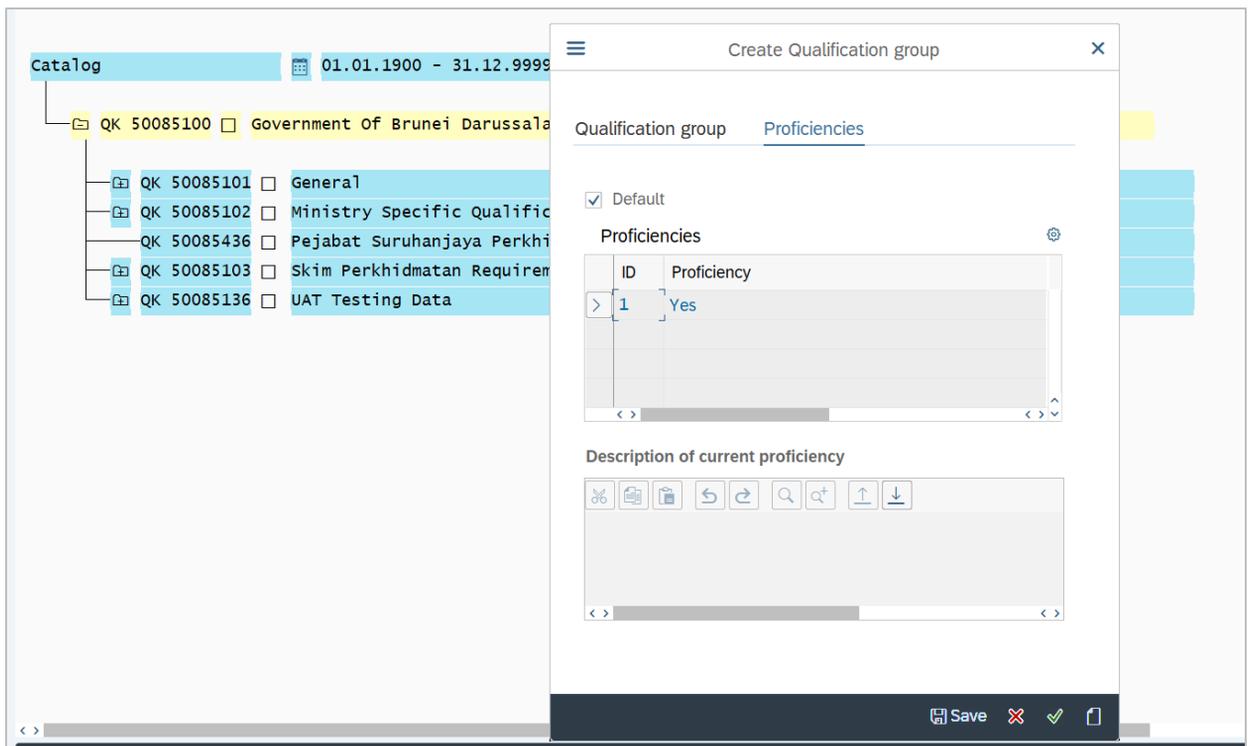
**Note:** User may set the **Valid from and to** dates and the **Description**.

7. Choose the **Scale** related to the Qualification Group.

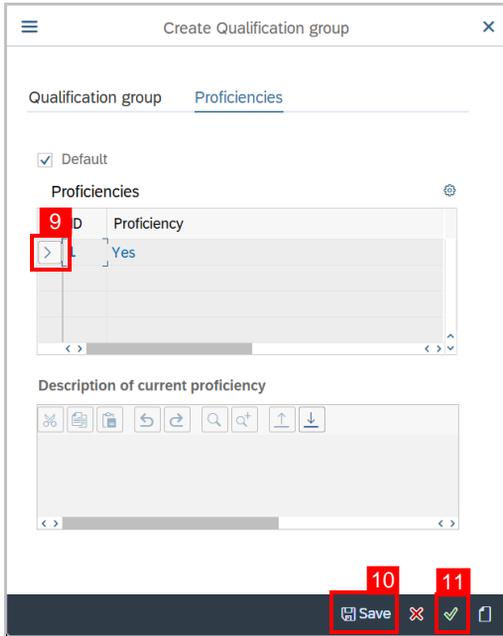
8. Click on the **Proficiencies** tab.



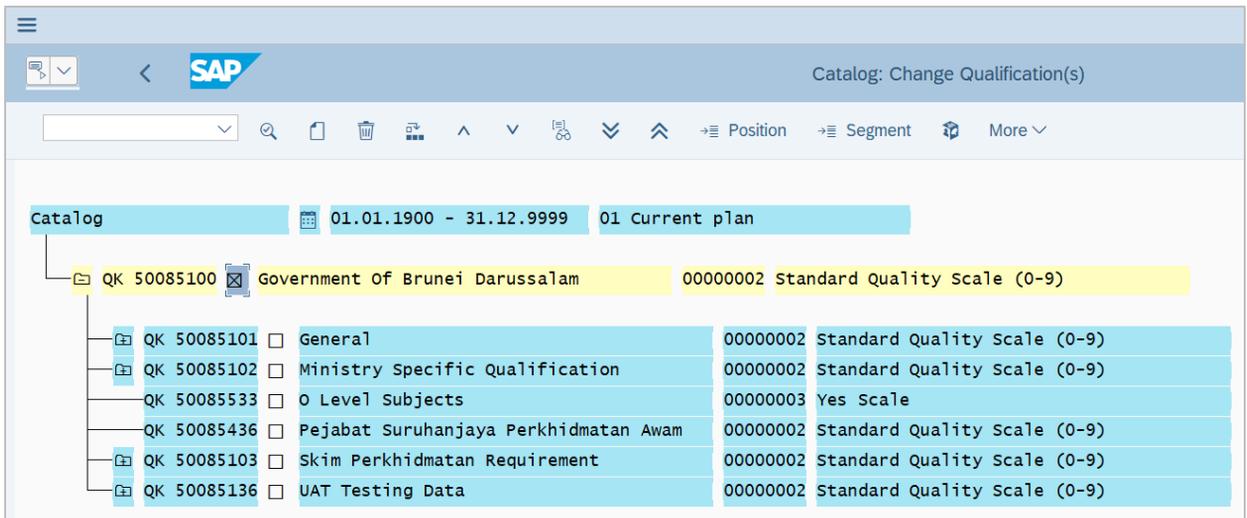
**Note:** A view page of the **Proficiencies** tab will be displayed.



9. Choose the **default proficiency** for the new Qualification Group.
10. Click on the **Save** button.
11. Click on the **Tick** icon.



**Outcome:** A new Qualification Group has been saved.



| Qualification ID | Description                           | Scale    | Quality Scale                |
|------------------|---------------------------------------|----------|------------------------------|
| QK 50085100      | Government Of Brunei Darussalam       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085101      | General                               | 00000002 | Standard Quality Scale (0-9) |
| QK 50085102      | Ministry Specific Qualification       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085533      | O Level Subjects                      | 00000003 | Yes Scale                    |
| QK 50085436      | Pejabat Suruhanjaya Perkhidmatan Awam | 00000002 | Standard Quality Scale (0-9) |
| QK 50085103      | Skim Perkhidmatan Requirement         | 00000002 | Standard Quality Scale (0-9) |
| QK 50085136      | UAT Testing Data                      | 00000002 | Standard Quality Scale (0-9) |

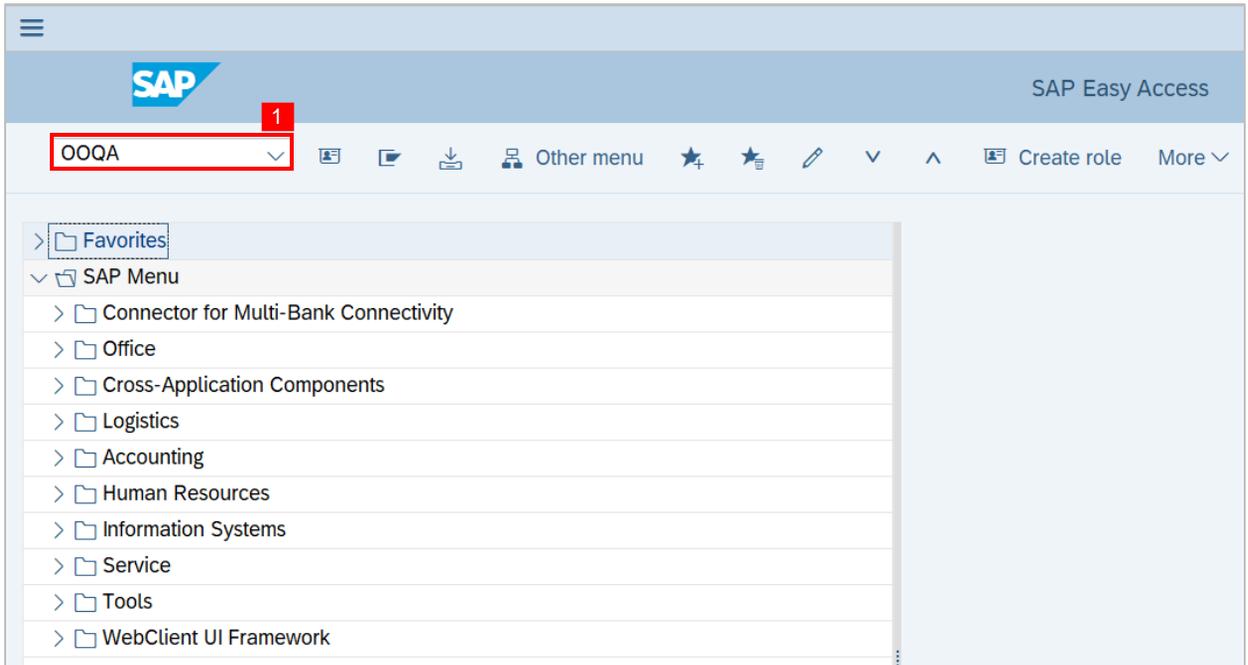
**MAINTAIN  
QUALIFICATION**

**Backend User**

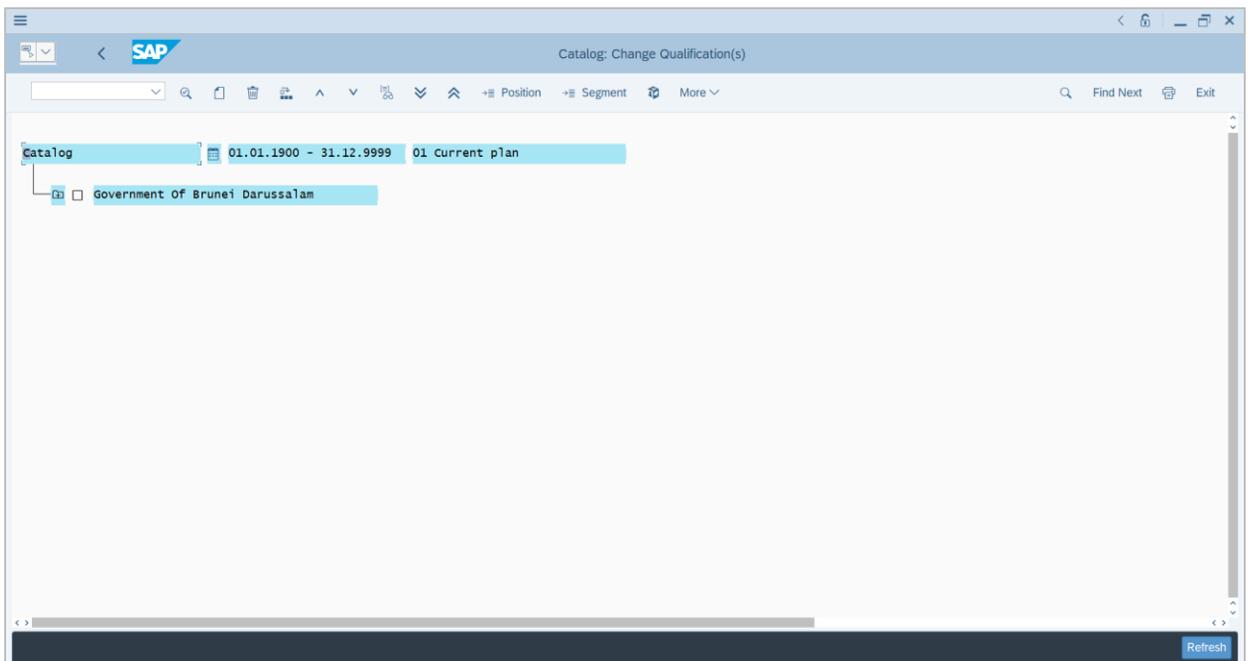
JPA

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

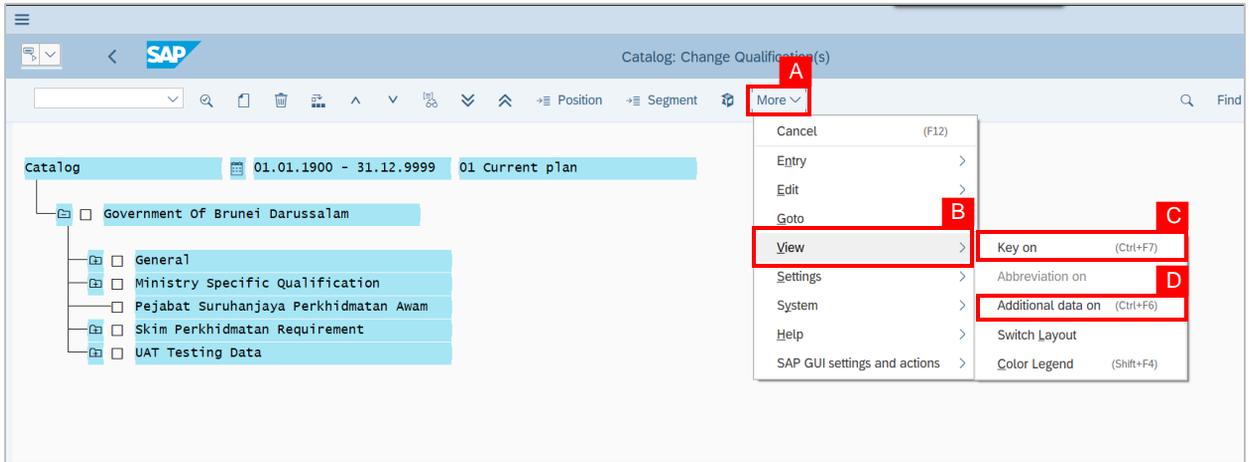
1. Enter transaction code **OOQA** in the search bar.



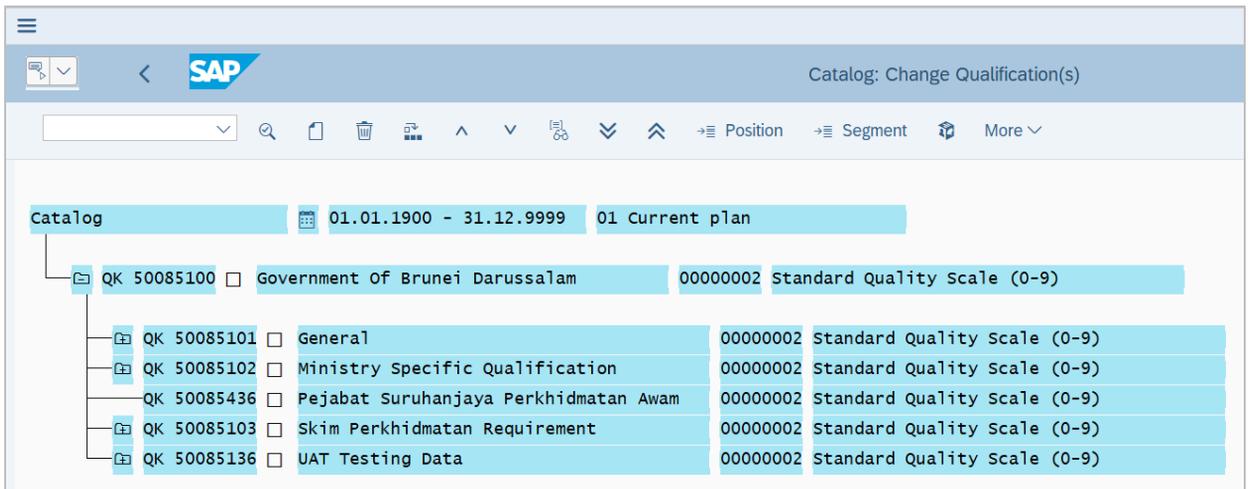
**Note: Catalog: Change Qualification(s) will be displayed.**



**Note:** User may navigate to **More > View > Key on: Additional data on** to show the Object ID of the catalog items and its scale.



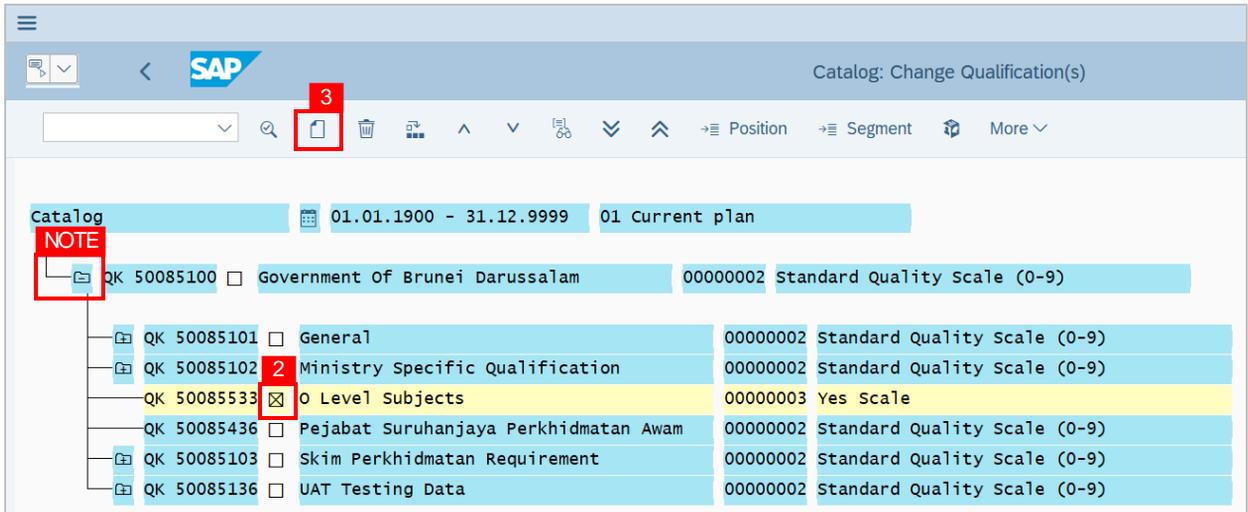
**Note:** The Object ID of the catalog items and its scale system will be displayed.



**Note:** User may click on the Folder button to show or hide the items within the folder.

2. Select the group in which the user would like to create a new Qualification into.

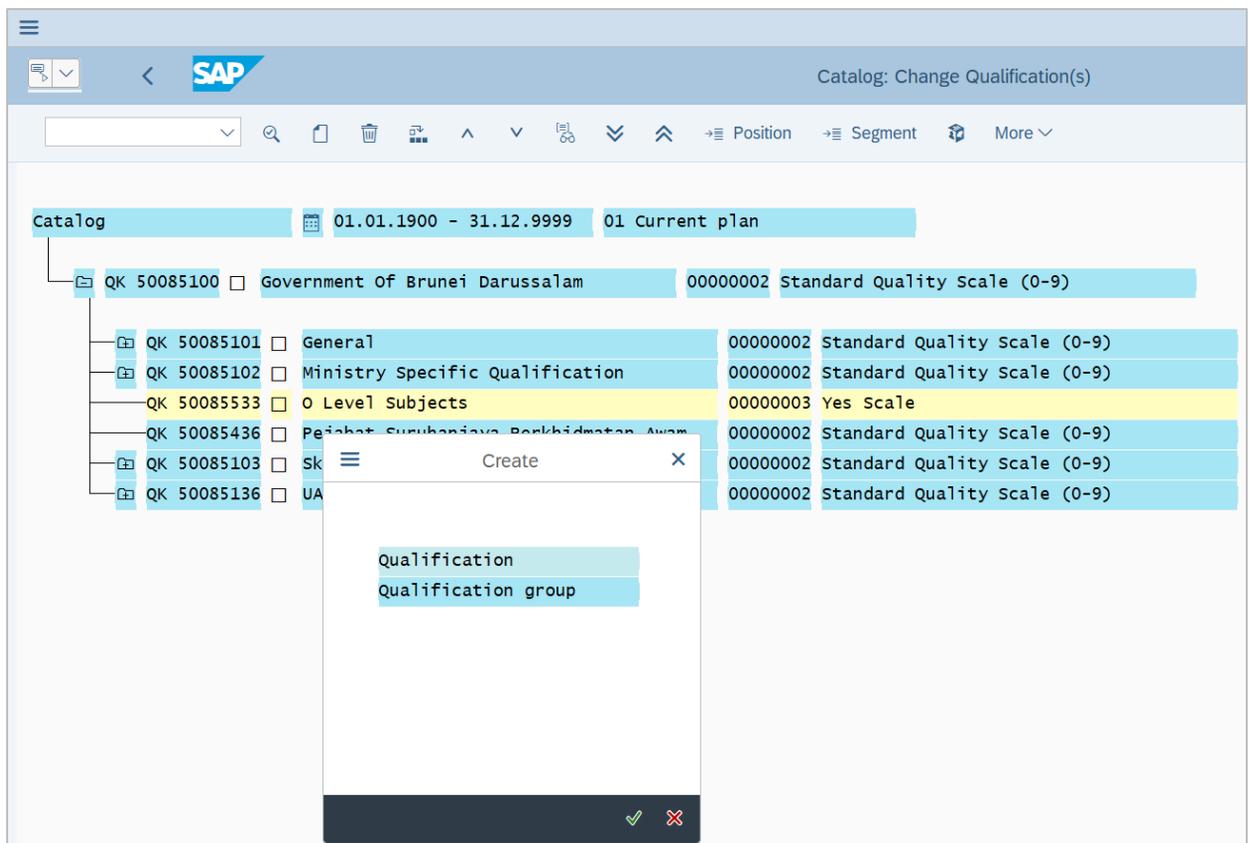
3. Click on the **Create** icon.



**NOTE**

| Qualification ID | Qualification Name                    | Scale    | Scale Type                   |
|------------------|---------------------------------------|----------|------------------------------|
| QK 50085100      | Government Of Brunei Darussalam       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085101      | General                               | 00000002 | Standard Quality Scale (0-9) |
| QK 50085102      | Ministry Specific Qualification       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085533      | O Level Subjects                      | 00000003 | Yes Scale                    |
| QK 50085436      | Pejabat Suruhanjaya Perkhidmatan Awam | 00000002 | Standard Quality Scale (0-9) |
| QK 50085103      | Skim Perkhidmatan Requirement         | 00000002 | Standard Quality Scale (0-9) |
| QK 50085136      | UAT Testing Data                      | 00000002 | Standard Quality Scale (0-9) |

**Note:** A view page to Create 'Qualification' and 'Qualification Group' will be displayed.



Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

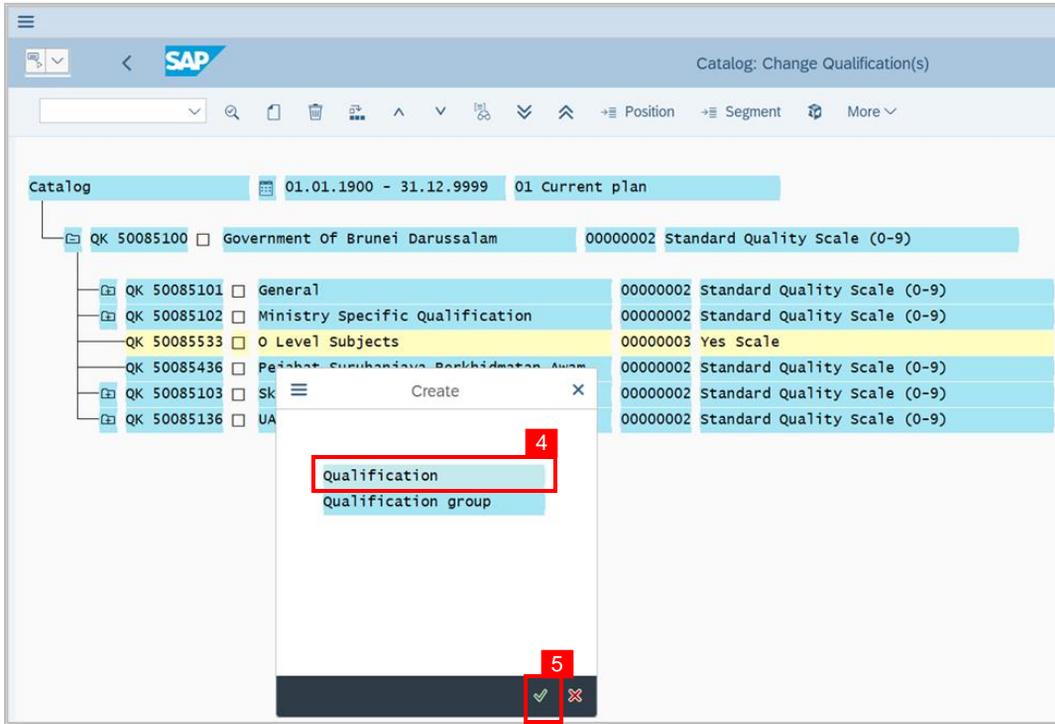
| Qualification ID | Qualification Name                    | Scale    | Scale Type                   |
|------------------|---------------------------------------|----------|------------------------------|
| QK 50085100      | Government Of Brunei Darussalam       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085101      | General                               | 00000002 | Standard Quality Scale (0-9) |
| QK 50085102      | Ministry Specific Qualification       | 00000002 | Standard Quality Scale (0-9) |
| QK 50085533      | O Level Subjects                      | 00000003 | Yes Scale                    |
| QK 50085436      | Pejabat Suruhanjaya Perkhidmatan Awam | 00000002 | Standard Quality Scale (0-9) |
| QK 50085103      | Skim Perkhidmatan Requirement         | 00000002 | Standard Quality Scale (0-9) |
| QK 50085136      | UAT Testing Data                      | 00000002 | Standard Quality Scale (0-9) |

Create

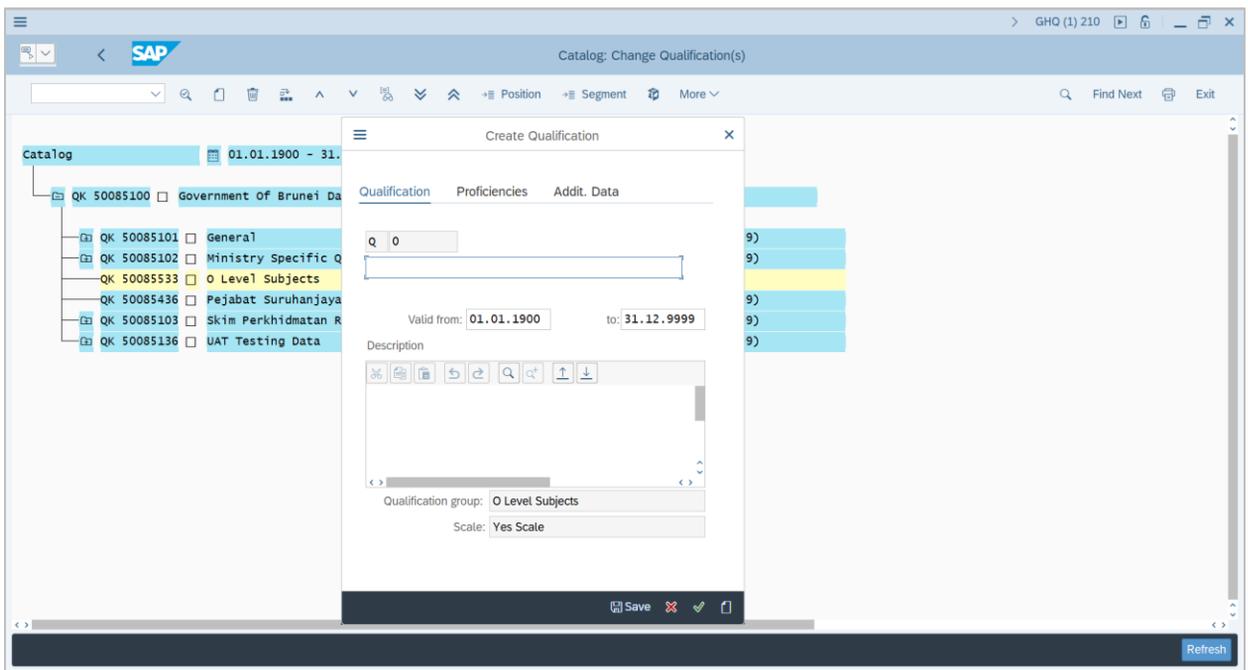
Qualification

Qualification group

4. Click on 'Qualification'.
5. Click on the **Tick** icon.

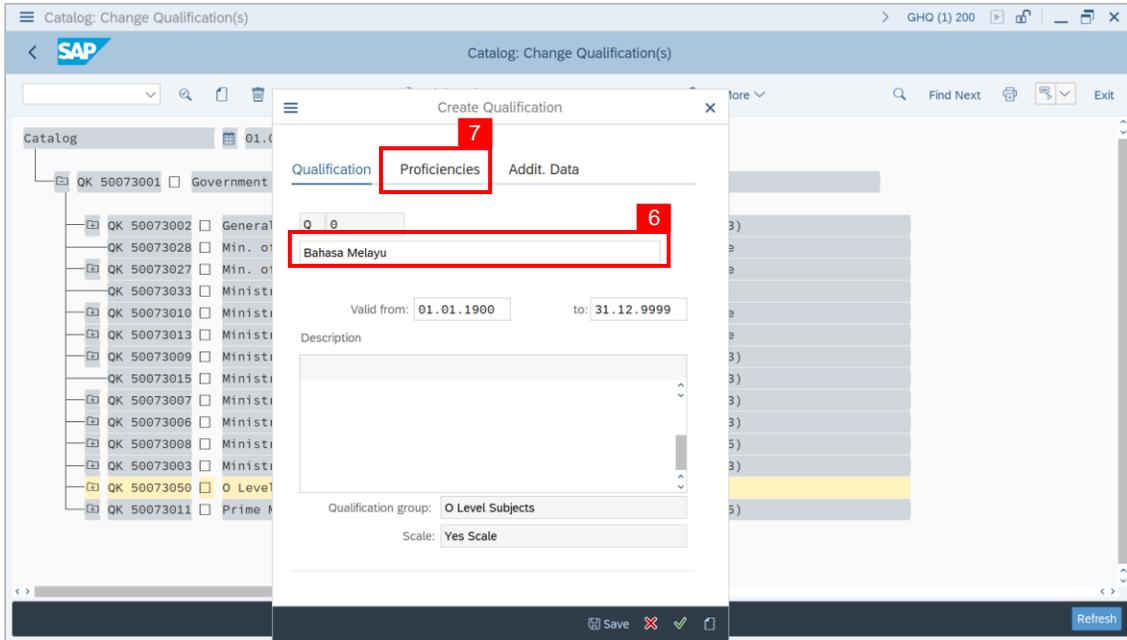


**Note:** A view page to Create 'Qualification' will be displayed.

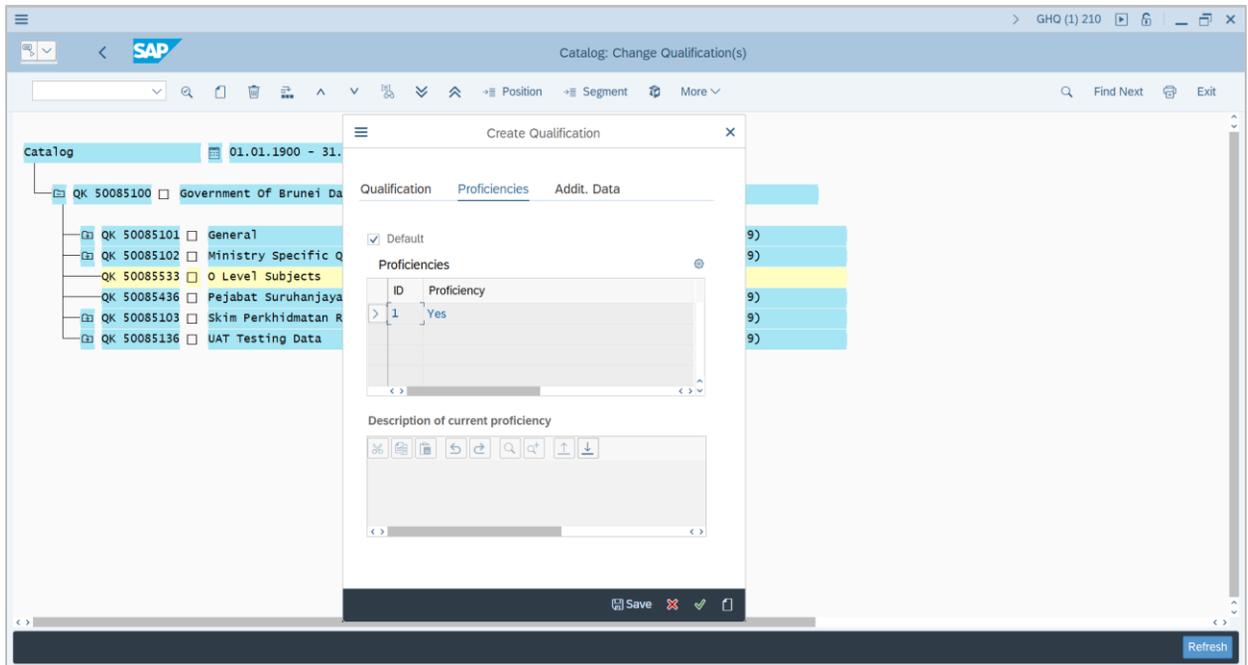


6. Fill the **Qualification Name**.

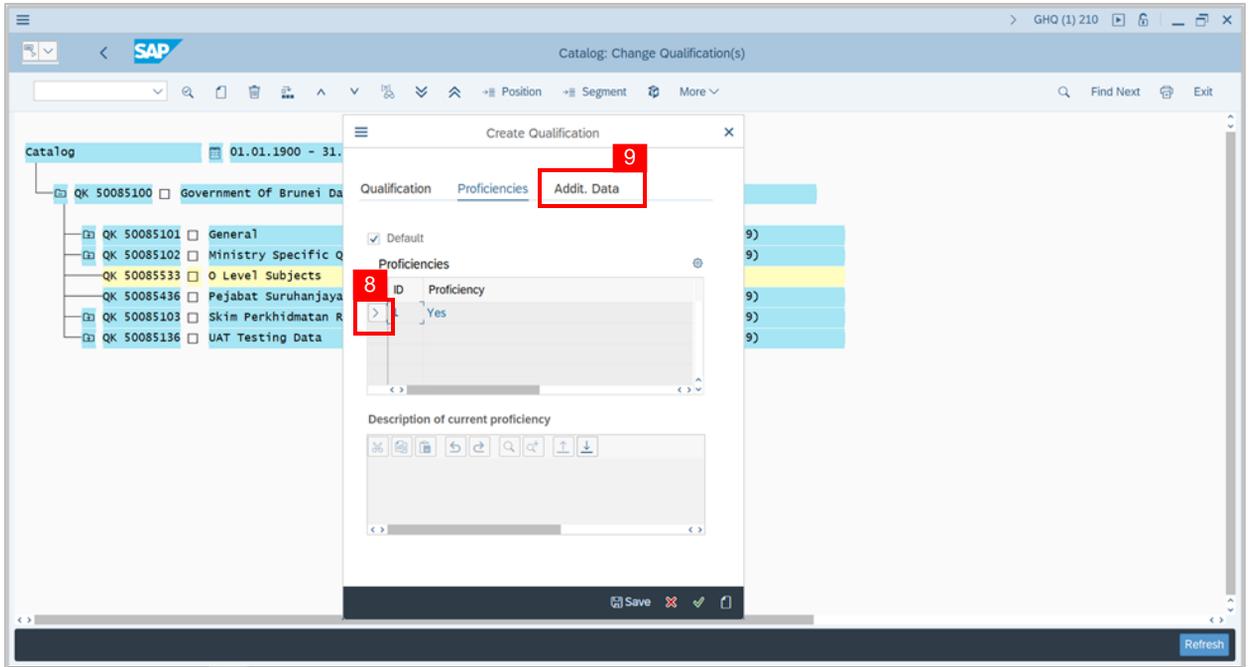
7. Click on the **Proficiencies** tab.



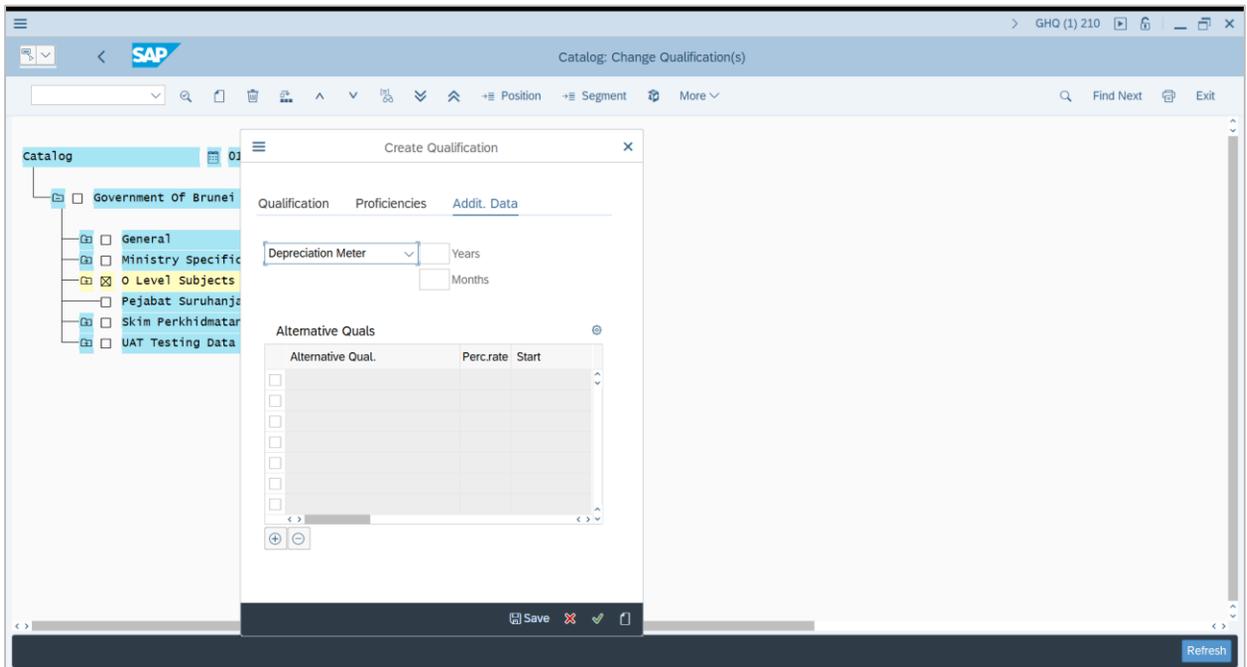
**Note:** A view page of the **Proficiencies** tab will be displayed.



- Click on  to choose default proficiencies for the Qualification (if needed).
- Click on the **Addit. (Additional) Data** tab.

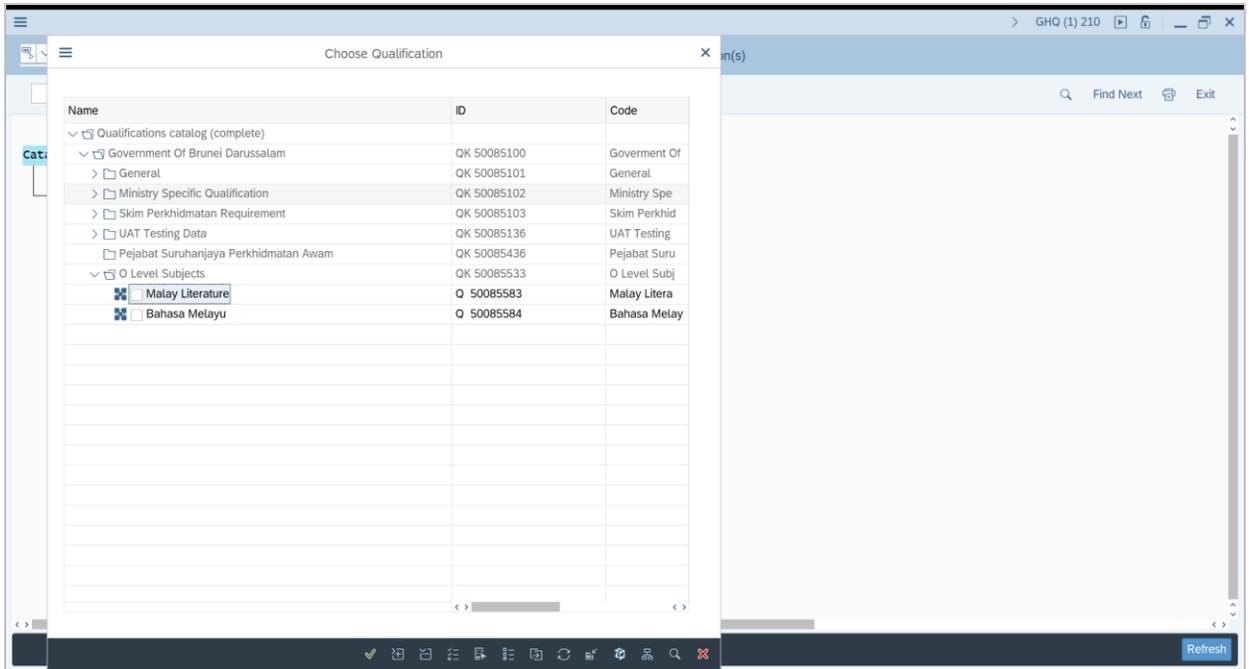


**Note:** A view page of the Addit. (Additional) Data tab will be displayed.





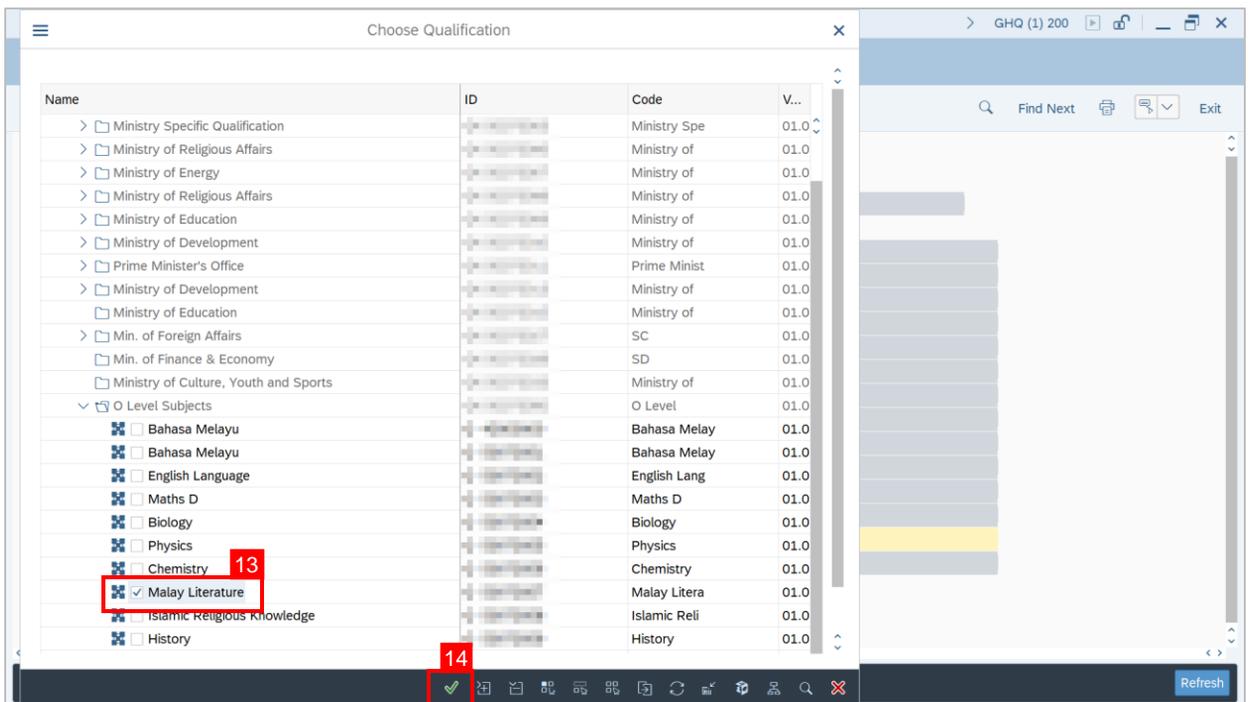
**Note:** A view page to Choose Qualification will be displayed.



13. Select a Qualification Alternative.

**Note:** Choose alternative Qualification with the same Proficiency.

14. Click on the **Tick** icon.

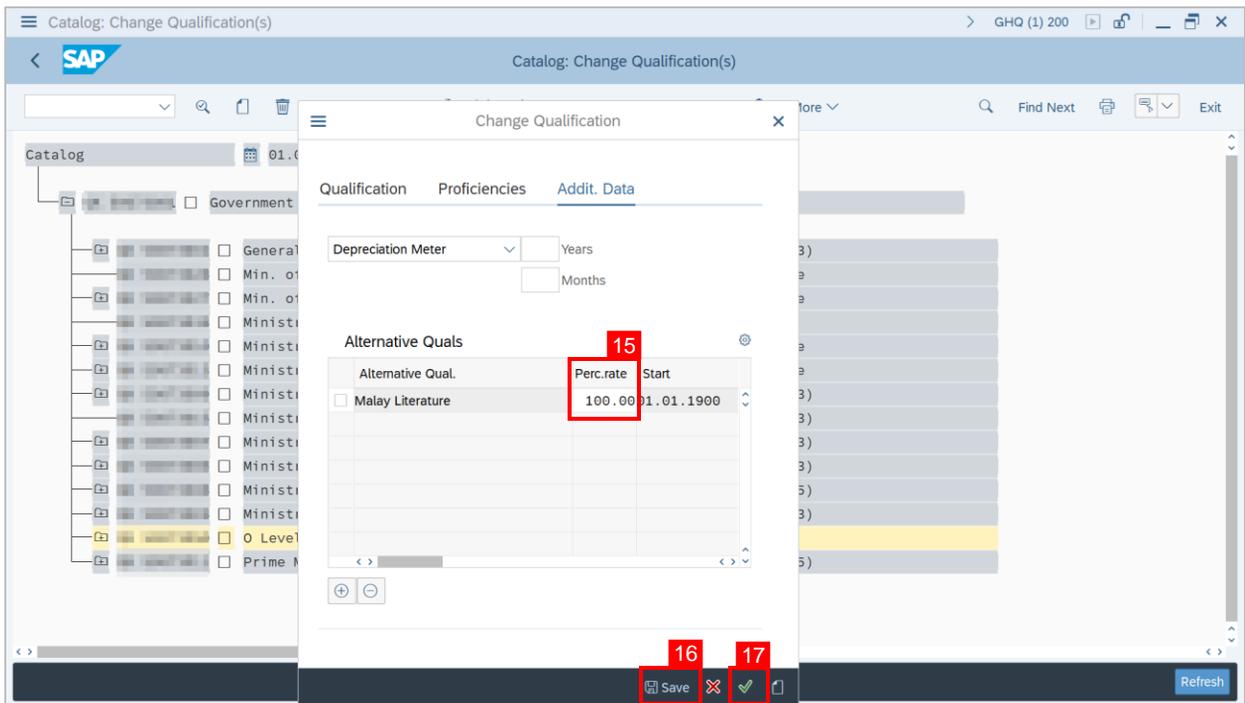


15. Fill Percentage rate as desired for alternative qualification.

**Note:** Minimum and Maximum percentages are 0 and 100 respectively.

16. Click on **Save** button.

17. Click on the **Tick icon**.

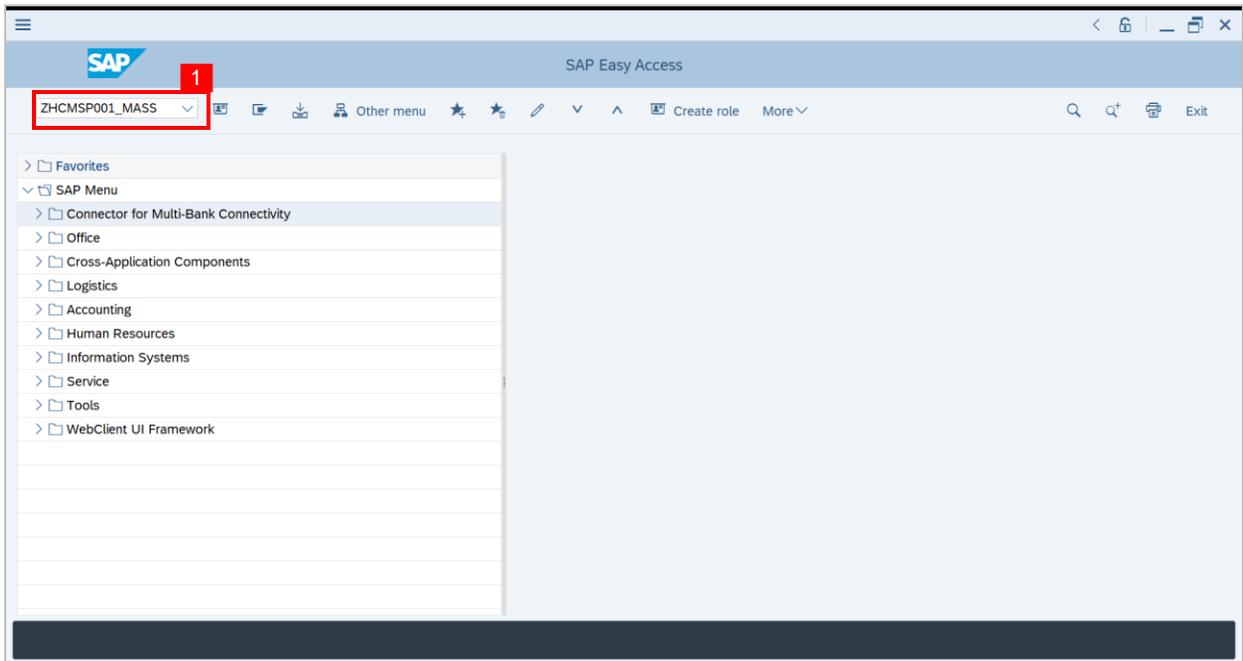


**Outcome:** A new Qualification has been saved.

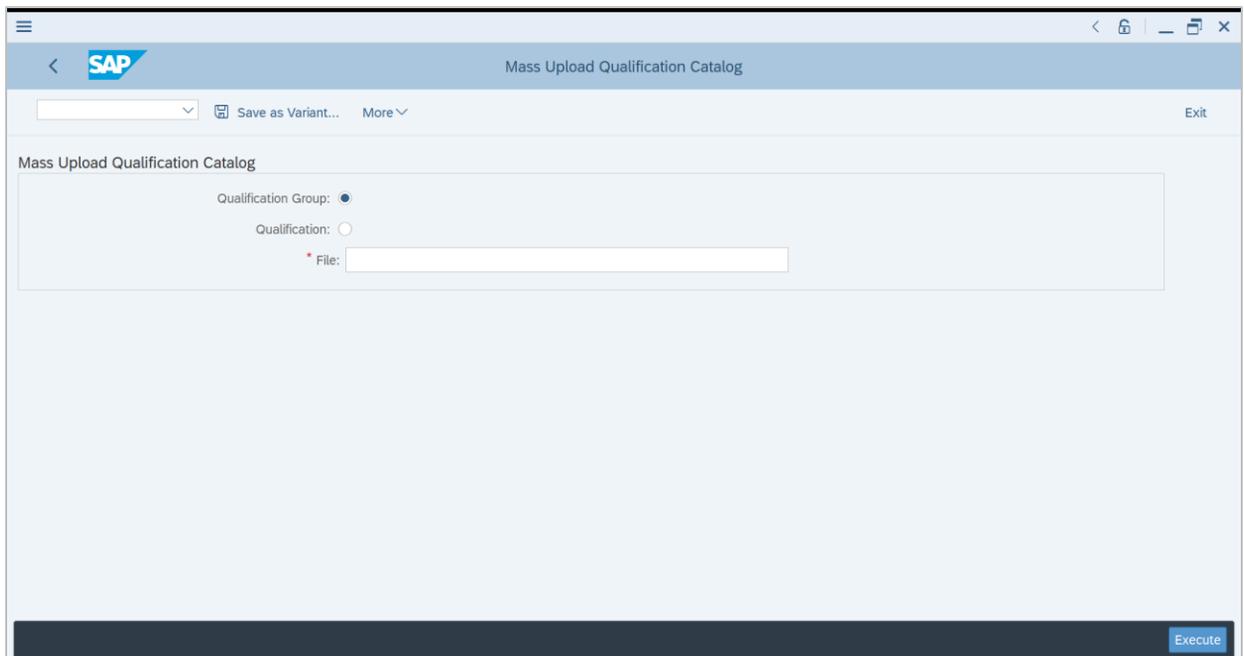
|  |                     |
|--|---------------------|
| <b>MASS UPLOAD<br/>QUALIFICATION GROUP</b> | <b>Backend User</b> |
|  | JPA                 |

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

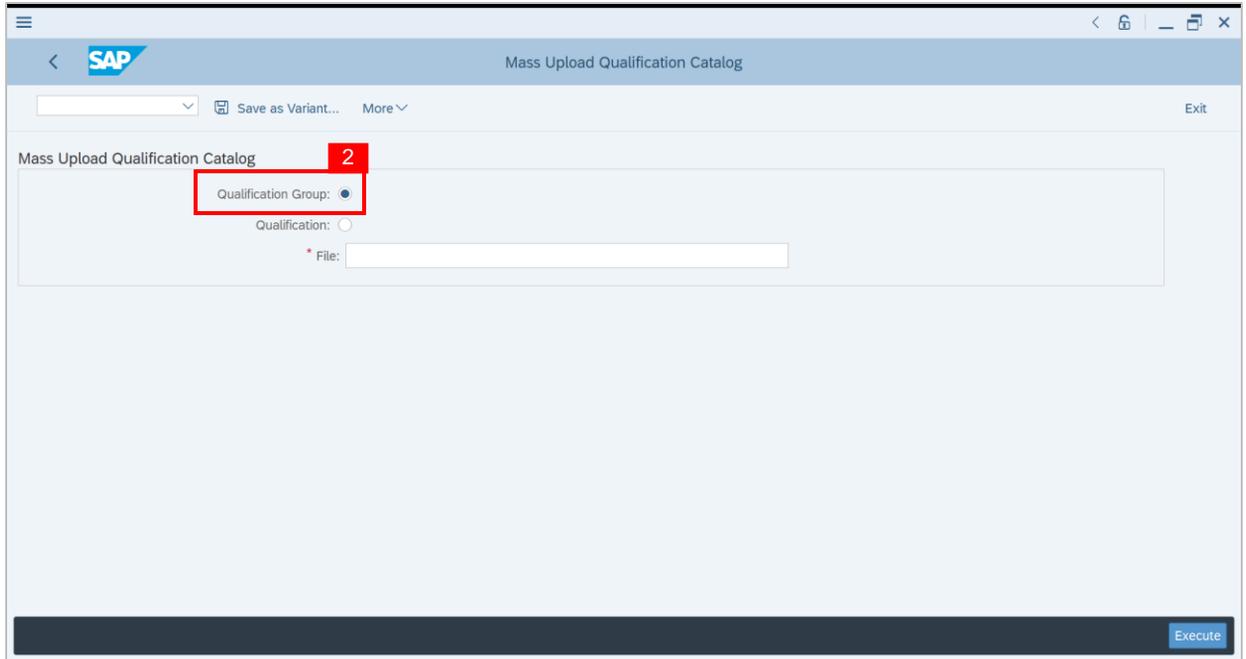
1. Enter **ZHCMSP001\_MASS** in the search bar.



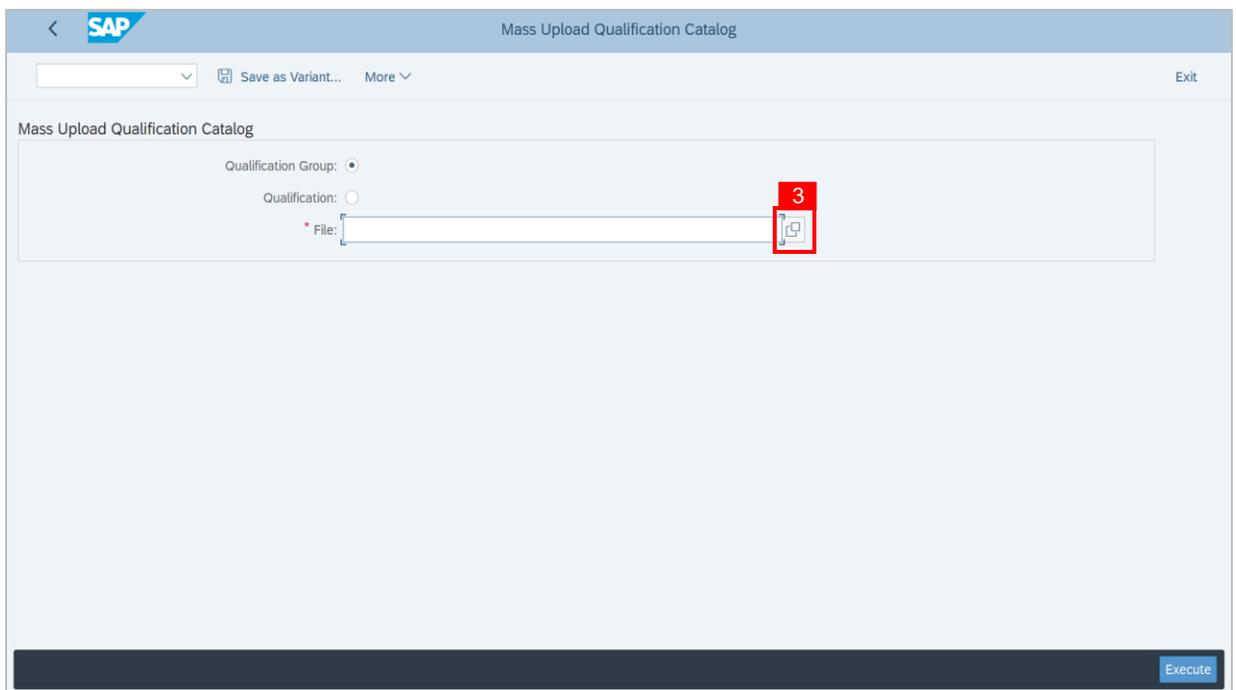
**Note: Mass Upload Qualification Catalog** will be displayed.



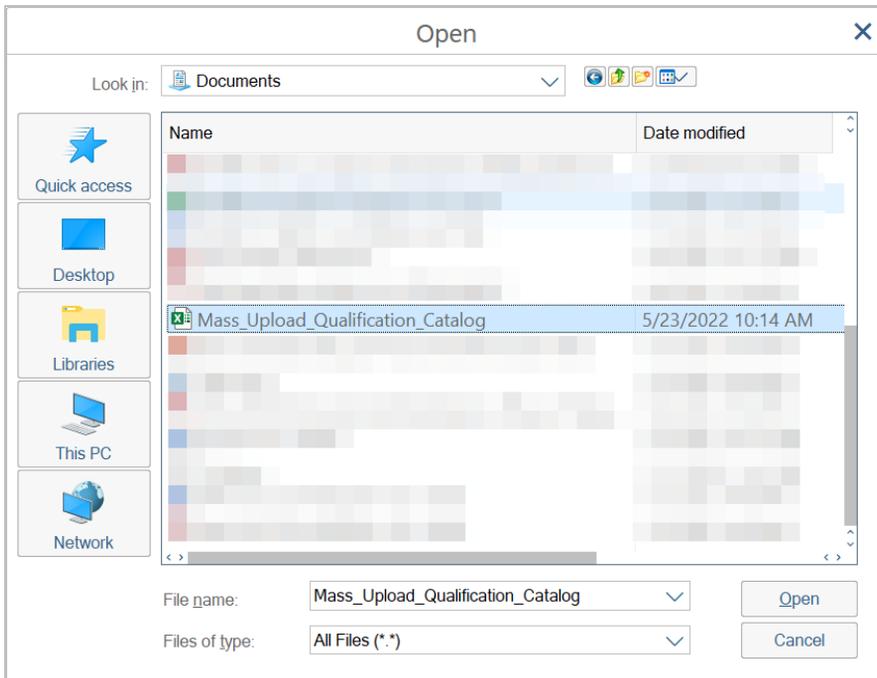
## 2. Choose **Qualification Group**.



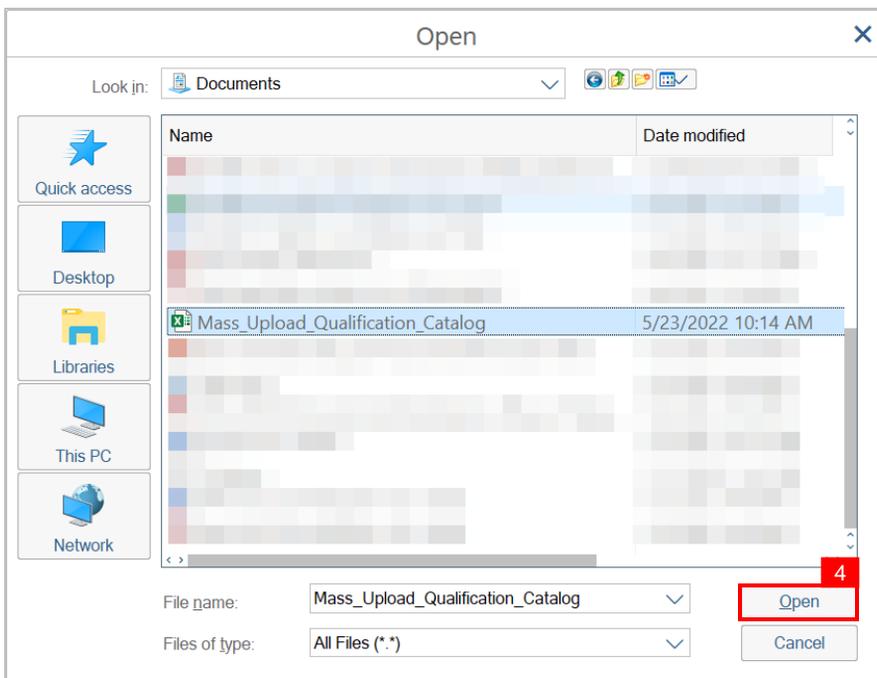
## 3. Click on the **Lookup** icon.



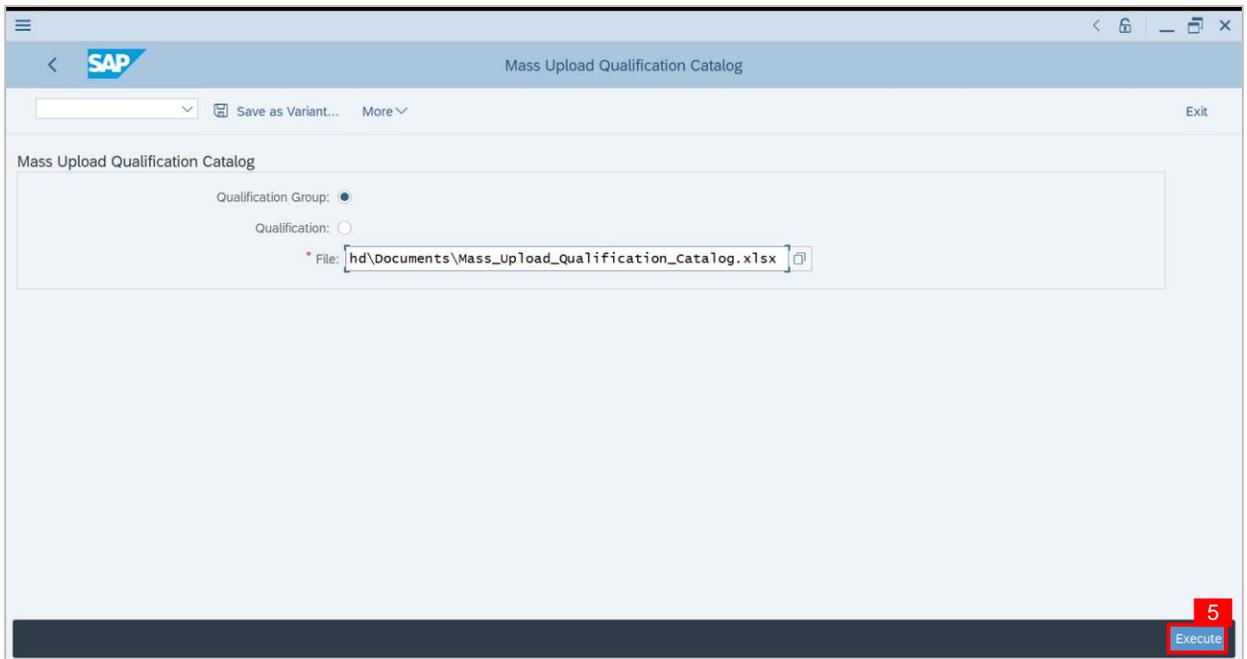
**Note:** List of Document will be displayed.



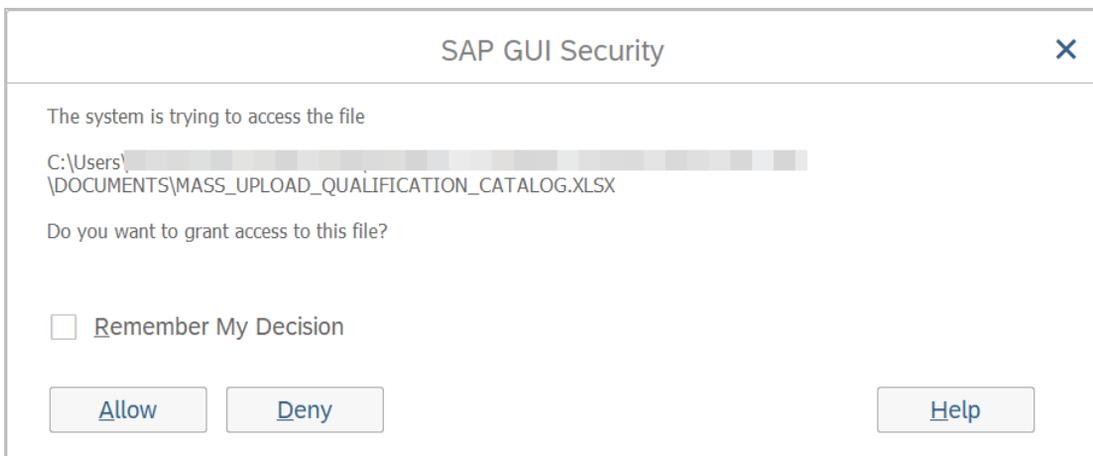
4. Choose **specific file for Qualification Group template** and click the **Open** button.



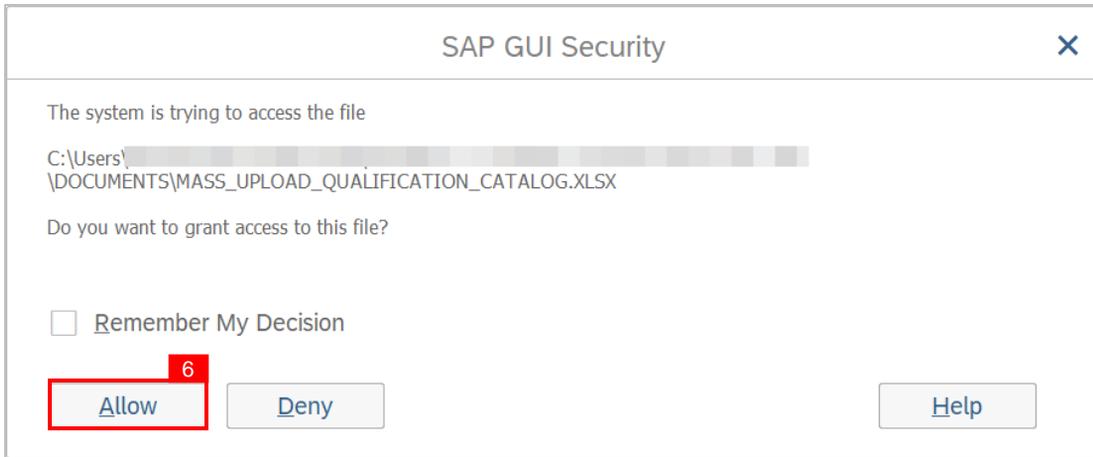
5. Once uploaded, click the **Execute** button.



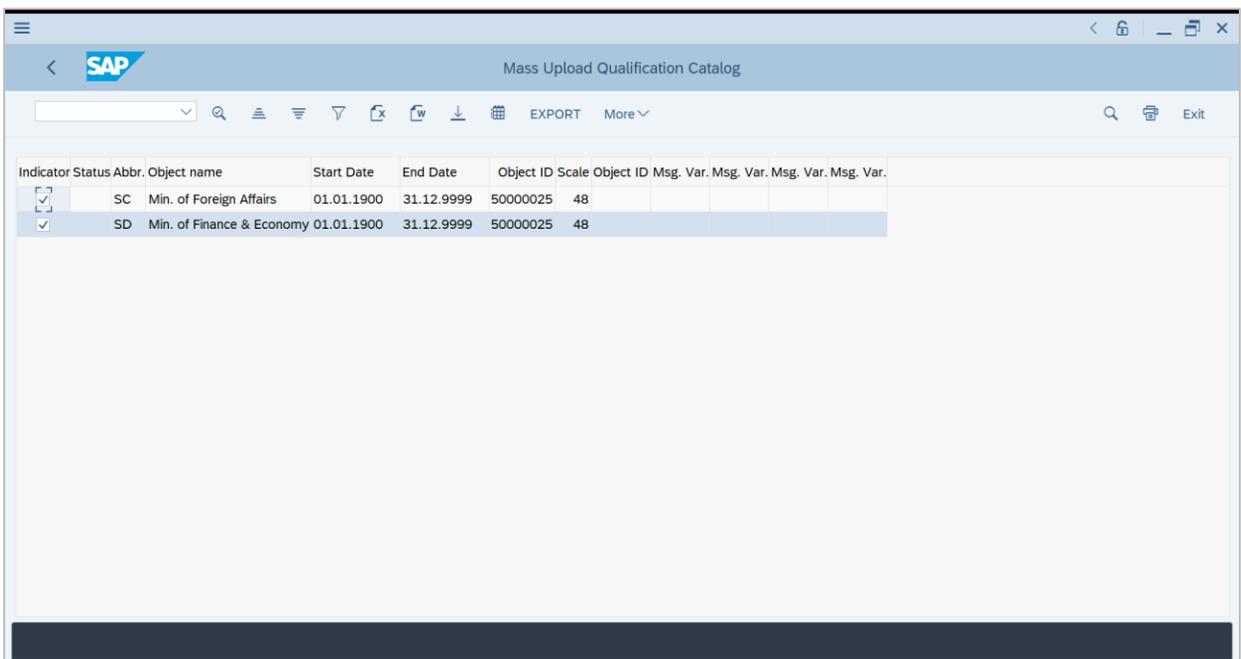
**Note:** A pop-up window for **SAP GUI Security** will be displayed.



6. Click the **Allow** button.



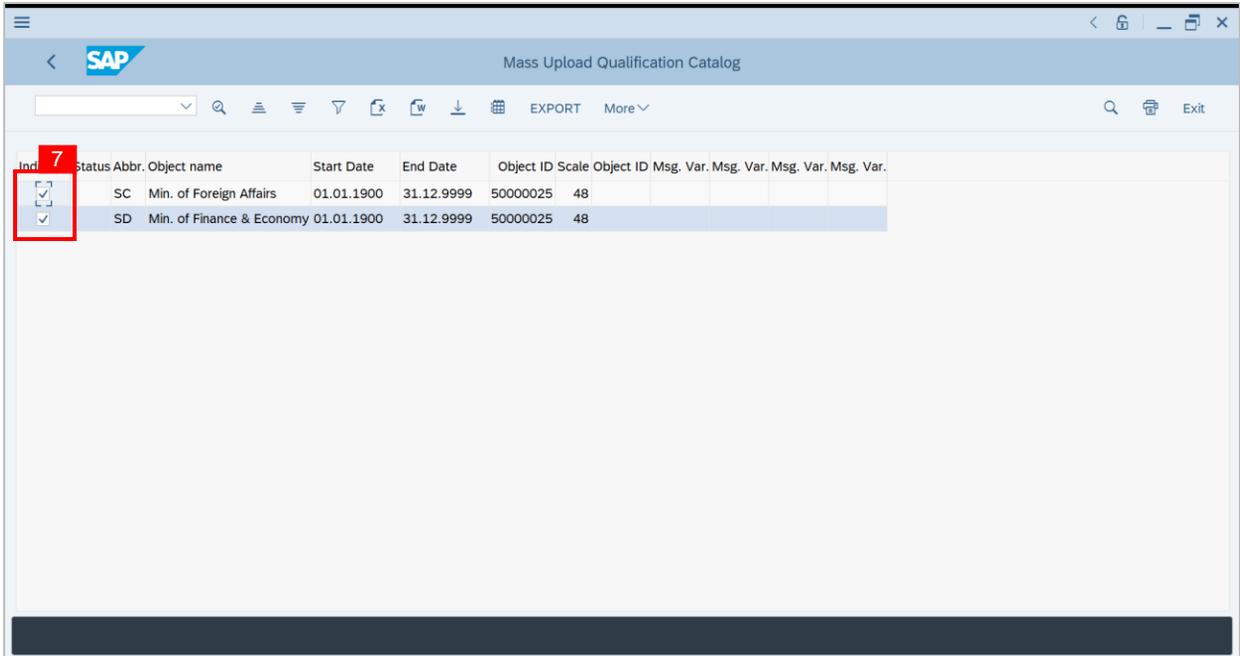
**Note:** List of Qualification Group will be displayed.



Mass Upload Qualification Catalog

| Indicator | Status | Abbr. | Object name               | Start Date | End Date   | Object ID | Scale | Object ID | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----------|--------|-------|---------------------------|------------|------------|-----------|-------|-----------|-----------|-----------|-----------|-----------|
| ✓         |        | SC    | Min. of Foreign Affairs   | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |
| ✓         |        | SD    | Min. of Finance & Economy | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |

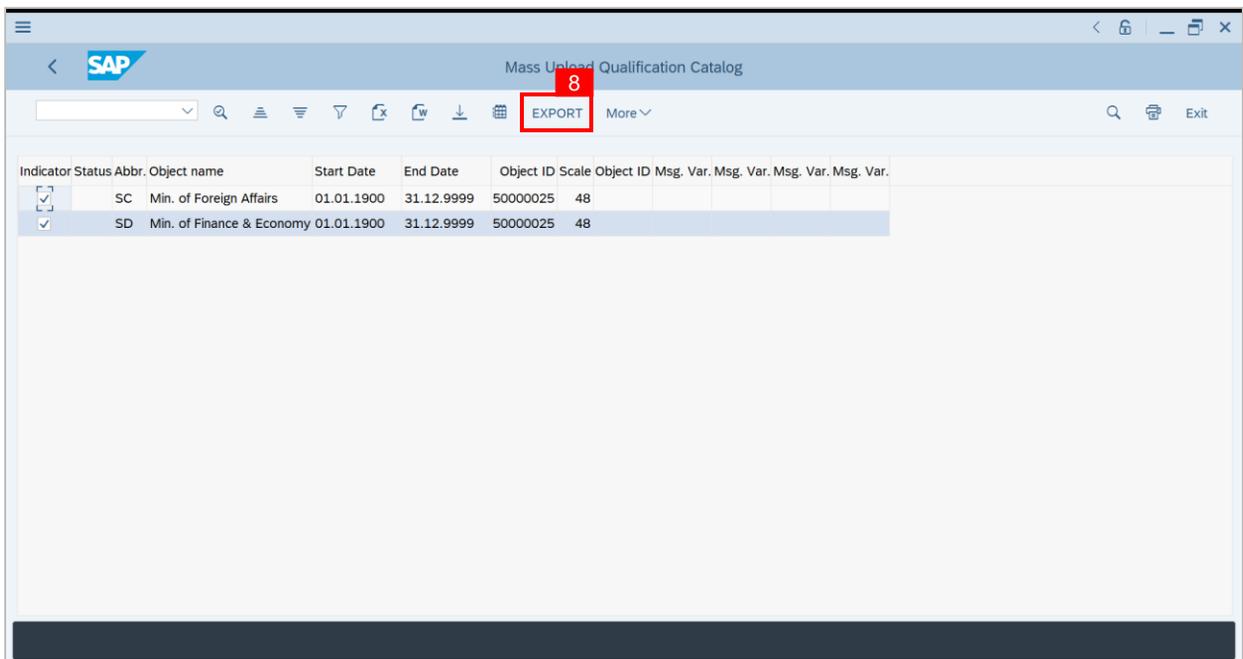
7. Tick the **Qualification Group** desired to be added.



Mass Upload Qualification Catalog

| Ind.                                | Status | Abbr. | Object name               | Start Date | End Date   | Object ID | Scale | Object ID | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|--------|-------|---------------------------|------------|------------|-----------|-------|-----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | SC     |       | Min. of Foreign Affairs   | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |
| <input checked="" type="checkbox"/> | SD     |       | Min. of Finance & Economy | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |

8. Then **click the Export button**.

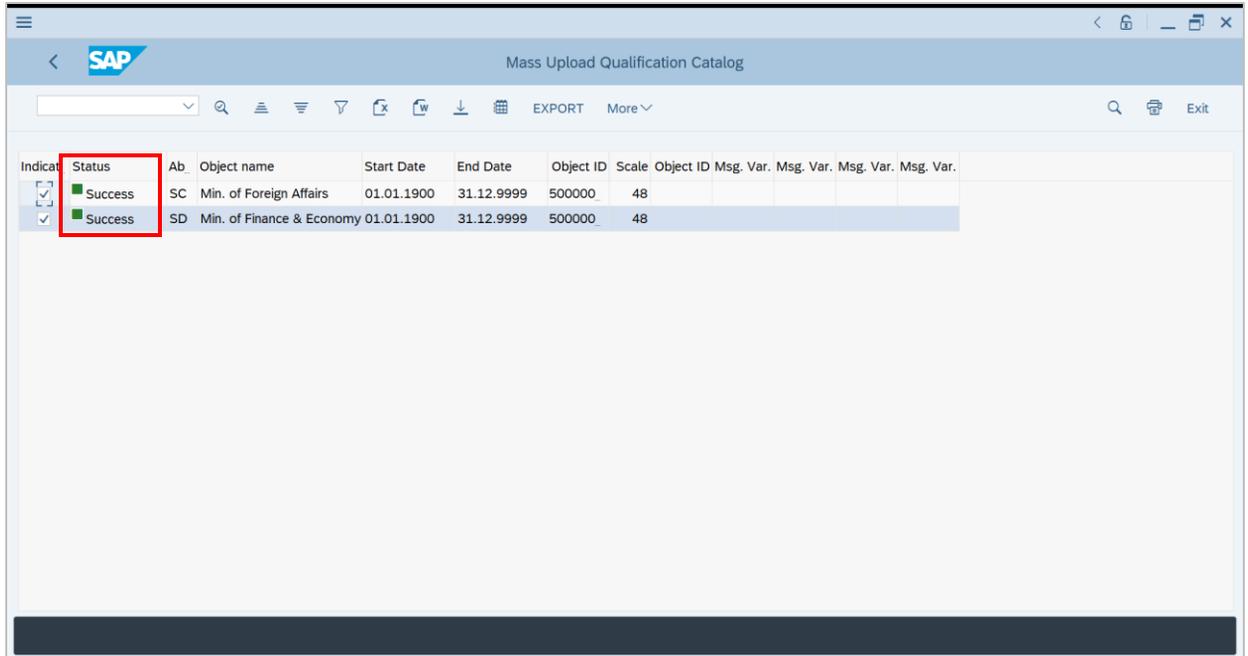


Mass Upload Qualification Catalog

EXPORT

| Indicator                           | Status | Abbr. | Object name               | Start Date | End Date   | Object ID | Scale | Object ID | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|--------|-------|---------------------------|------------|------------|-----------|-------|-----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | SC     |       | Min. of Foreign Affairs   | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |
| <input checked="" type="checkbox"/> | SD     |       | Min. of Finance & Economy | 01.01.1900 | 31.12.9999 | 50000025  | 48    |           |           |           |           |           |

**Outcome: Qualification Group to Qualification Catalog** has been successfully exported.



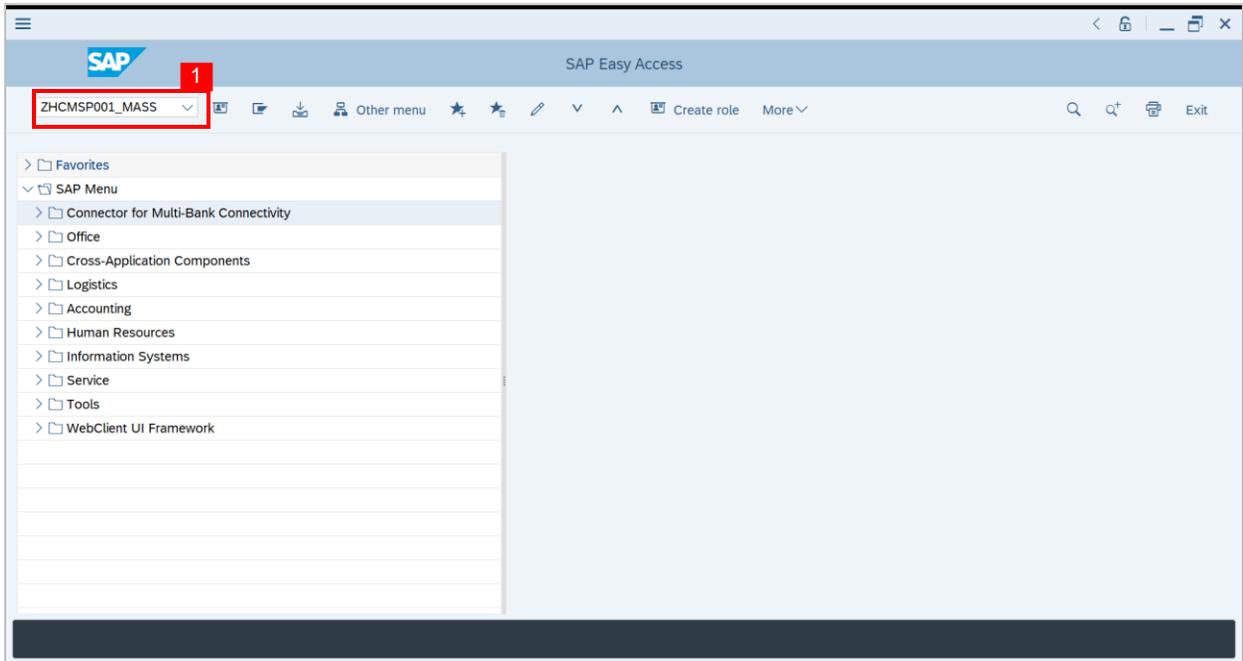
The screenshot displays the SAP 'Mass Upload Qualification Catalog' interface. It features a table with the following data:

| Indicat                             | Status  | Ab. | Object name               | Start Date | End Date   | Object ID | Scale | Object ID | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|---------|-----|---------------------------|------------|------------|-----------|-------|-----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | Success | SC  | Min. of Foreign Affairs   | 01.01.1900 | 31.12.9999 | 500000    | 48    |           |           |           |           |           |
| <input checked="" type="checkbox"/> | Success | SD  | Min. of Finance & Economy | 01.01.1900 | 31.12.9999 | 500000    | 48    |           |           |           |           |           |

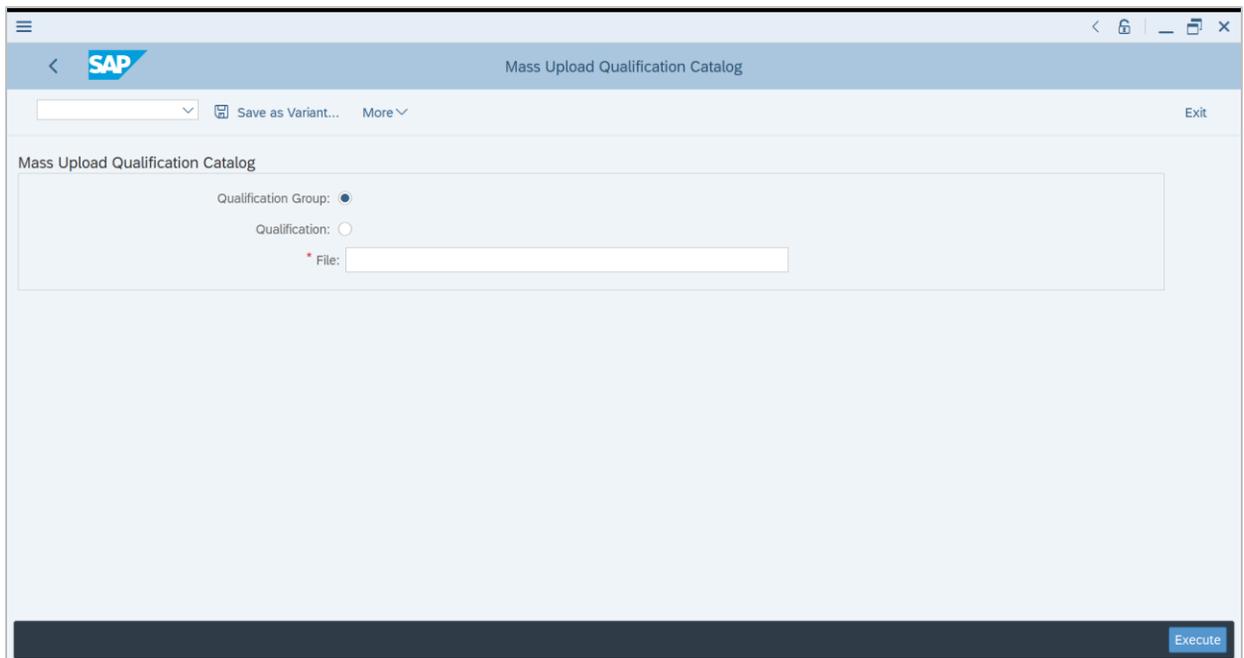
|                                      |                     |
|--------------------------------------|---------------------|
| <b>MASS UPLOAD<br/>QUALIFICATION</b> | <b>Backend User</b> |
|                                      | JPA                 |

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

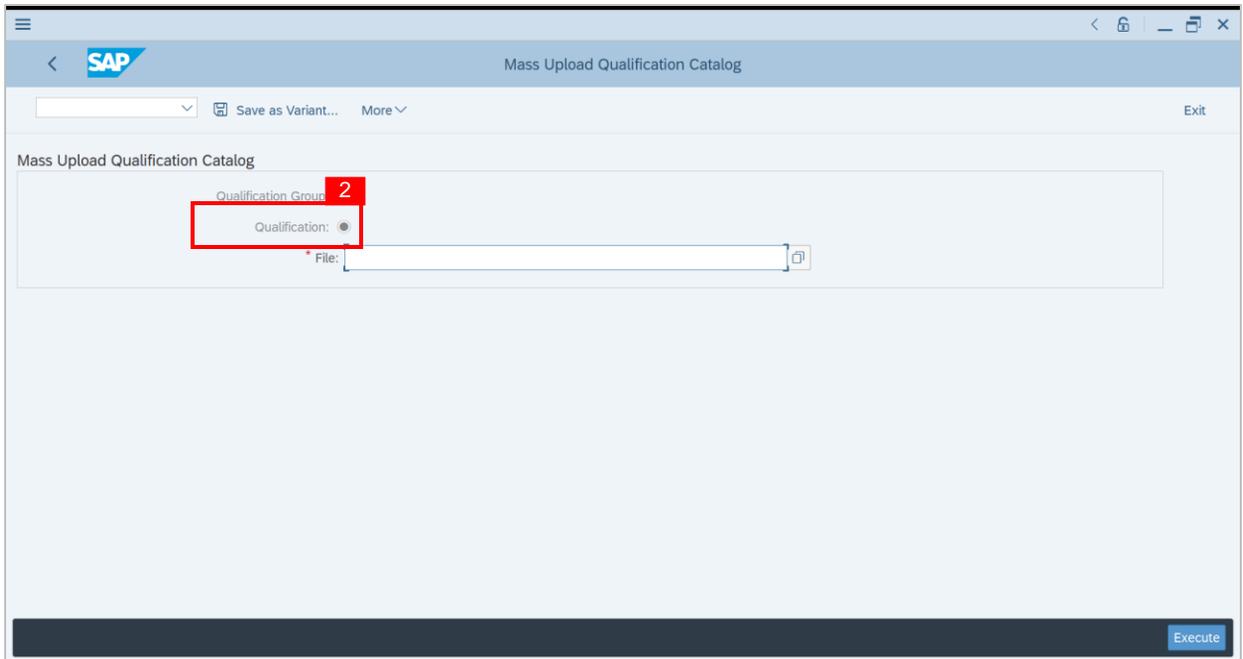
1. Enter **ZHCMSP001\_MASS** in the search bar.



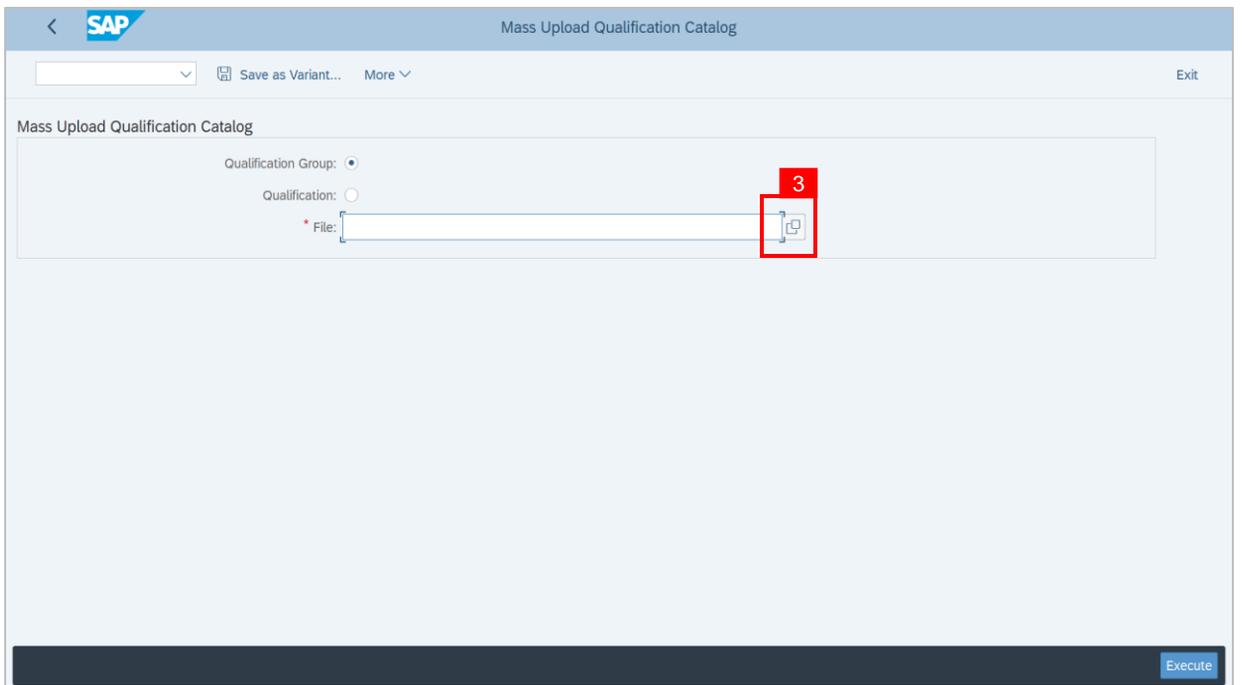
**Note:** Mass Upload Qualification Catalog will be displayed.



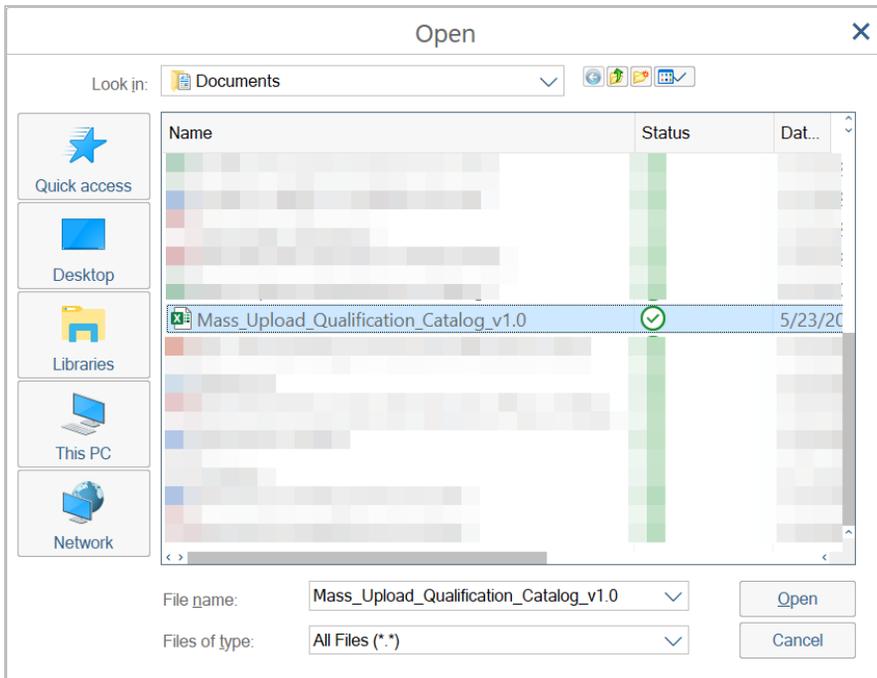
## 2. Choose **Qualification**.



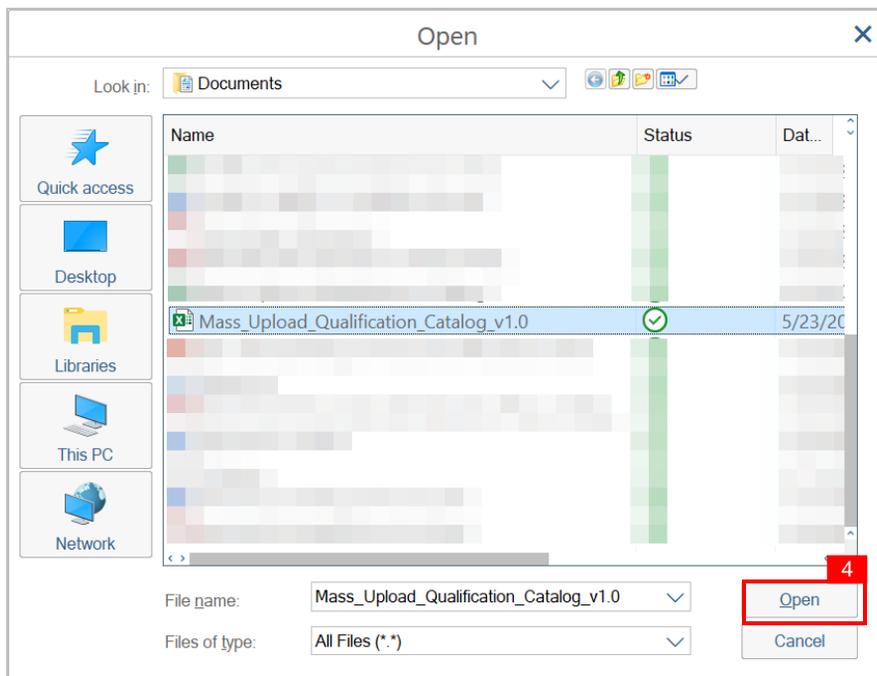
## 3. Click on the **Lookup** icon.



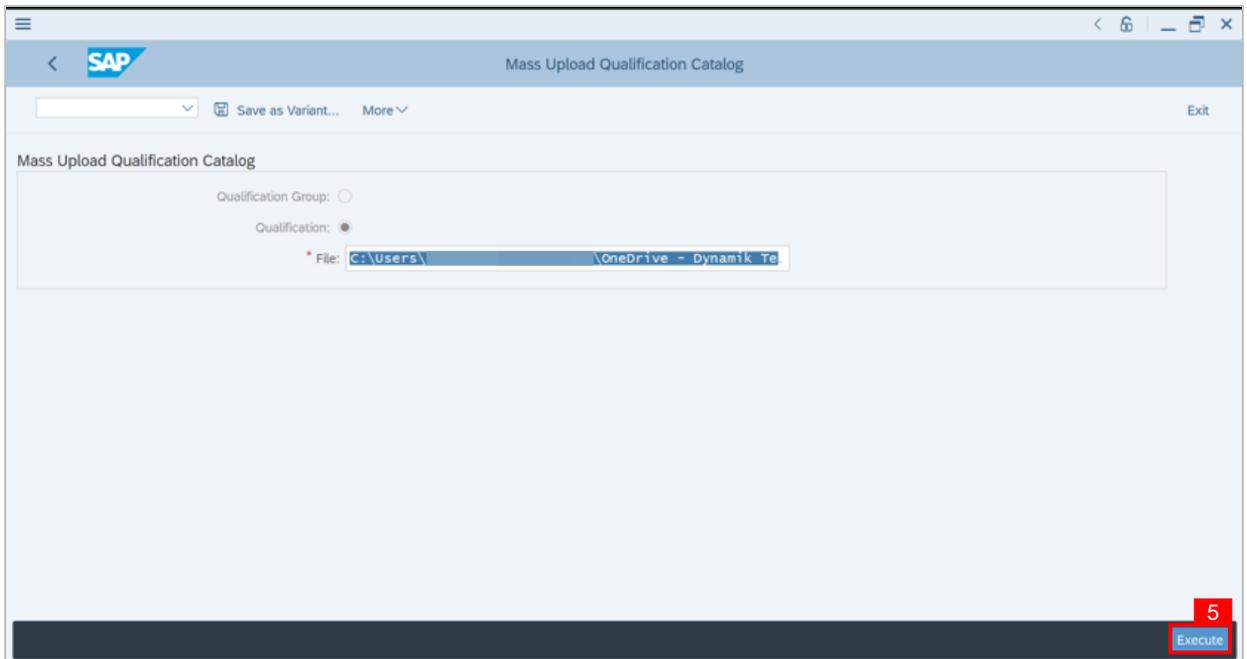
**Note:** List of Document will be displayed.



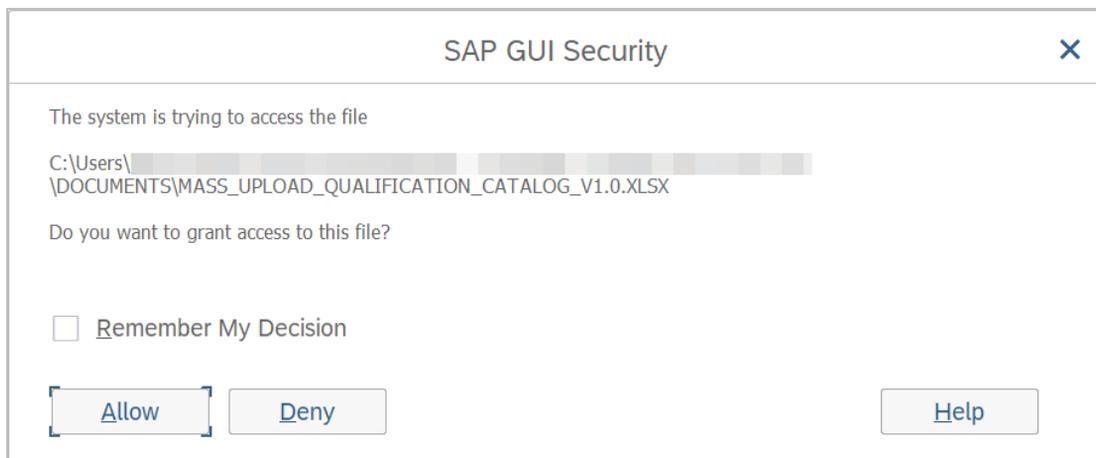
4. Choose **specific file for Qualification Group template** and click the **Open** button.



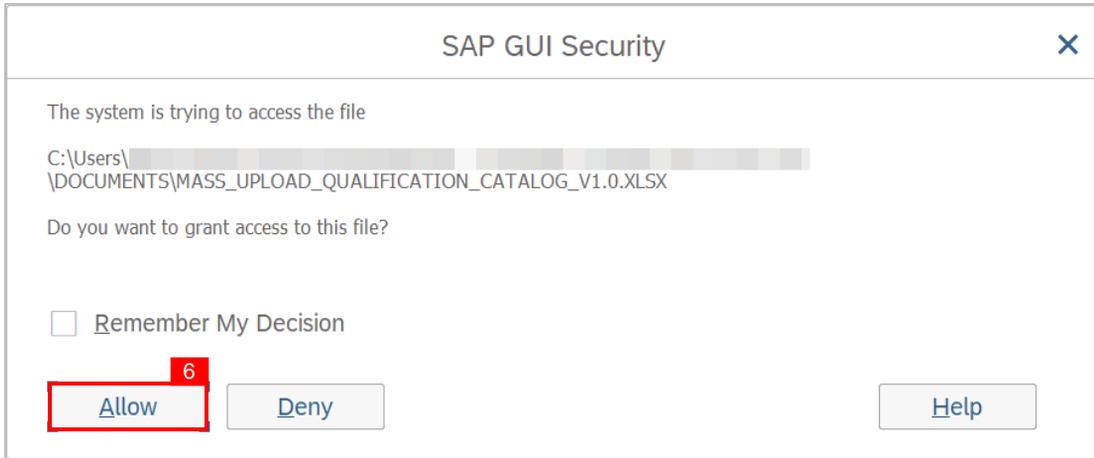
5. Once uploaded, click the **Execute** button.



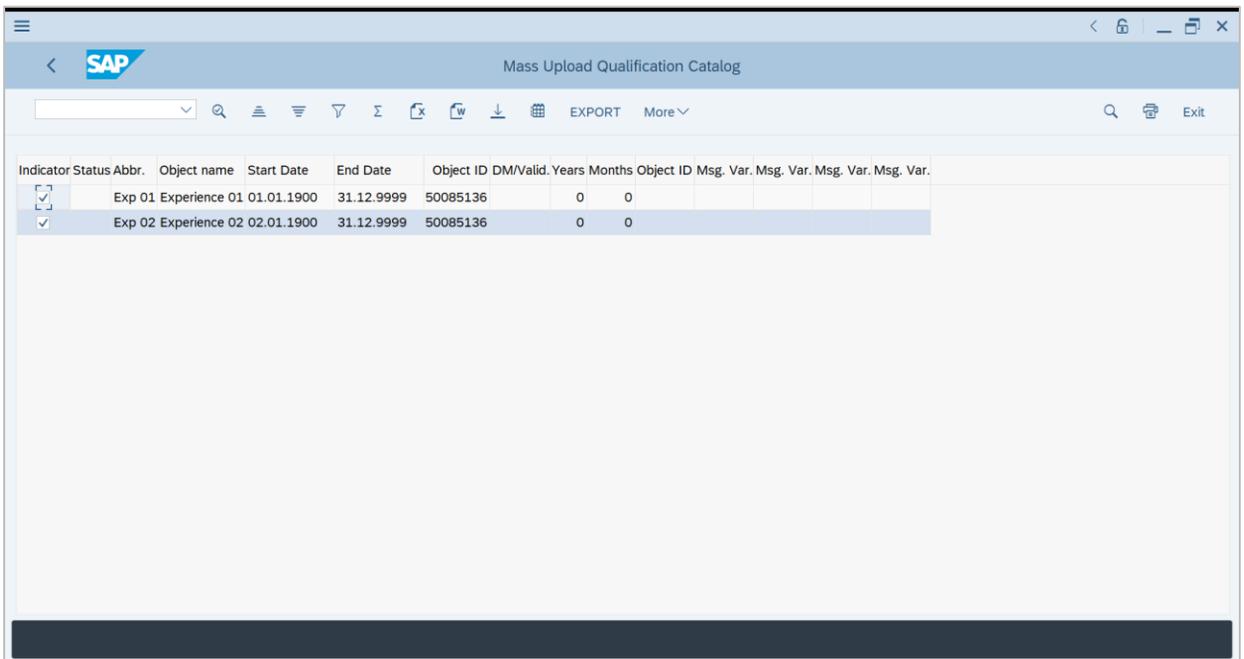
**Note:** Pop-up window for **SAP GUI Security** will be displayed.



6. Click on the **Allow** button.



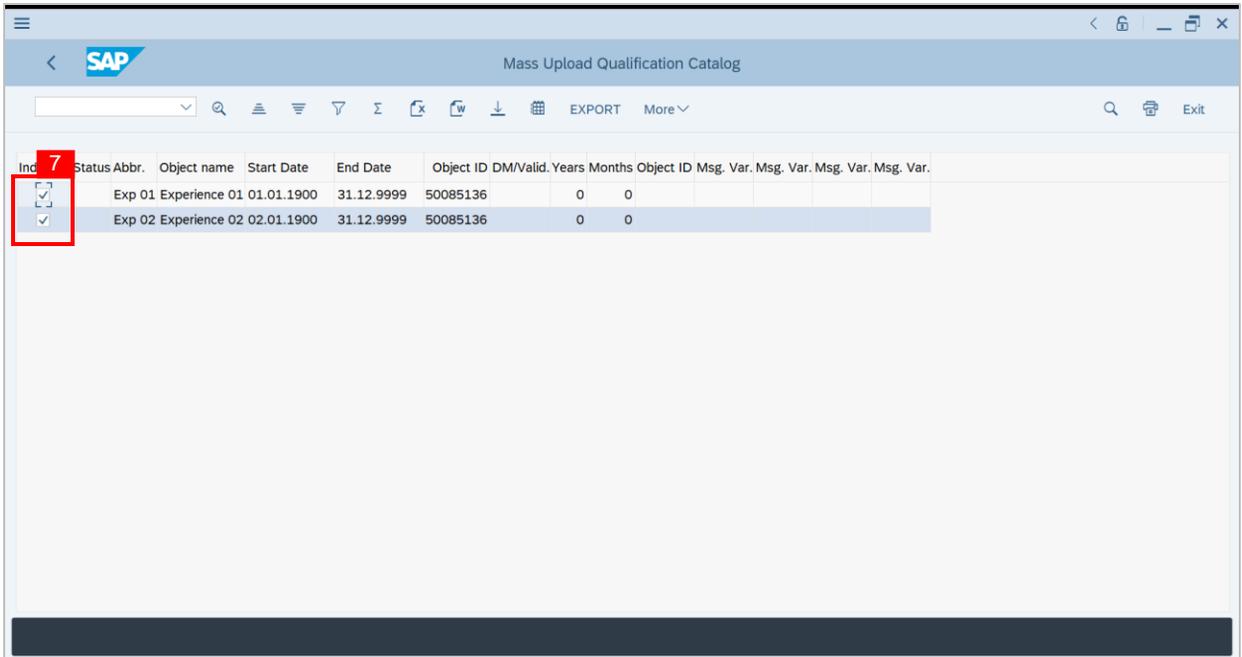
**Note:** List of Qualification will be displayed.



The screenshot shows the SAP GUI interface for the "Mass Upload Qualification Catalog". The table below displays the list of qualifications:

| Indicator | Status | Abbr. | Object name          | Start Date | End Date   | Object ID | DM/Valid. | Years | Months | Object ID | Msg. | Var. | Msg. | Var. | Msg. | Var. |
|-----------|--------|-------|----------------------|------------|------------|-----------|-----------|-------|--------|-----------|------|------|------|------|------|------|
| ✓         |        |       | Exp 01 Experience 01 | 01.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |
| ✓         |        |       | Exp 02 Experience 02 | 02.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |

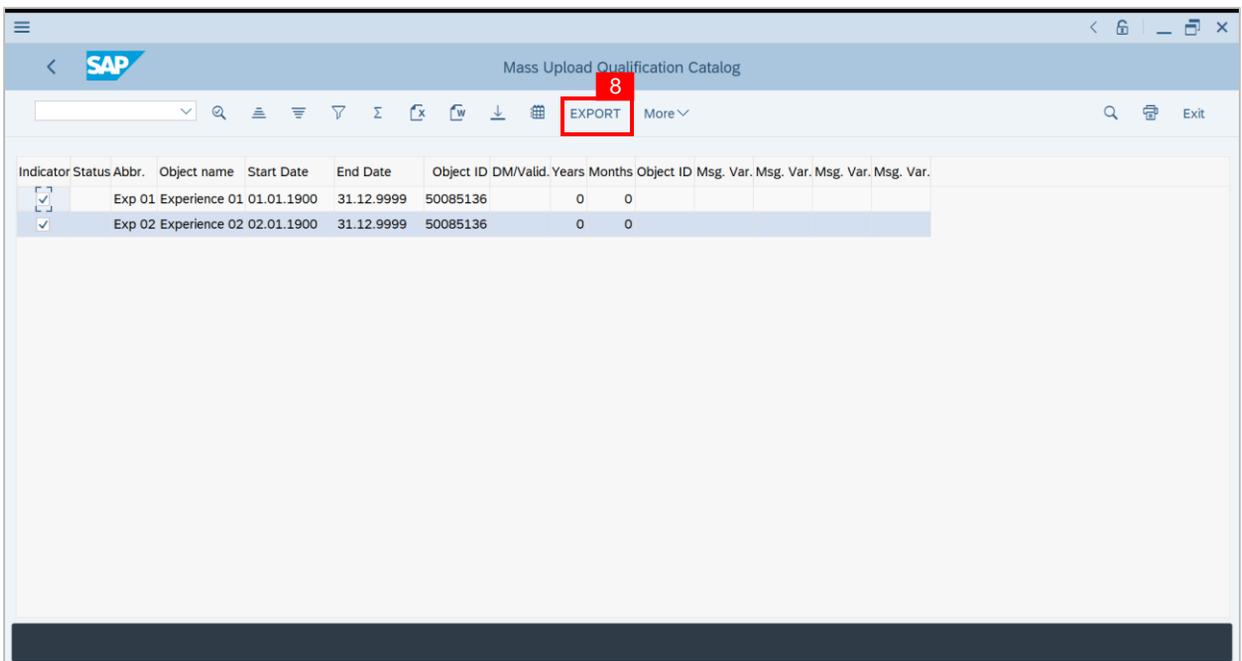
7. Check the **Qualification Group** desired to be added.



Mass Upload Qualification Catalog

| Indicator                           | Status Abbr. | Object name   | Start Date | End Date   | Object ID | DM/Valid. | Years | Months | Object ID | Msg. | Var. | Msg. | Var. | Msg. | Var. |
|-------------------------------------|--------------|---------------|------------|------------|-----------|-----------|-------|--------|-----------|------|------|------|------|------|------|
| <input checked="" type="checkbox"/> | Exp 01       | Experience 01 | 01.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |
| <input checked="" type="checkbox"/> | Exp 02       | Experience 02 | 02.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |

8. Then click on the **Export** button.

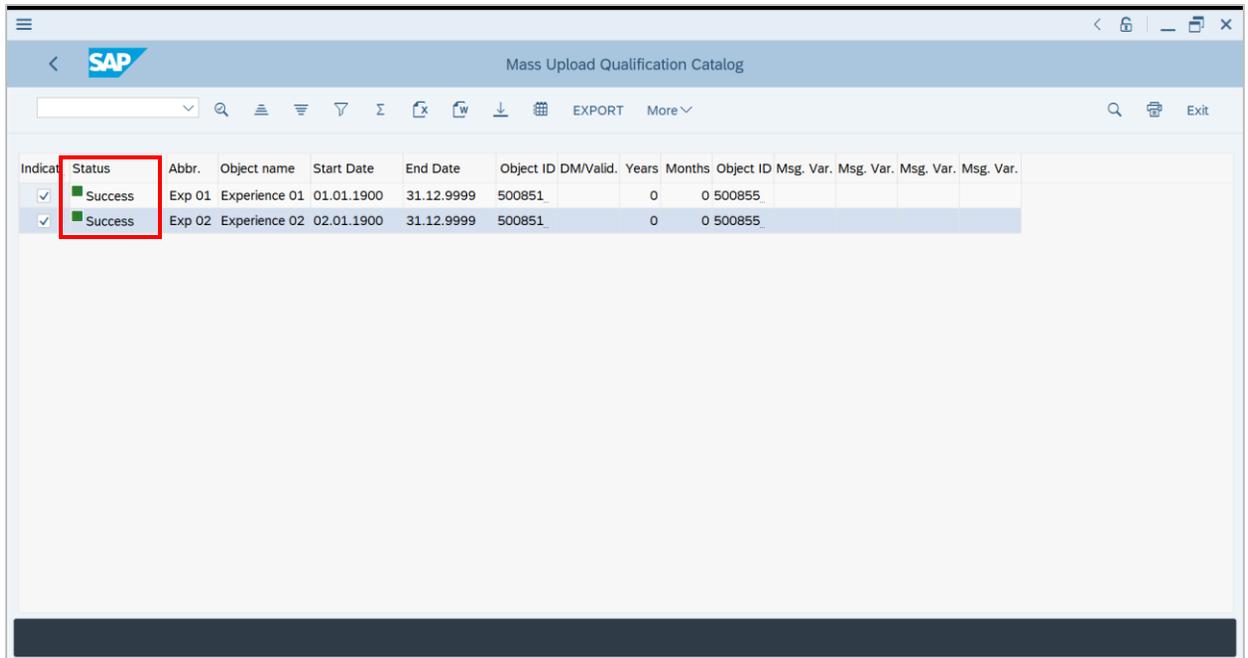


Mass Upload Qualification Catalog

EXPORT

| Indicator                           | Status Abbr. | Object name   | Start Date | End Date   | Object ID | DM/Valid. | Years | Months | Object ID | Msg. | Var. | Msg. | Var. | Msg. | Var. |
|-------------------------------------|--------------|---------------|------------|------------|-----------|-----------|-------|--------|-----------|------|------|------|------|------|------|
| <input checked="" type="checkbox"/> | Exp 01       | Experience 01 | 01.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |
| <input checked="" type="checkbox"/> | Exp 02       | Experience 02 | 02.01.1900 | 31.12.9999 | 50085136  |           | 0     | 0      |           |      |      |      |      |      |      |

**Outcome: Qualification Group to Qualification Catalog** has been successfully exported.



| Indicat                             | Status  | Abbr.  | Object name   | Start Date | End Date   | Object ID DM/Valid. | Years | Months | Object ID | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|---------|--------|---------------|------------|------------|---------------------|-------|--------|-----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | Success | Exp 01 | Experience 01 | 01.01.1900 | 31.12.9999 | 500851              | 0     | 0      | 500855    |           |           |           |           |
| <input checked="" type="checkbox"/> | Success | Exp 02 | Experience 02 | 02.01.1900 | 31.12.9999 | 500851              | 0     | 0      | 500855    |           |           |           |           |

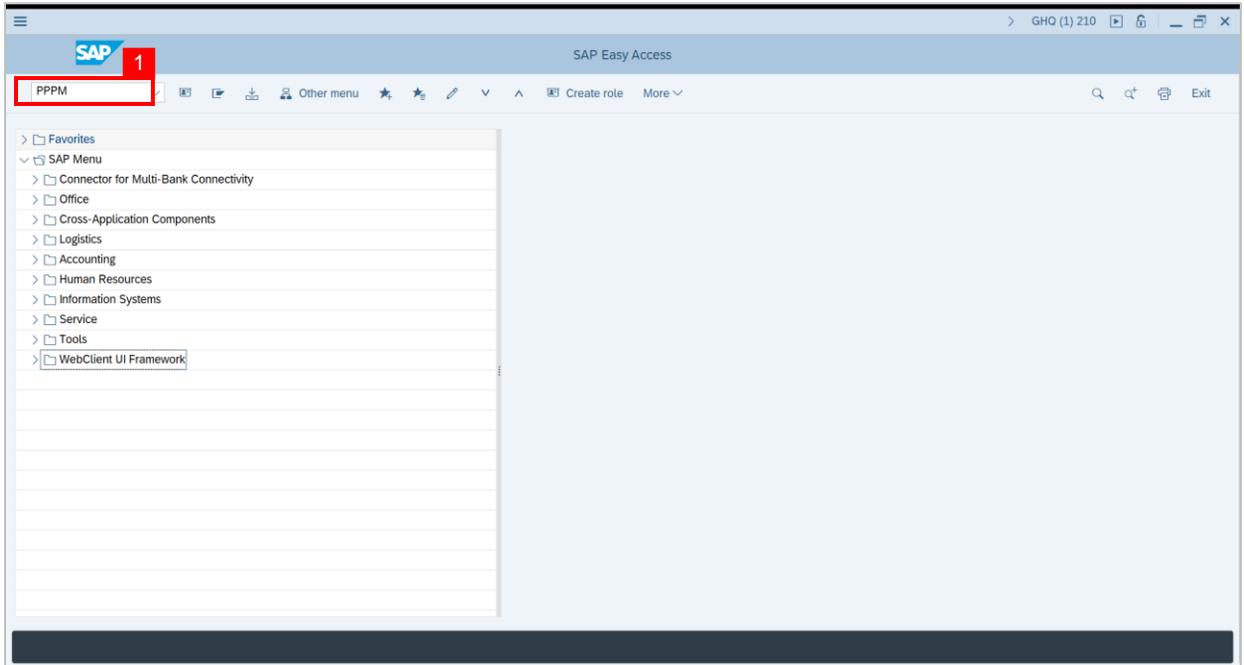
**ASSIGN QUALIFICATION  
TO JOB**

**Backend User**

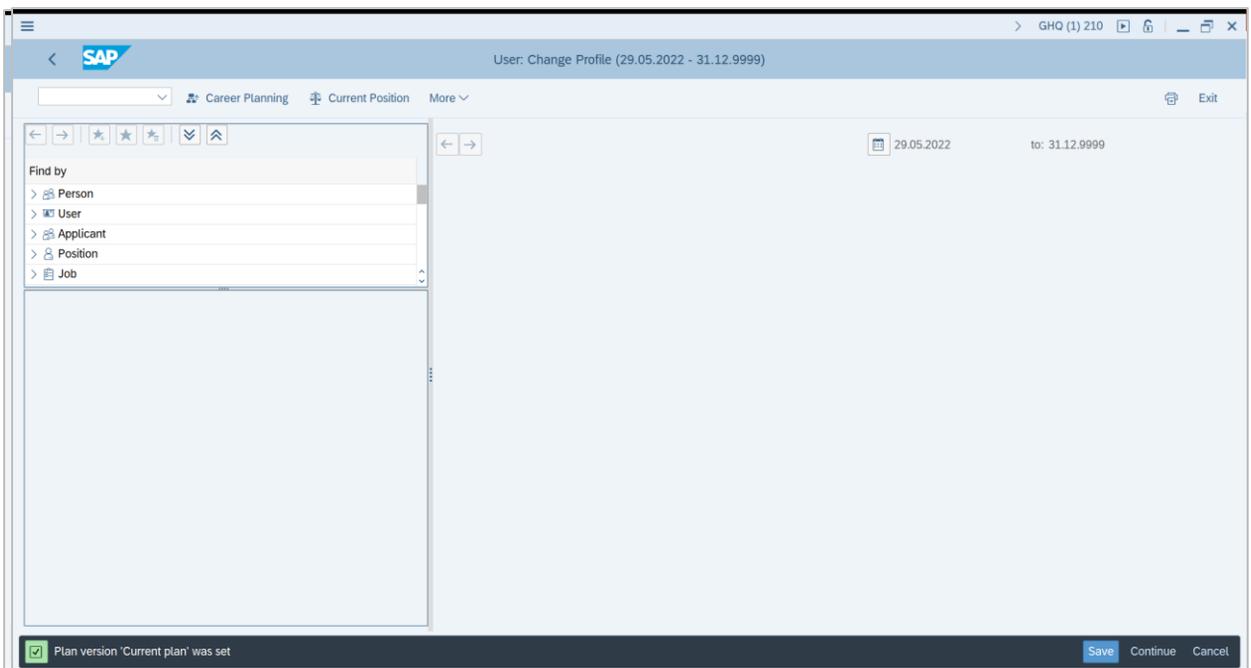
JPA

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

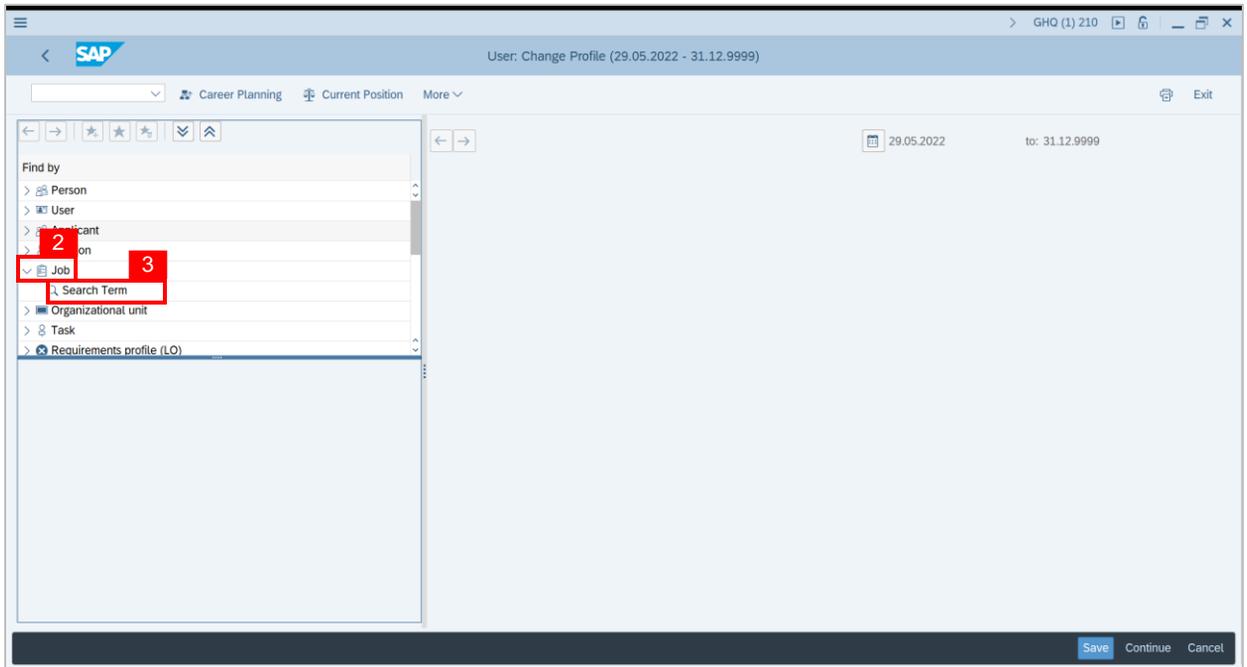
1. Enter **PPPM** in the search bar.



**Note: Change Profile Page will be displayed.**

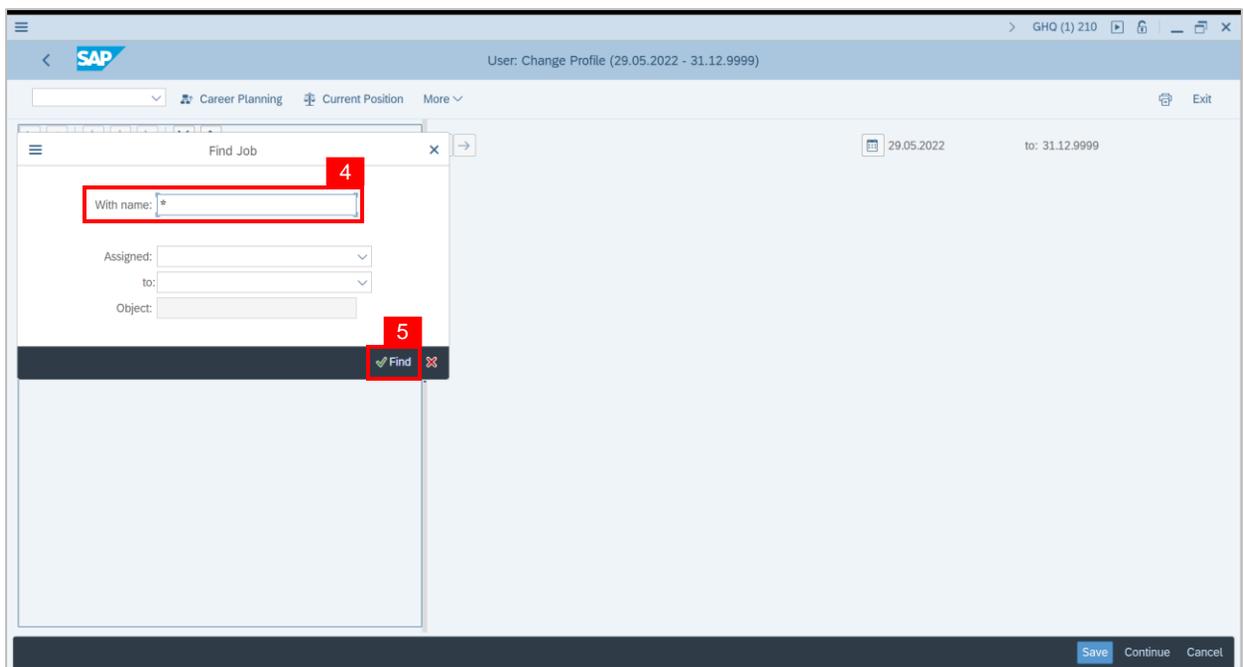


2. Click on the dropdown for Job.
3. Click on **Search Term** button.



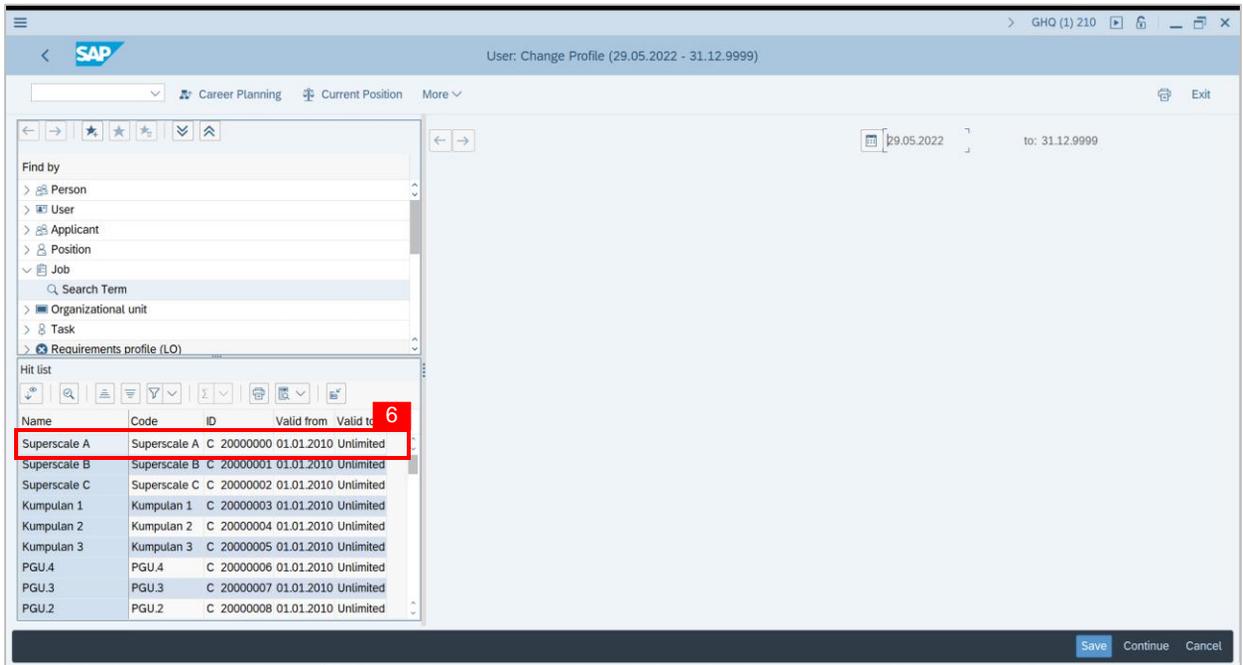
**Note:** A **view page** of Find Job will be displayed.

4. Enter the With name: field with ( \* ) or a specific name
5. Click on the **Find button**.



**Note:** A list of Job will be displayed under Hit list.

6. **Double click** on a specific Job on the Hit list.



User: Change Profile (29.05.2022 - 31.12.9999)

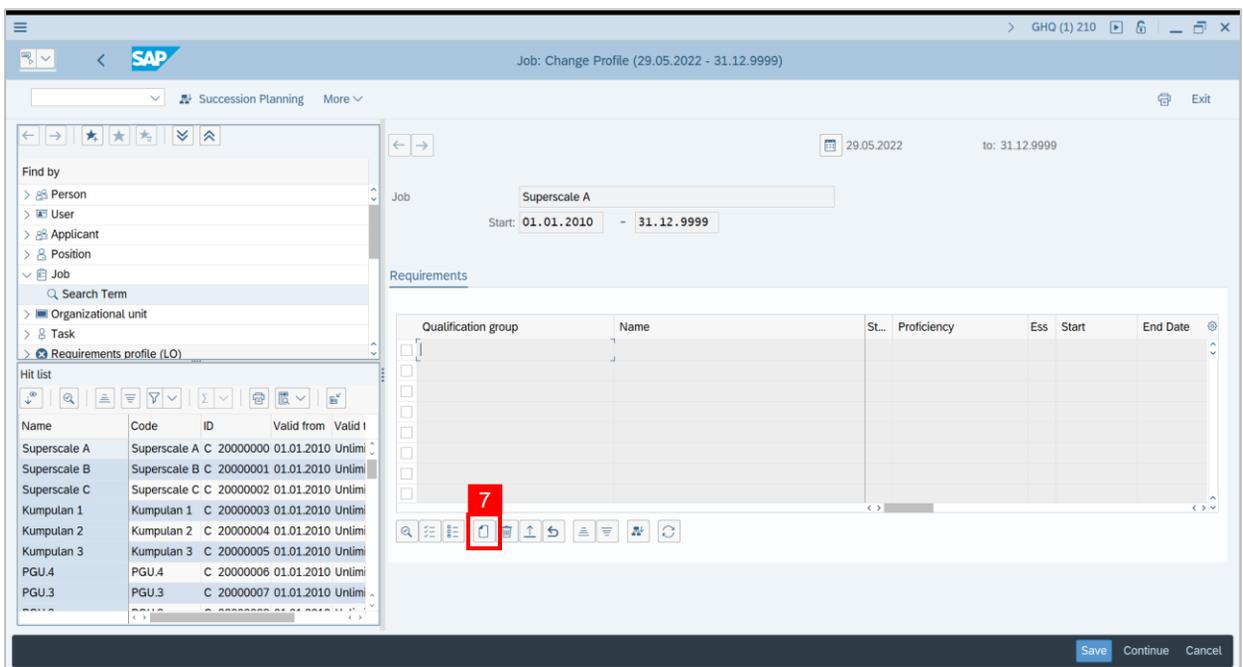
Find by: Person, User, Applicant, Position, Job, Search Term, Organizational unit, Task, Requirements profile (LO)

| Name         | Code         | ID         | Valid from | Valid to  |
|--------------|--------------|------------|------------|-----------|
| Superscale A | Superscale A | C 20000000 | 01.01.2010 | Unlimited |
| Superscale B | Superscale B | C 20000001 | 01.01.2010 | Unlimited |
| Superscale C | Superscale C | C 20000002 | 01.01.2010 | Unlimited |
| Kumpulan 1   | Kumpulan 1   | C 20000003 | 01.01.2010 | Unlimited |
| Kumpulan 2   | Kumpulan 2   | C 20000004 | 01.01.2010 | Unlimited |
| Kumpulan 3   | Kumpulan 3   | C 20000005 | 01.01.2010 | Unlimited |
| PGU.4        | PGU.4        | C 20000006 | 01.01.2010 | Unlimited |
| PGU.3        | PGU.3        | C 20000007 | 01.01.2010 | Unlimited |
| PGU.2        | PGU.2        | C 20000008 | 01.01.2010 | Unlimited |

Save Continue Cancel

**Note:** Job Requirement Page will be displayed.

7. Click on the **Create Icon**.



User: Change Profile (29.05.2022 - 31.12.9999)

Job: Superscale A

Start: 01.01.2010 - 31.12.9999

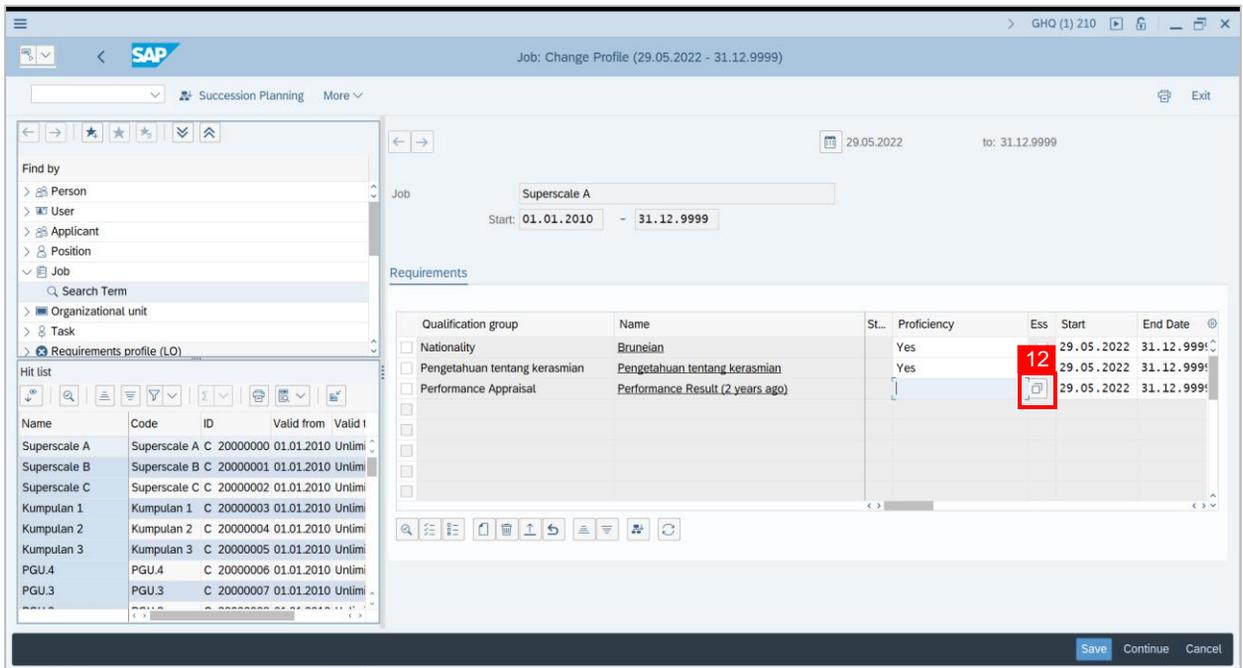
| Qualification group | Name | St... | Proficiency | Ess | Start | End Date |
|---------------------|------|-------|-------------|-----|-------|----------|
|                     |      |       |             |     |       |          |
|                     |      |       |             |     |       |          |
|                     |      |       |             |     |       |          |
|                     |      |       |             |     |       |          |

Save Continue Cancel



**Note:** You will be navigated back to the Job Requirement Page with the chosen qualifications.

12. In one of the qualifications, under Proficiencies, click on **Lookup** icon.



The screenshot shows the SAP Succession Planning 'Change Profile' interface. The job is 'Superscale A' with a start date of 01.01.2010 and an end date of 31.12.9999. The 'Requirements' table is displayed with the following data:

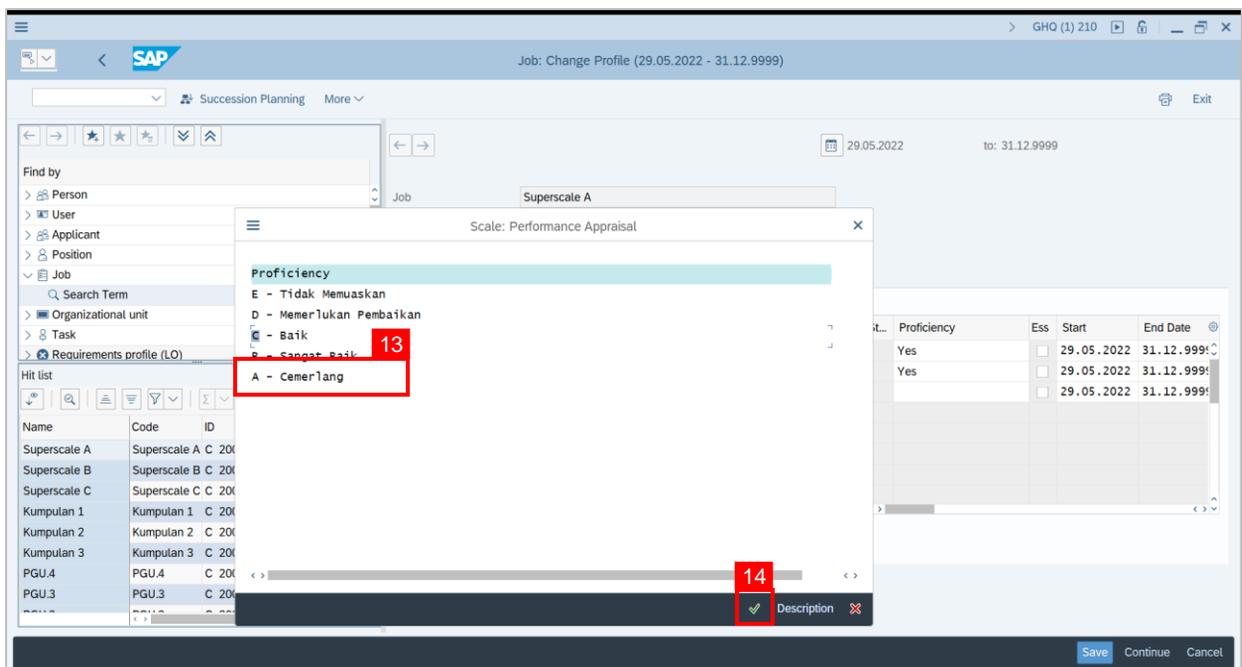
| Qualification group      | Name                          | St...                            | Proficiency | Ess                      | Start      | End Date   |
|--------------------------|-------------------------------|----------------------------------|-------------|--------------------------|------------|------------|
| <input type="checkbox"/> | Nationality                   | Bruneian                         | Yes         | <input type="checkbox"/> | 29.05.2022 | 31.12.9999 |
| <input type="checkbox"/> | Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian    | Yes         | <input type="checkbox"/> | 29.05.2022 | 31.12.9999 |
| <input type="checkbox"/> | Performance Appraisal         | Performance.Result (2 years ago) |             | <input type="checkbox"/> | 29.05.2022 | 31.12.9999 |

The 'Lookup' icon in the 'Performance Appraisal' row is highlighted with a red box labeled '12'.

**Note:** Proficiency scale list of the qualification will be displayed

13. Select a **Proficiency**.

14. Click on the **Tick** icon.



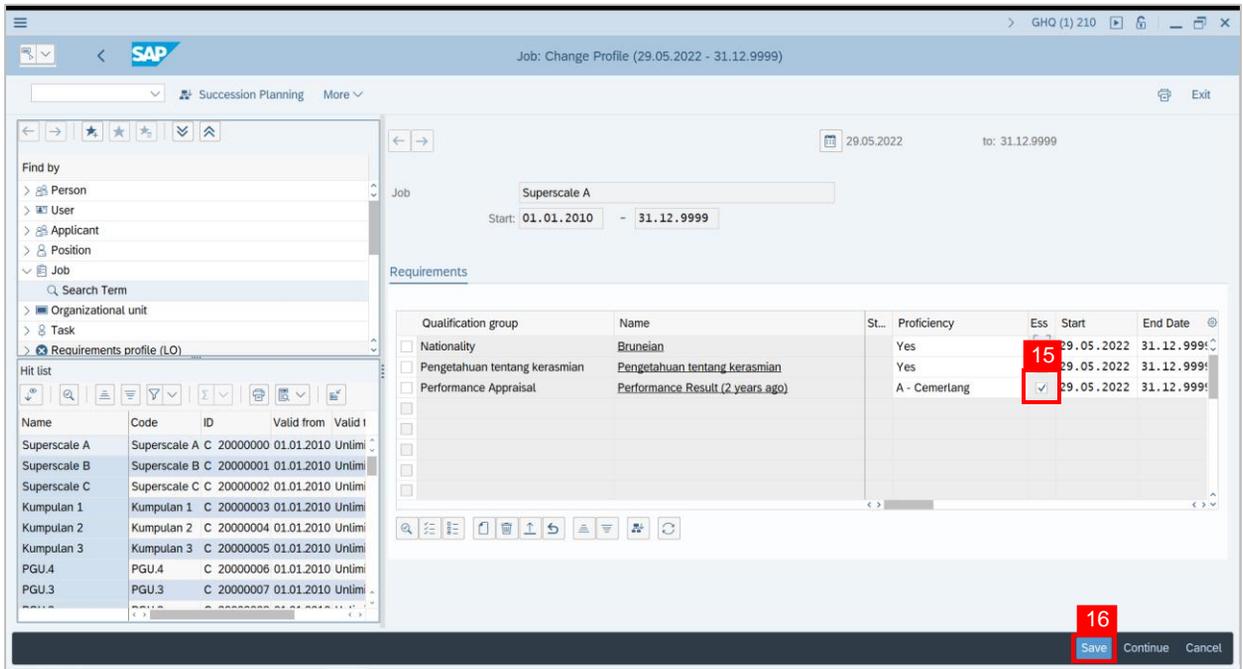
The screenshot shows the same SAP Succession Planning 'Change Profile' interface, but with a 'Scale: Performance Appraisal' dialog box open. The dialog displays a list of proficiency levels:

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

The 'A - Cemerlang' option is selected and highlighted by a red box labeled '13'. At the bottom of the dialog, the 'Description' button is highlighted by a red box labeled '14'.

15. Tick on **Checkbox** to define the qualification as **Mandatory (Optional)**.

16. Click on the **Save** button.

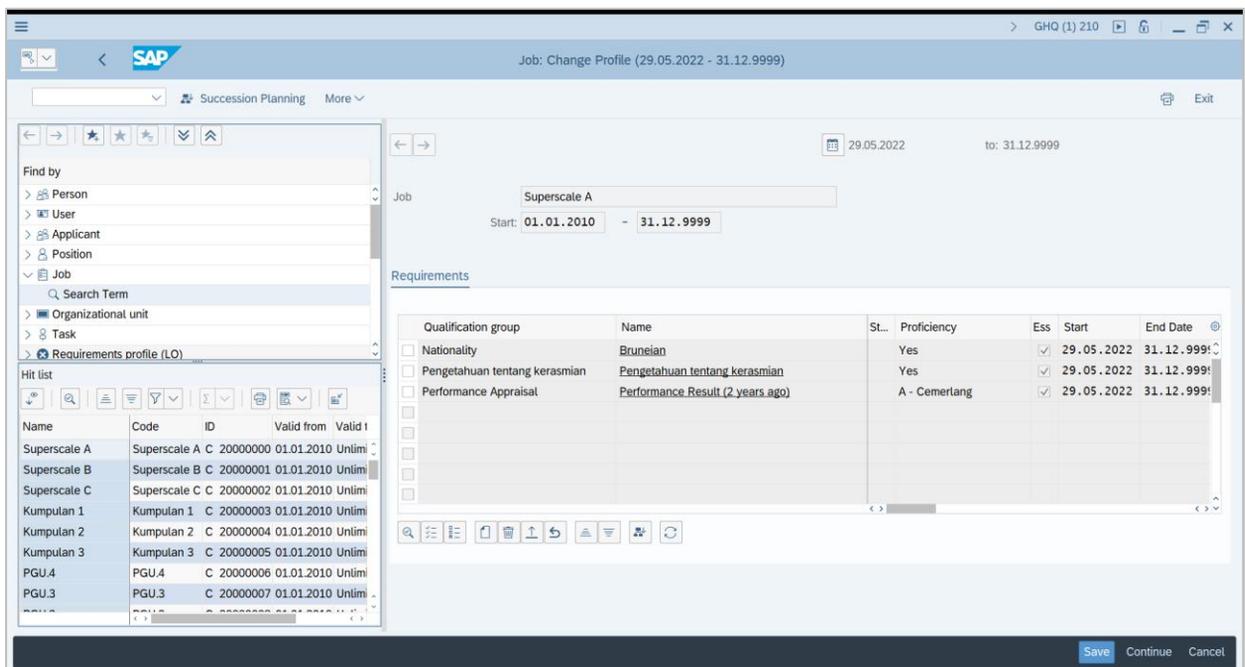


The screenshot shows the SAP Succession Planning interface for 'Job: Change Profile (29.05.2022 - 31.12.9999)'. The 'Requirements' table is visible with the following data:

| Qualification group                                       | Name                             | St... | Proficiency   | Ess                                 | Start      | End Date   |
|---|----------------------------------|-------|---------------|-------------------------------------|------------|------------|
| <input type="checkbox"/> Nationality                      | Bruneian                         |       | Yes           |                                     | 29.05.2022 | 31.12.9999 |
| <input type="checkbox"/> Pengetahuan tentang kerasmian    | Pengetahuan tentang kerasmian    |       | Yes           |                                     | 29.05.2022 | 31.12.9999 |
| <input checked="" type="checkbox"/> Performance Appraisal | Performance Result (2 years ago) |       | A - Cemerlang | <input checked="" type="checkbox"/> | 29.05.2022 | 31.12.9999 |

A red box highlights the 'Ess' column checkbox for 'Performance Appraisal'. At the bottom right, a red box highlights the 'Save' button.

**Outcome:** Job Requirement has been saved.



This screenshot shows the same SAP Succession Planning interface as above, but with the 'Save' button at the bottom right highlighted in blue, indicating the requirement has been successfully saved.

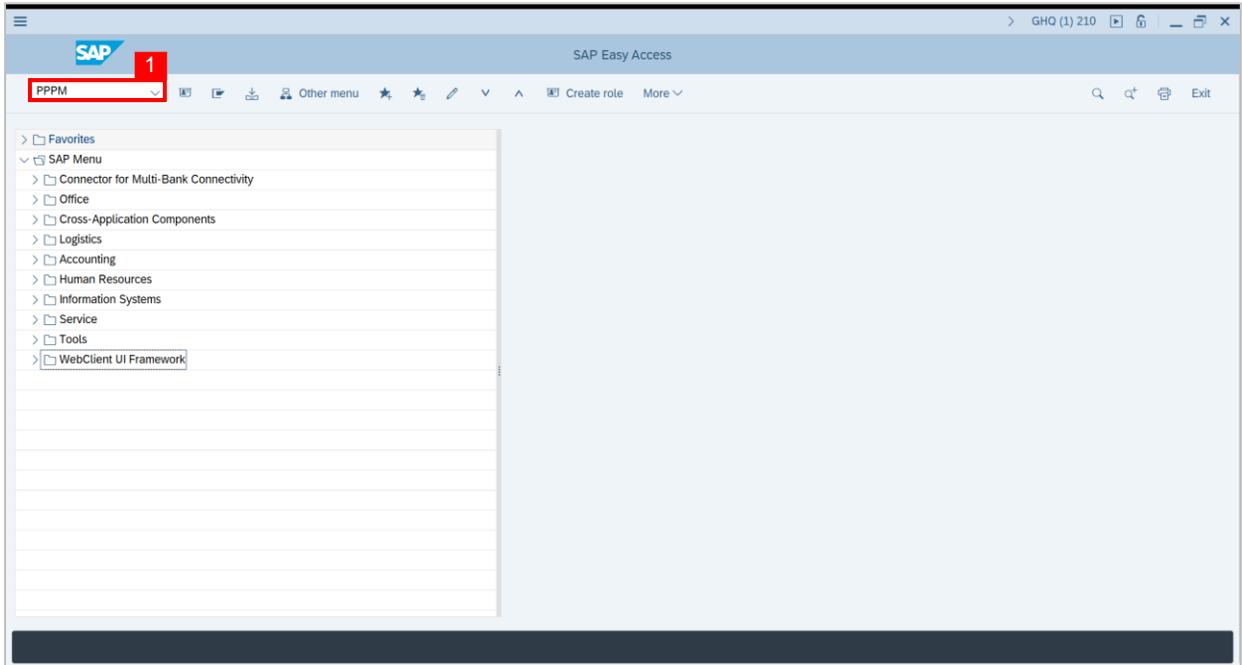
**ASSIGN QUALIFICATION  
TO POSITION**

**Backend User**

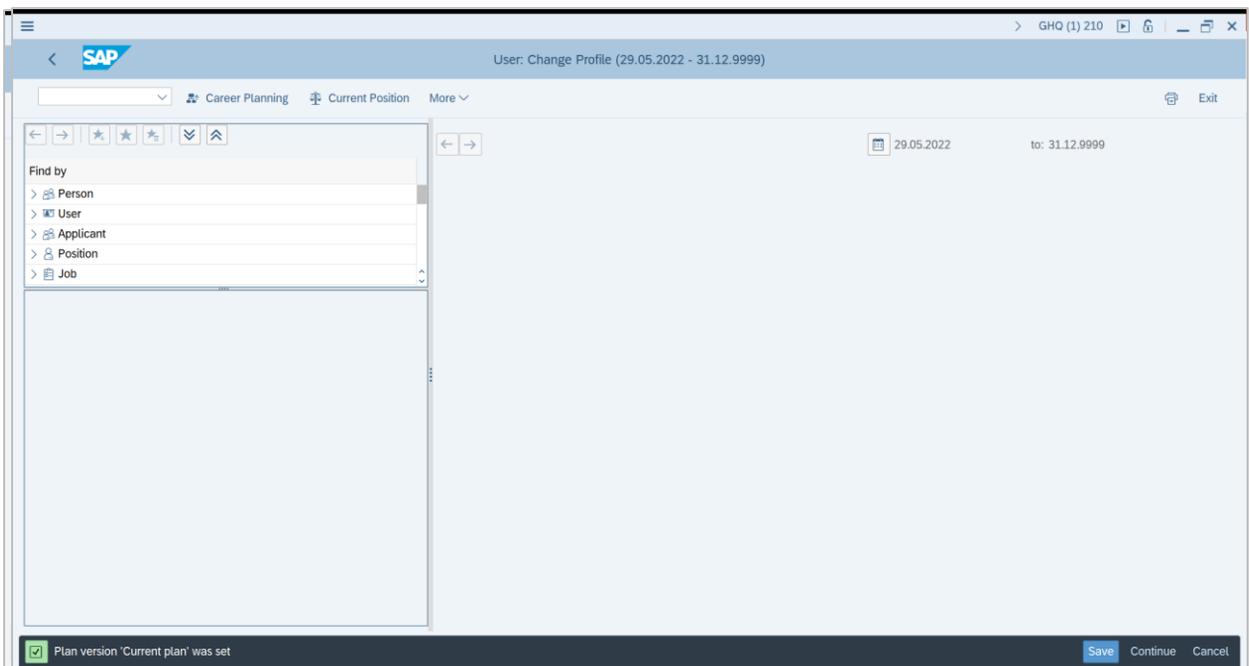
JPA

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

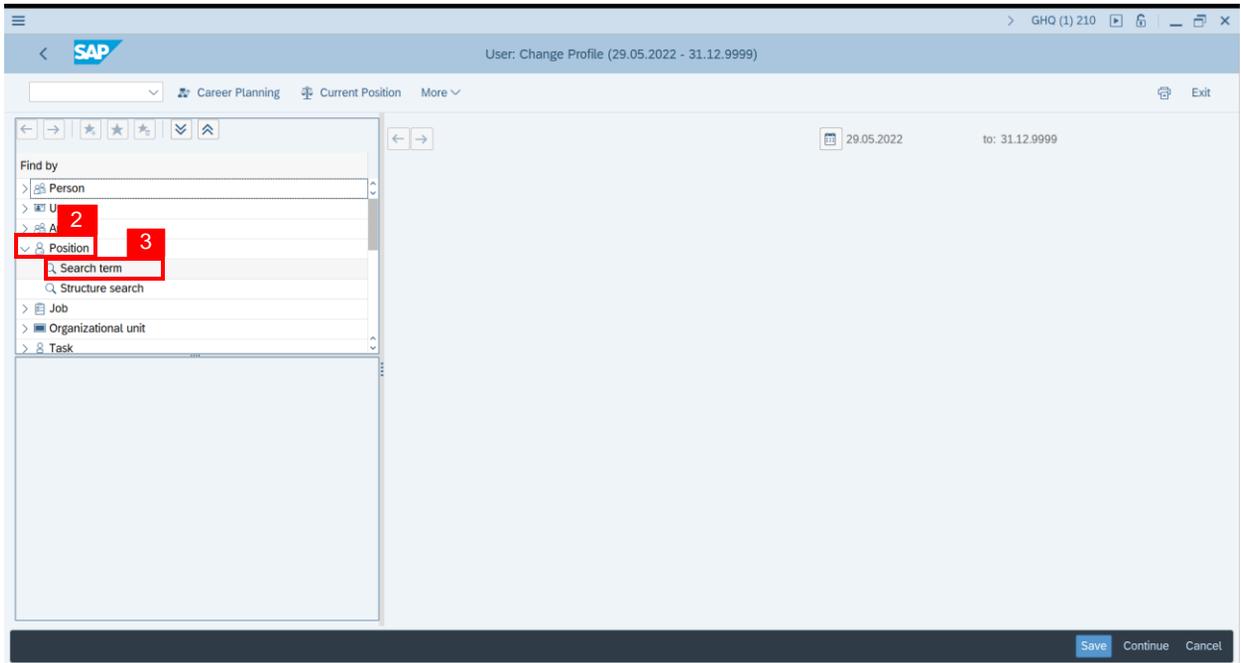
1. Enter **PPPM** in the search bar.



**Note: Change Profile Page will be displayed.**

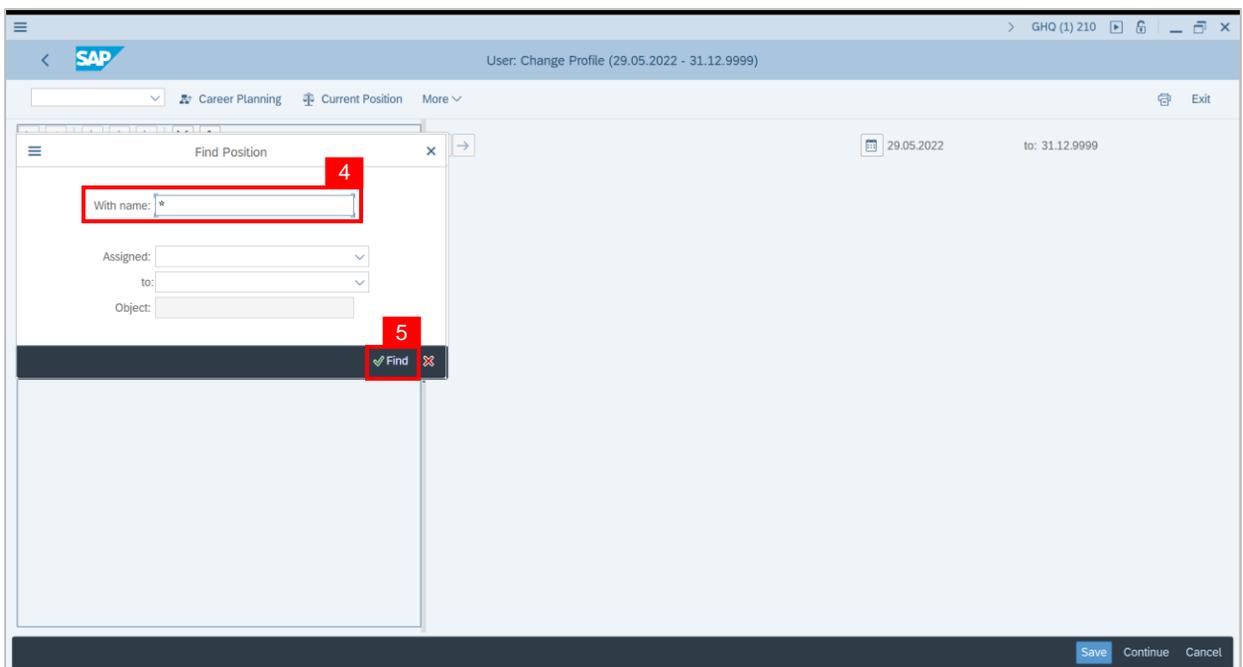


2. Click on the dropdown for **Position**.
3. Click on the **Search Term** button.



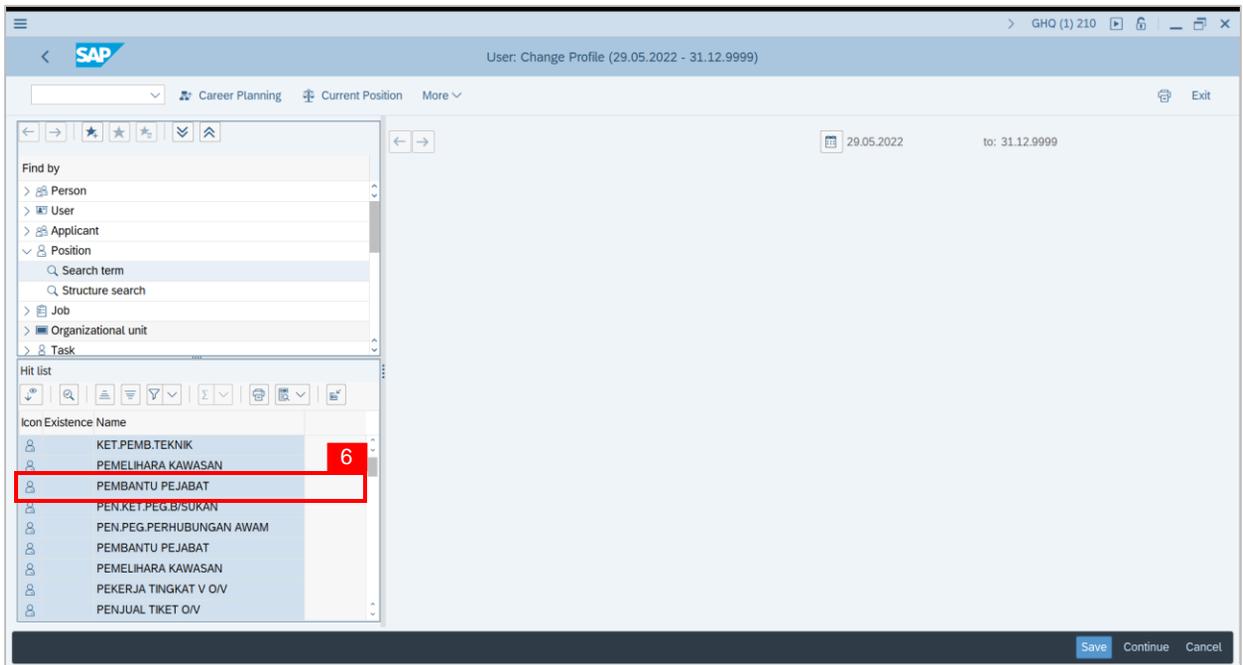
**Note:** A **view page** of Find Position will be displayed.

4. Enter the With name: field with ( \* ) or a specific name
5. Click on the **Tick (Find)** icon.



**Note:** A list of Position will be displayed under Hit list.

6. **Double click** on a specific Position on the Hit list.



User: Change Profile (29.05.2022 - 31.12.9999)

Find by

- Person
- User
- Applicant
- Position
- Job
- Organizational unit
- Task

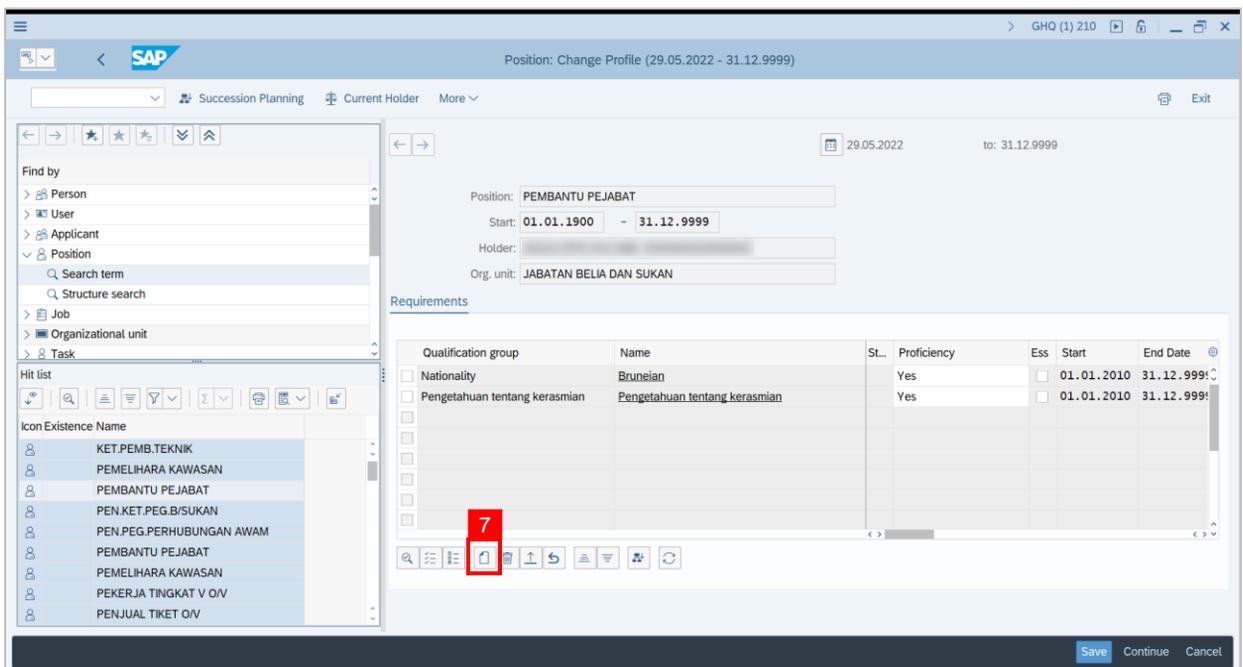
Hit list

| Icon | Existence | Name                     |
|------|-----------|--------------------------|
|      |           | KET.PEMB.TEKNIK          |
|      |           | PEMELIHARA KAWASAN       |
|      |           | <b>PEMBANTU PEJABAT</b>  |
|      |           | PEN.KET.PEG.B/SUKAN      |
|      |           | PEN.PEG.PERHUBUNGAN AWAM |
|      |           | PEMBANTU PEJABAT         |
|      |           | PEMELIHARA KAWASAN       |
|      |           | PEKERJA TINGKAT V O/V    |
|      |           | PENJUAL TIKET O/V        |

Save Continue Cancel

**Note:** Position Requirement Page will be displayed.

7. Click on the **Create** icon.



Position: Change Profile (29.05.2022 - 31.12.9999)

Position: PEMBANTU PEJABAT

Start: 01.01.1900 - 31.12.9999

Holder: [Redacted]

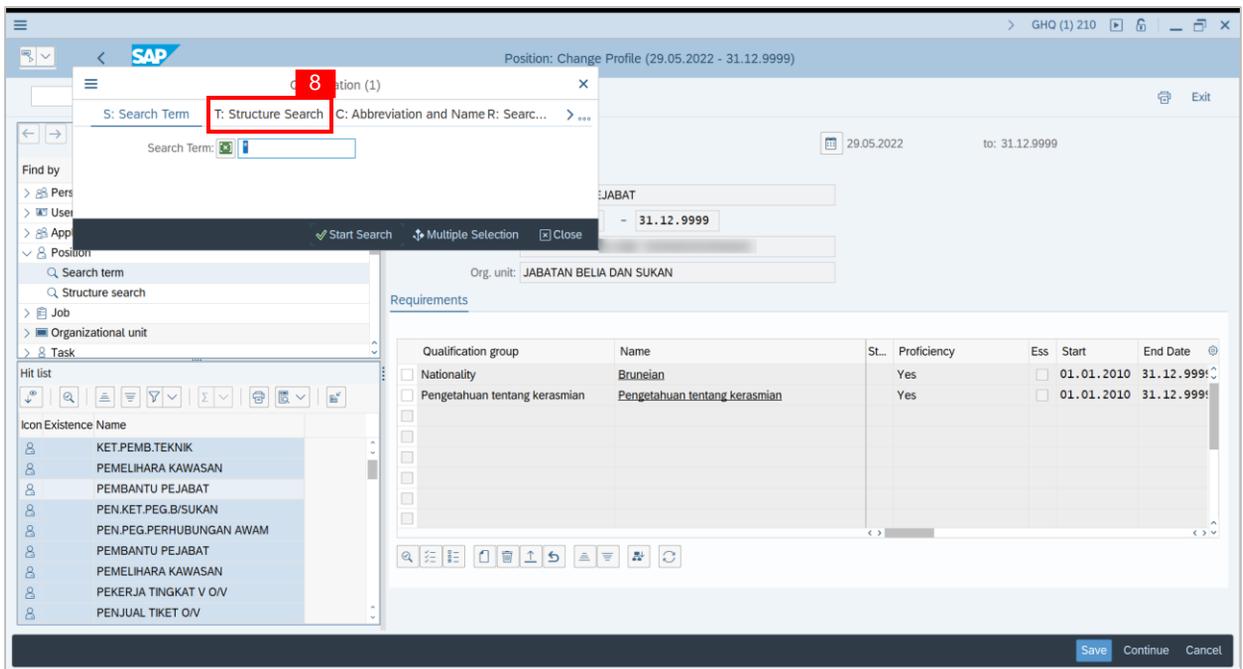
Org. unit: JABATAN BELIA DAN SUKAN

Requirements

| Qualification group      | Name                          | St...                         | Proficiency | Ess                      | Start      | End Date   |
|--------------------------|-------------------------------|-------------------------------|-------------|--------------------------|------------|------------|
| <input type="checkbox"/> | Nationality                   | Brunelan                      | Yes         | <input type="checkbox"/> | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> | Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian | Yes         | <input type="checkbox"/> | 01.01.2010 | 31.12.9999 |

Save Continue Cancel

## 8. Click on **T: Structure Search**



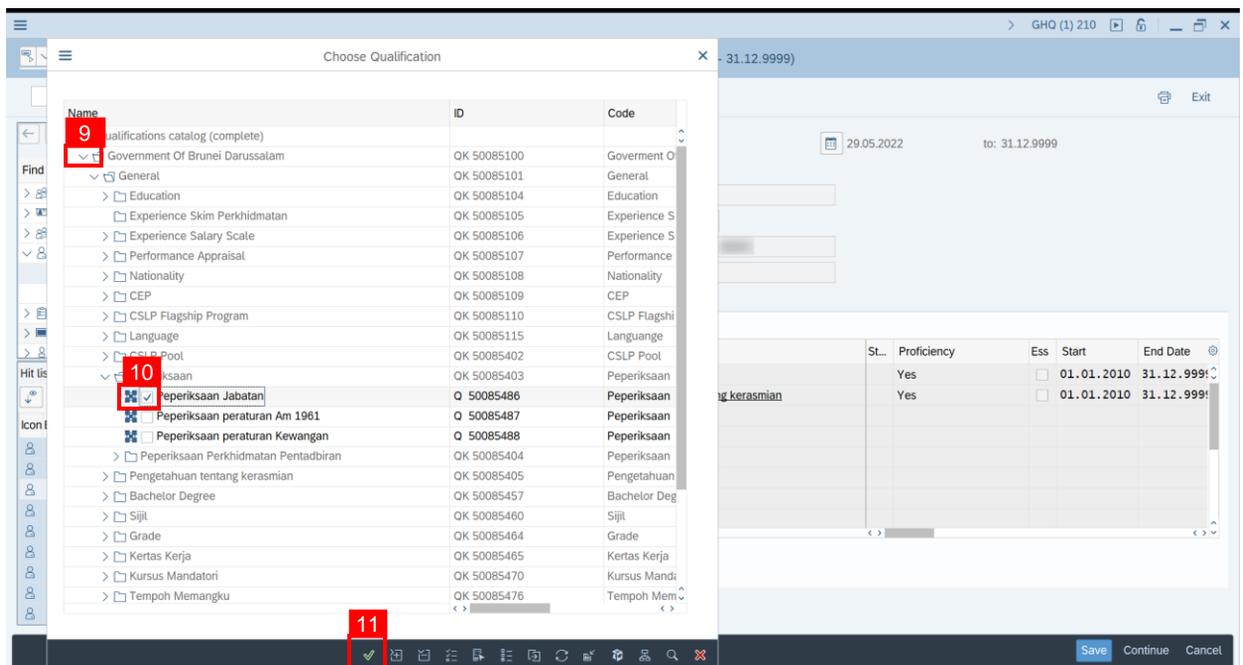
**Note:** Qualification Catalog will be displayed.

9. Click on the dropdown button next to the Folder icon to reveal its contents

10. Click on a qualification to select it.

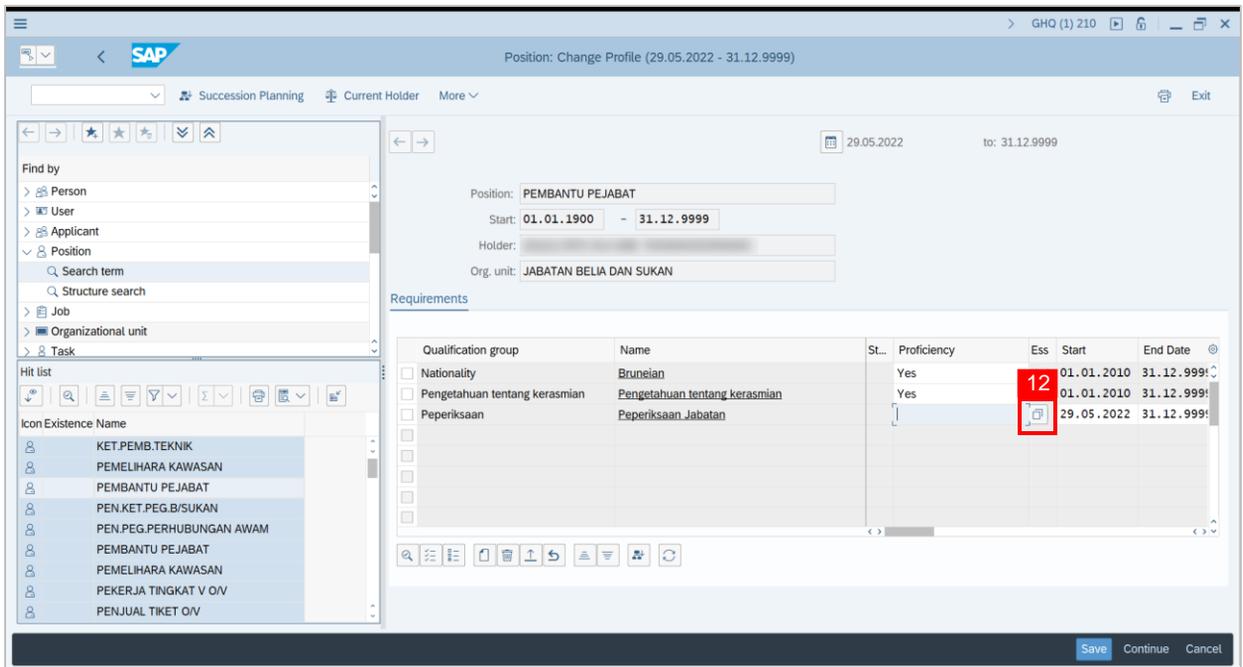
**Note:** More than one qualification can be added at a time.

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



**Note:** You will be navigated back to the Job Requirement Page with the chosen qualifications.

12. In one of the **qualifications**, under **Proficiencies**, click on the **Lookup** icon.



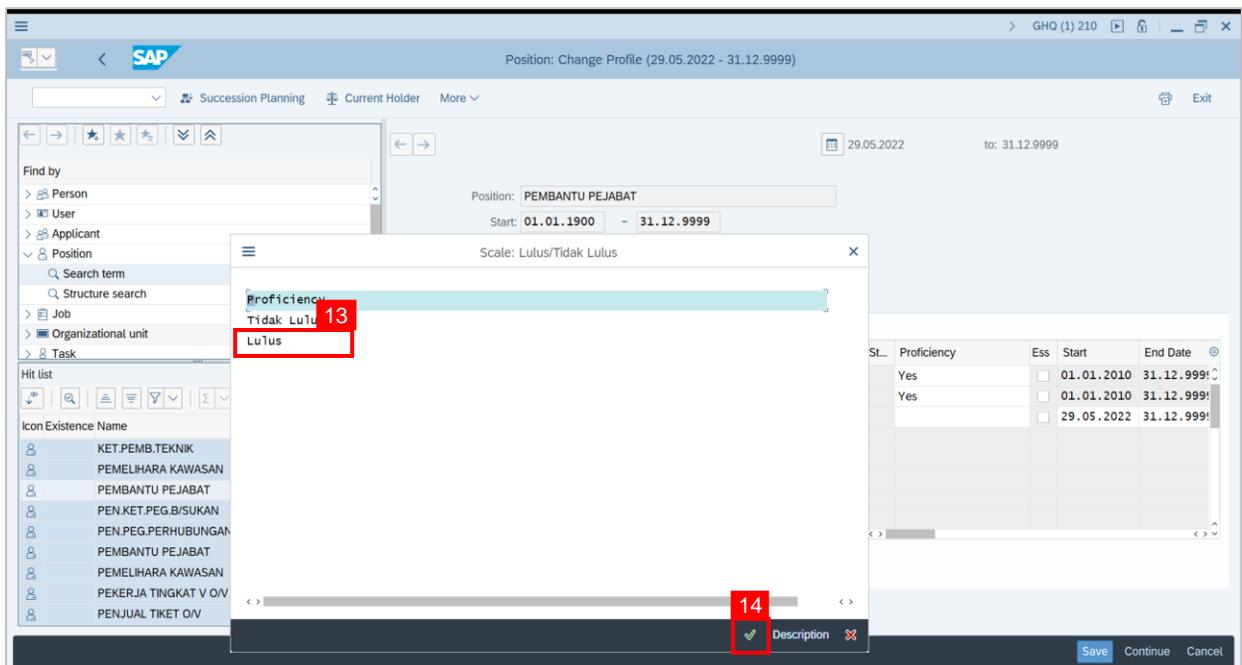
The screenshot shows the SAP Succession Planning interface for 'Position: Change Profile (29.05.2022 - 31.12.9999)'. The 'Requirements' table is visible, listing qualifications and their associated proficiencies. A red box highlights the 'Lookup' icon in the 'Ess' column for the 'Peperiksaan' qualification.

| Qualification group      | Name                          | St...                         | Proficiency | Ess                      | Start      | End Date   |
|--------------------------|-------------------------------|-------------------------------|-------------|--------------------------|------------|------------|
| <input type="checkbox"/> | Nationality                   | Bruneian                      | Yes         | <input type="checkbox"/> | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> | Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian | Yes         | <input type="checkbox"/> | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> | Peperiksaan                   | Peperiksaan Jabatan           |             | <input type="checkbox"/> | 29.05.2022 | 31.12.9999 |

**Note:** Proficiency scale list of the qualification will be displayed

13. Select a **Proficiency**.

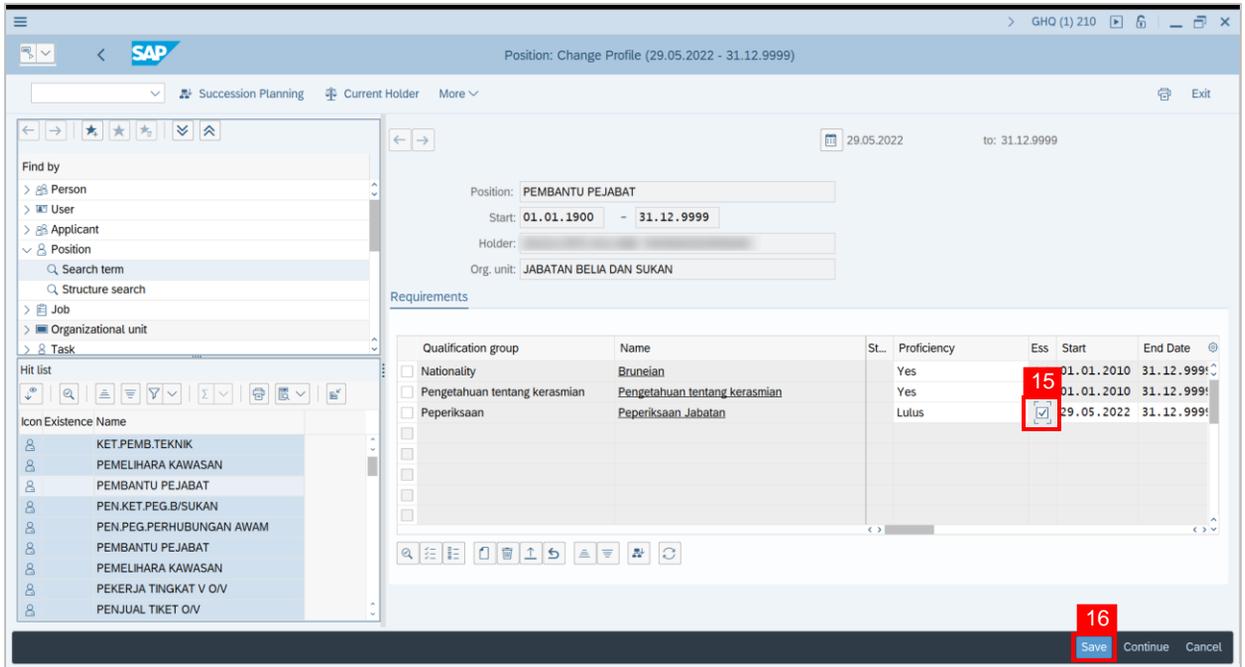
14. Click on the **Tick** icon.



The screenshot shows the SAP Succession Planning interface with a dialog box titled 'Scale: Lulus/Tidak Lulus' open. The dialog box displays a list of proficiency options: 'Proficiency', 'Tidak Lulus', and 'Lulus'. The 'Lulus' option is selected and highlighted in a red box. A red box also highlights the 'Tick' icon (a green checkmark) at the bottom of the dialog box.

15. (Optional) Tick on **Checkbox** to define the qualification as **Mandatory**.

16. Click on the **Save** button.



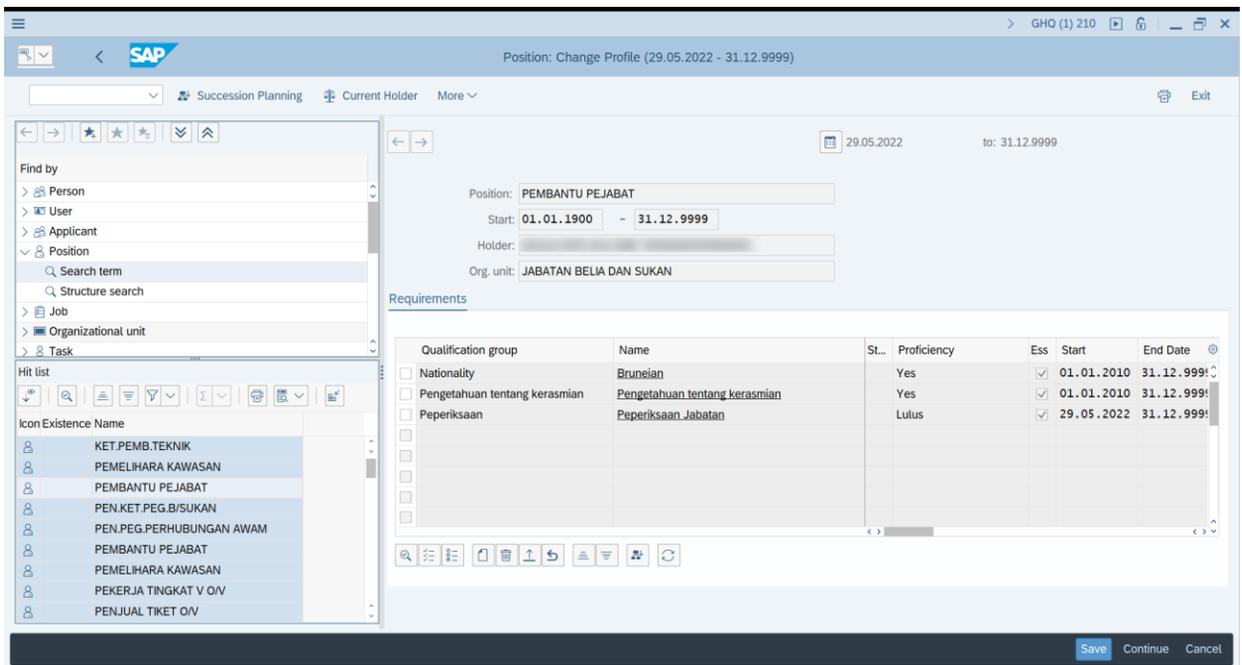
Position: **PEMBANTU PEJABAT**  
 Start: **01.01.1900** - **31.12.9999**  
 Holder:   
 Org. unit: **JABATAN BELIA DAN SUKAN**

**Requirements**

| Qualification group                                    | Name                          | St... | Proficiency | Ess                                 | Start      | End Date   |
|--|-------------------------------|-------|-------------|-------------------------------------|------------|------------|
| <input type="checkbox"/> Nationality                   | Brunelian                     |       | Yes         | <input type="checkbox"/>            | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian |       | Yes         | <input type="checkbox"/>            | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> Peperiksaan                   | Peperiksaan Jabatan           |       | Lulus       | <input checked="" type="checkbox"/> | 29.05.2022 | 31.12.9999 |

**Save** Continue Cancel

**Outcome:** Position Requirement has been saved.



Position: **PEMBANTU PEJABAT**  
 Start: **01.01.1900** - **31.12.9999**  
 Holder:   
 Org. unit: **JABATAN BELIA DAN SUKAN**

**Requirements**

| Qualification group                                    | Name                          | St... | Proficiency | Ess                                 | Start      | End Date   |
|--|-------------------------------|-------|-------------|-------------------------------------|------------|------------|
| <input type="checkbox"/> Nationality                   | Brunelian                     |       | Yes         | <input checked="" type="checkbox"/> | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian |       | Yes         | <input checked="" type="checkbox"/> | 01.01.2010 | 31.12.9999 |
| <input type="checkbox"/> Peperiksaan                   | Peperiksaan Jabatan           |       | Lulus       | <input checked="" type="checkbox"/> | 29.05.2022 | 31.12.9999 |

**Save** Continue Cancel

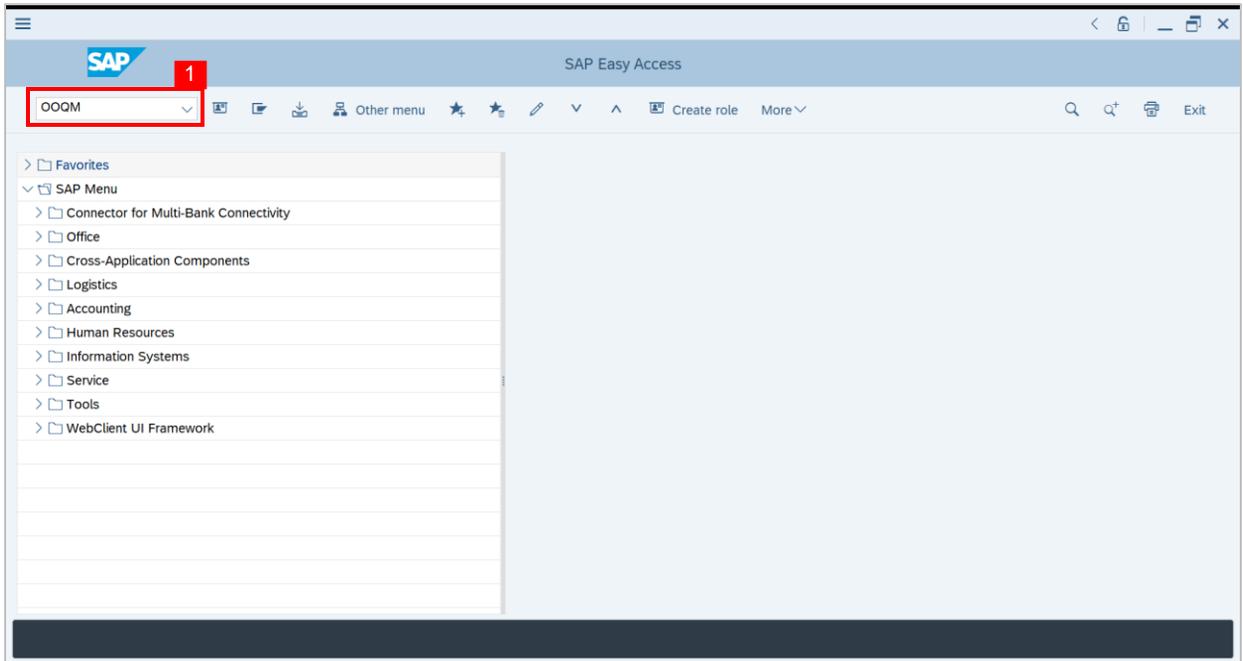
## MASS ASSIGN QUALIFICATION TO PERSON

Backend User

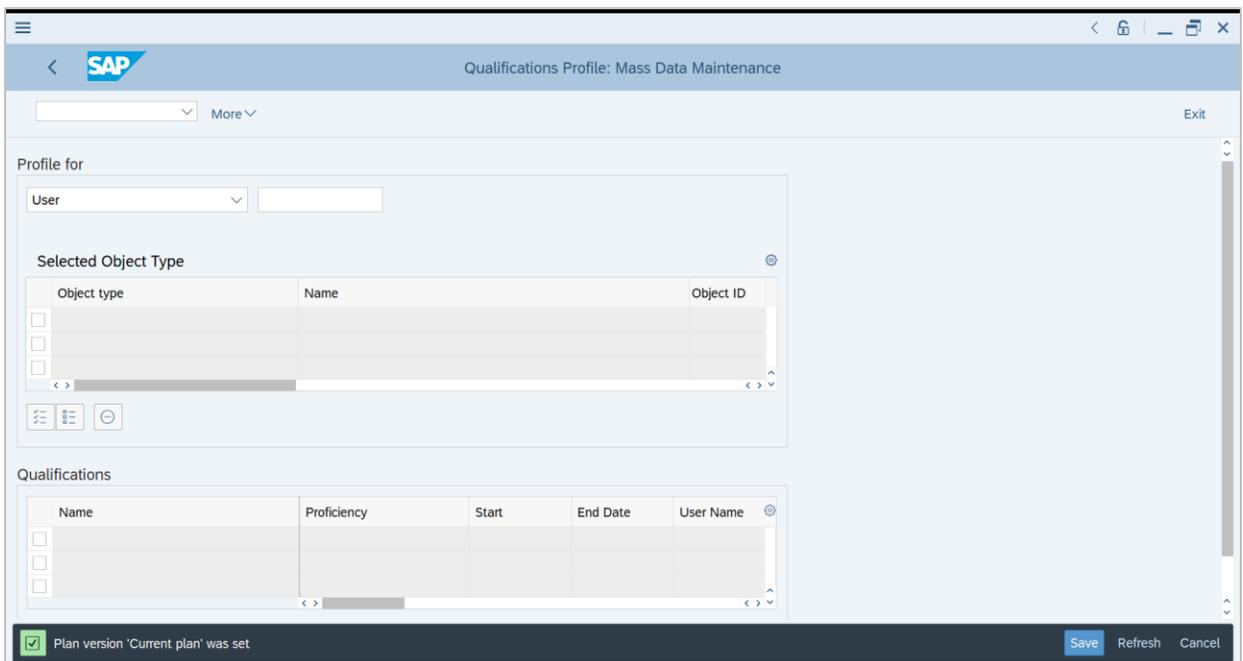
JPA

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

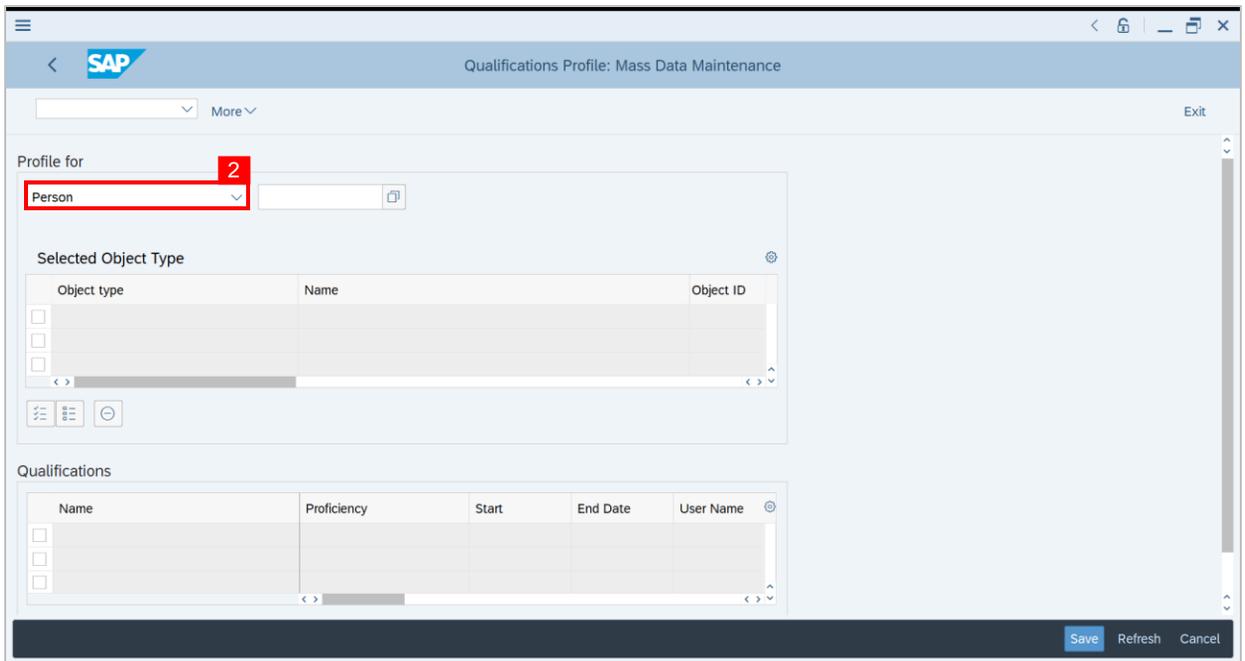
1. Enter **OOQM** in the search bar.



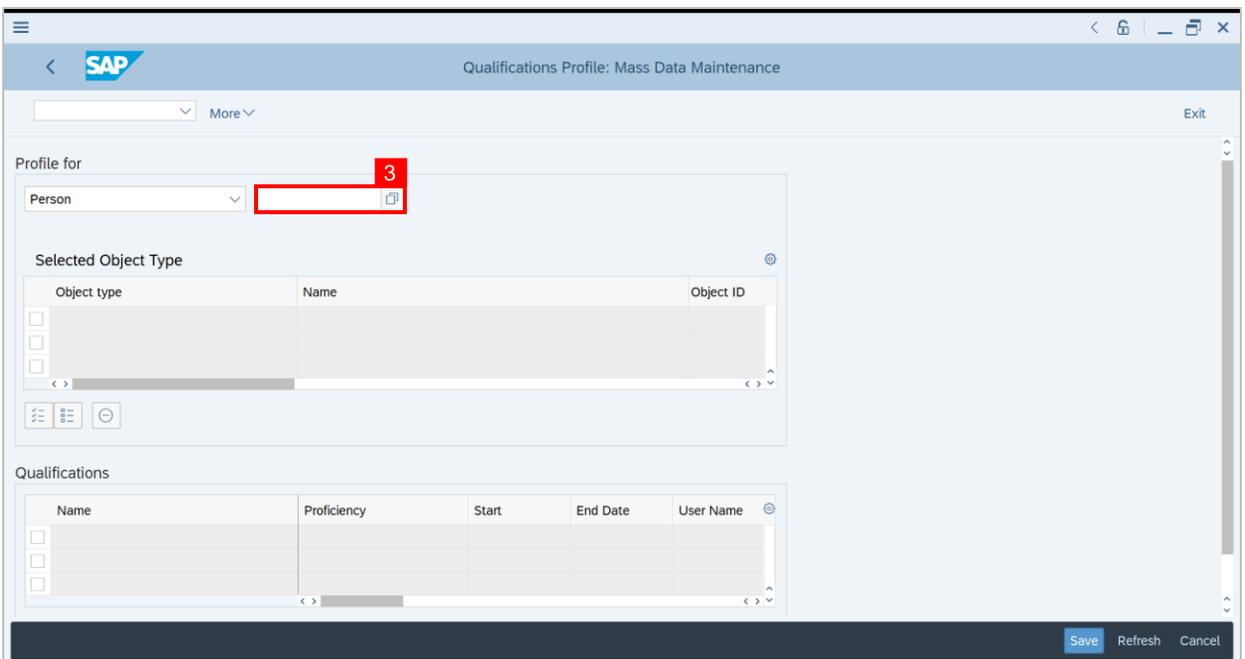
**Note: Qualification Profile: Mass Data Maintenance** will be displayed.



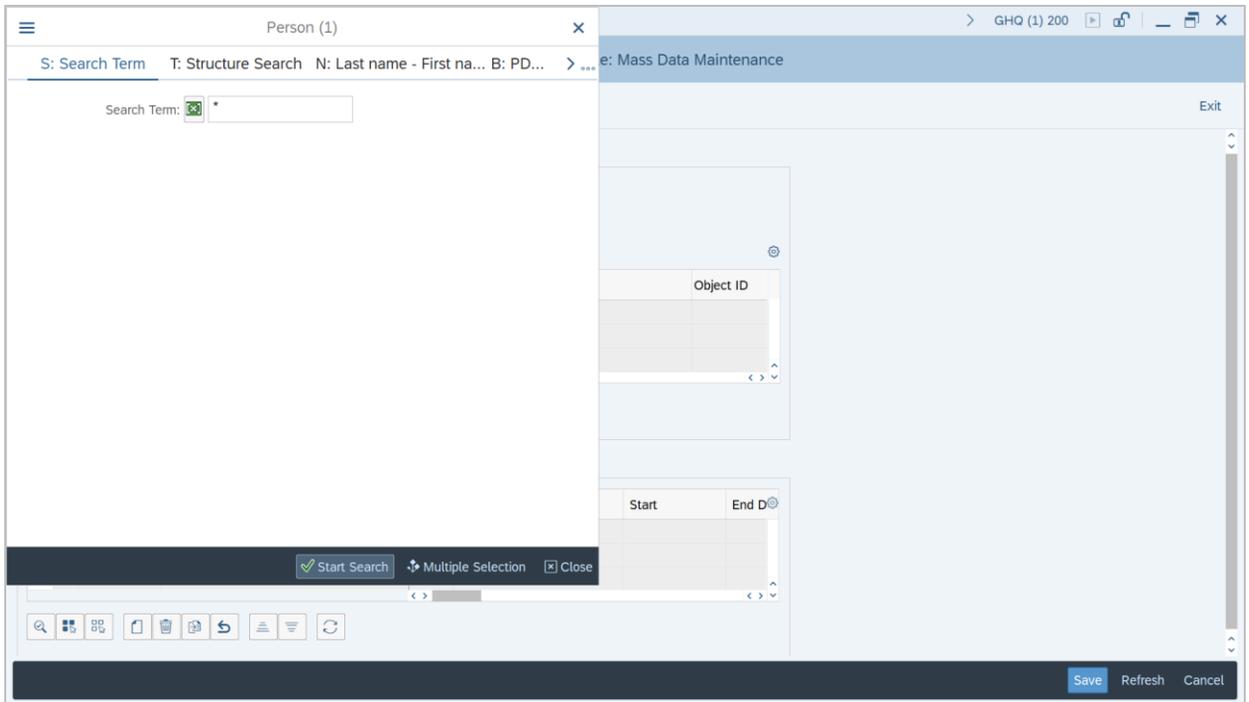
2. Navigate to **Profile** for then choose **Person**.



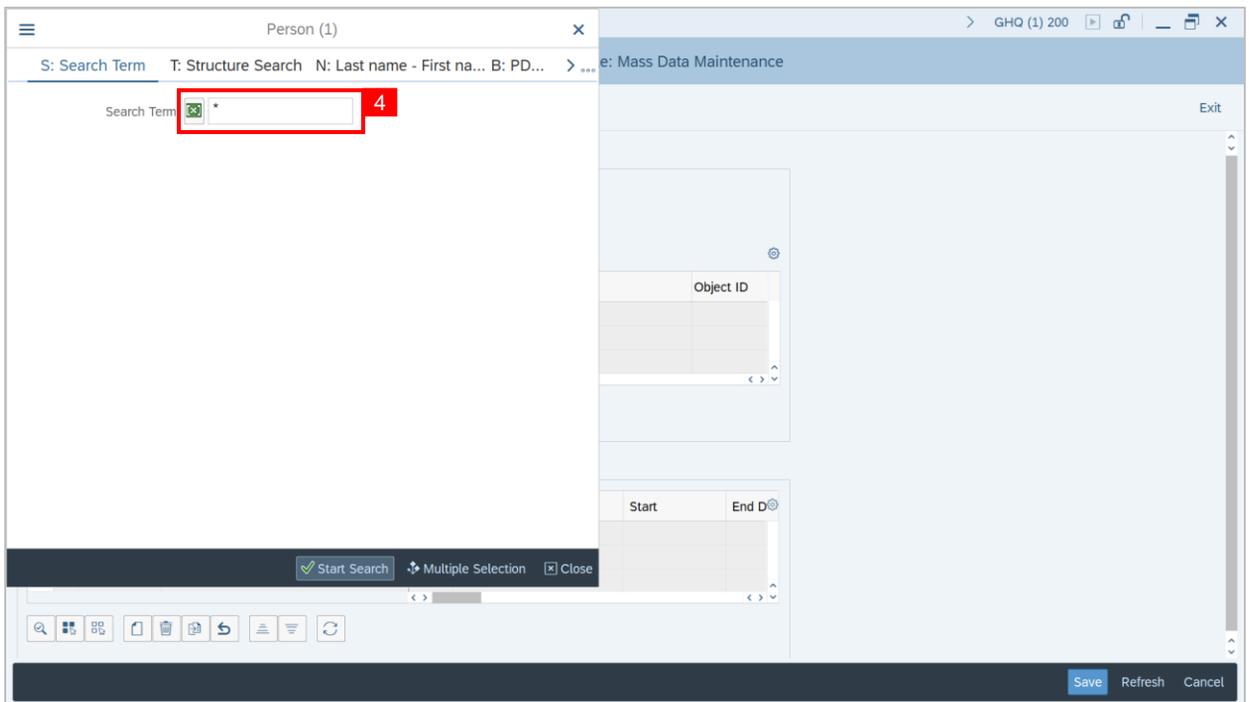
3. Click the **textbox** beside the **Person** and **press F4 on the keyboard**.



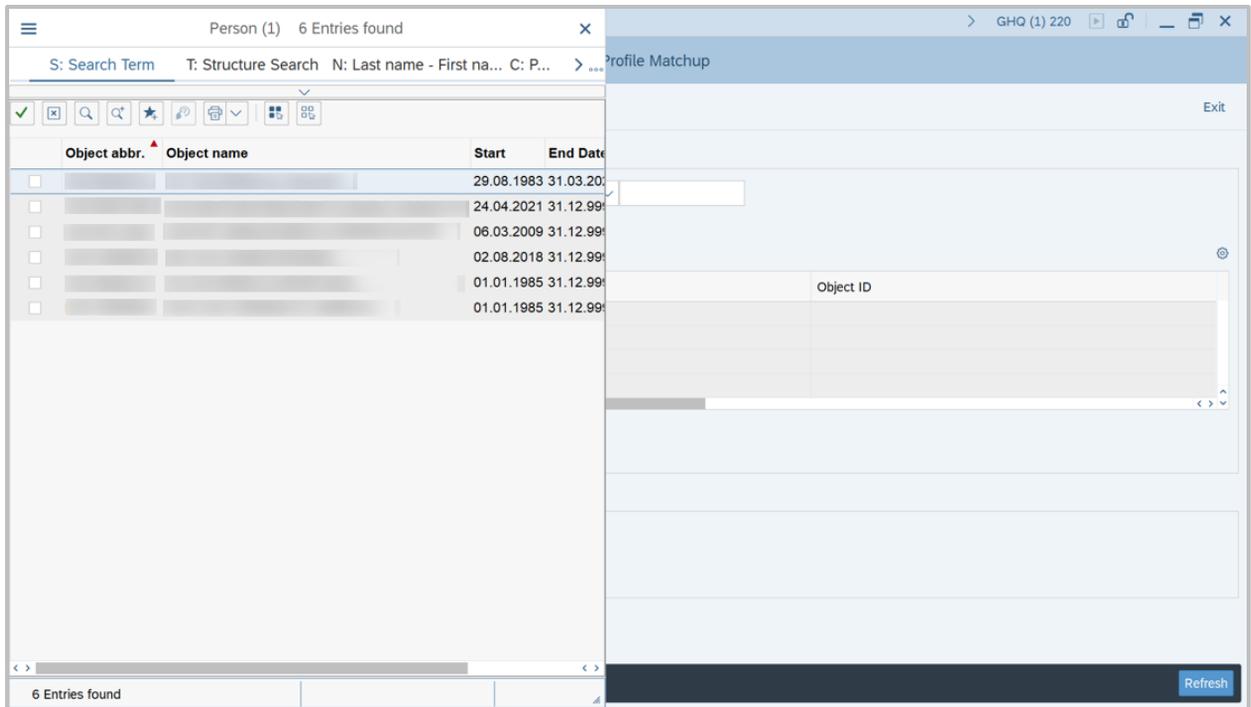
**Note:** A search engine will be displayed to search for the **personnel's Name, ID, or IC number.**



**4. Fill in the Personnel's name and click the **Start Search** button.**



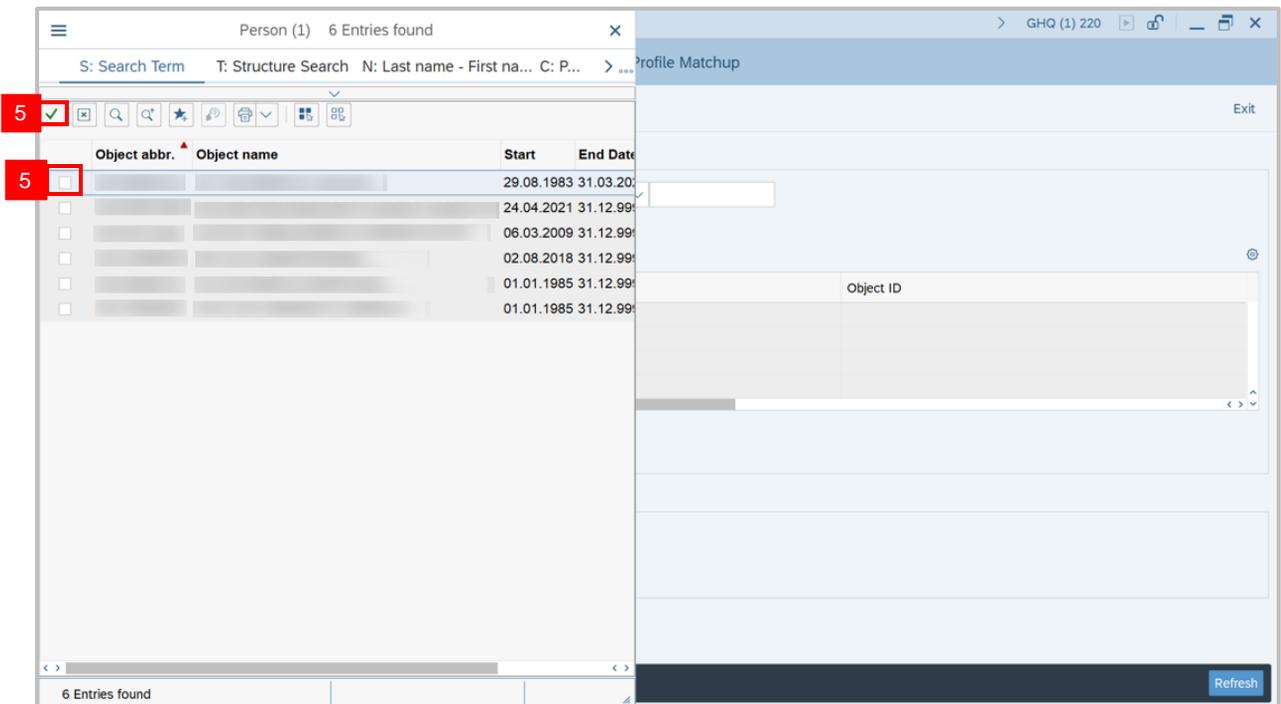
**Note:** A search engine will be displayed to search for the **personnel's Name, ID, or IC number.**



The screenshot shows the SAP Succession Planning interface. On the left, a table displays search results for 6 entries. The table has columns for 'Object abbr.', 'Object name', 'Start', and 'End Date'. The first row is highlighted. On the right, a 'Profile Matchup' panel is visible, containing an 'Object ID' field and a 'Refresh' button at the bottom right.

| Object abbr. | Object name | Start      | End Date    |
|--------------|-------------|------------|-------------|
|              |             | 29.08.1983 | 31.03.20... |
|              |             | 24.04.2021 | 31.12.99... |
|              |             | 06.03.2009 | 31.12.99... |
|              |             | 02.08.2018 | 31.12.99... |
|              |             | 01.01.1985 | 31.12.99... |
|              |             | 01.01.1985 | 31.12.99... |

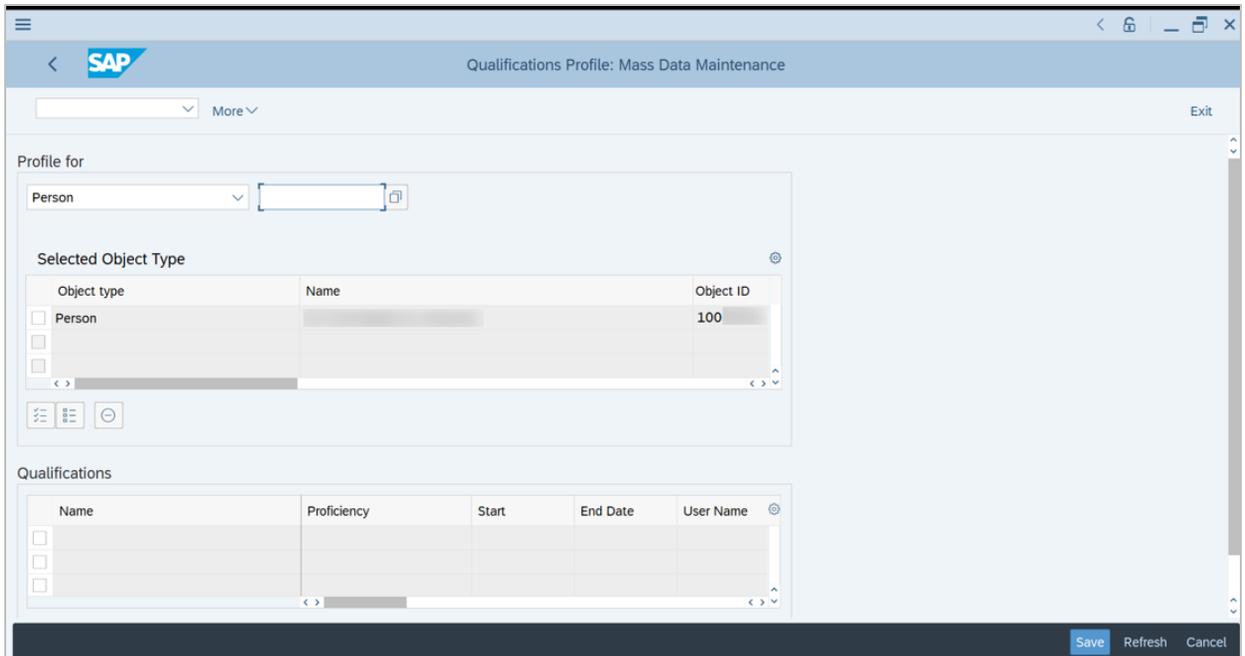
**5. Tick the checkbox beside the desired personnel's name and click the Tick icon to finish.**



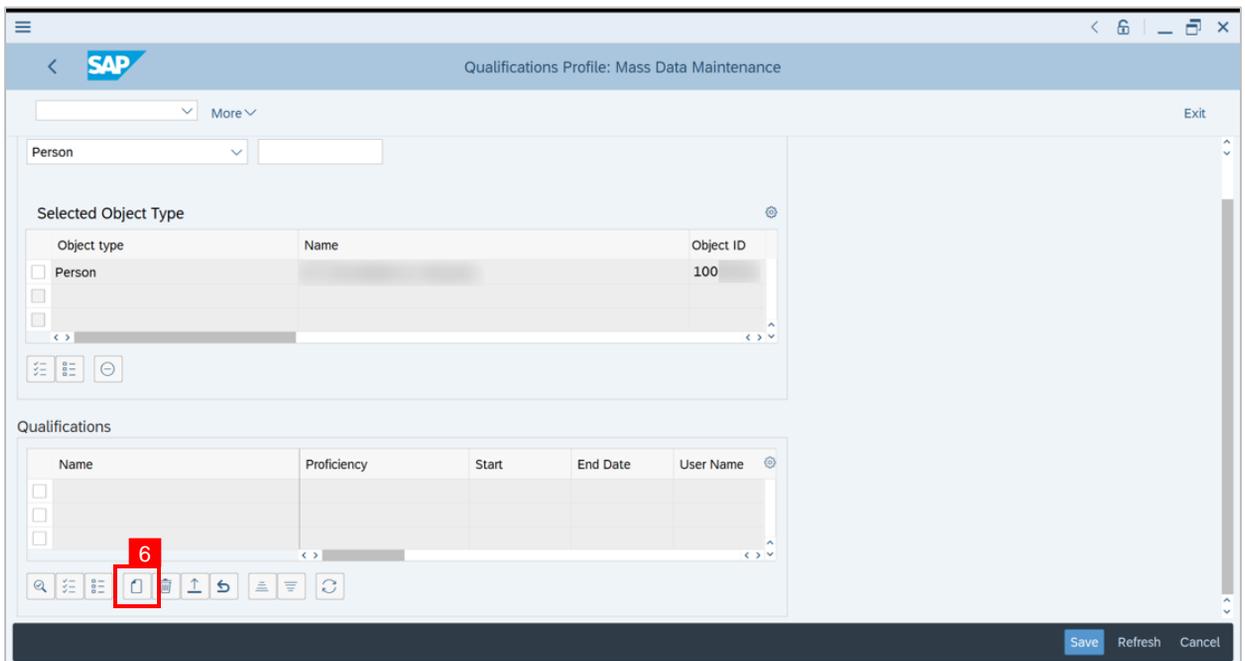
This screenshot is identical to the previous one, but with red boxes highlighting the checkbox in the first row of the table and the tick icon in the toolbar above it. The number '5' is written in red next to each of these elements.

| Object abbr. | Object name | Start      | End Date    |
|--------------|-------------|------------|-------------|
|              |             | 29.08.1983 | 31.03.20... |
|              |             | 24.04.2021 | 31.12.99... |
|              |             | 06.03.2009 | 31.12.99... |
|              |             | 02.08.2018 | 31.12.99... |
|              |             | 01.01.1985 | 31.12.99... |
|              |             | 01.01.1985 | 31.12.99... |

**Note:** The selected name will then be displayed under the **Selected Object Type**.



**6.** In the **Qualifications**, navigate to **row of icons** below and click on the **Create Icon**, as shown below:



**Note:** Qualification will be displayed.

Qualification (1)

S: Search Term T: Structure Search C: Abbreviation and Na R: S... >...

Search Term:

Start Search Multiple Selection Close

**7.1.** In **Qualifications**, click **Structure Search** on the top.

Qualification (1)

S: Search Term T: Structure Search C: Abbreviation and Na R: S... >...

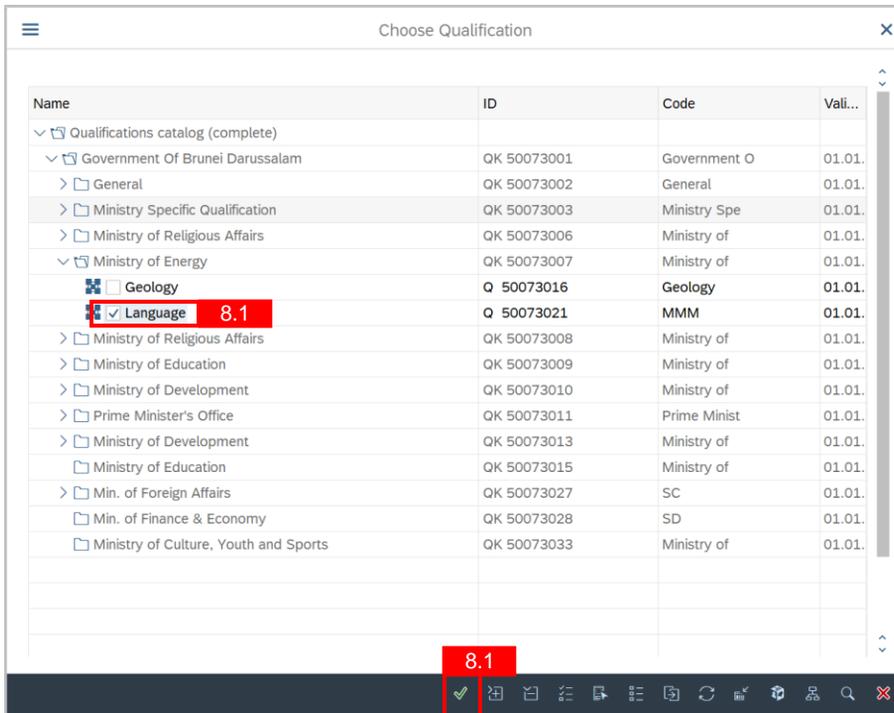
Search Term:

Start Search Multiple Selection Close

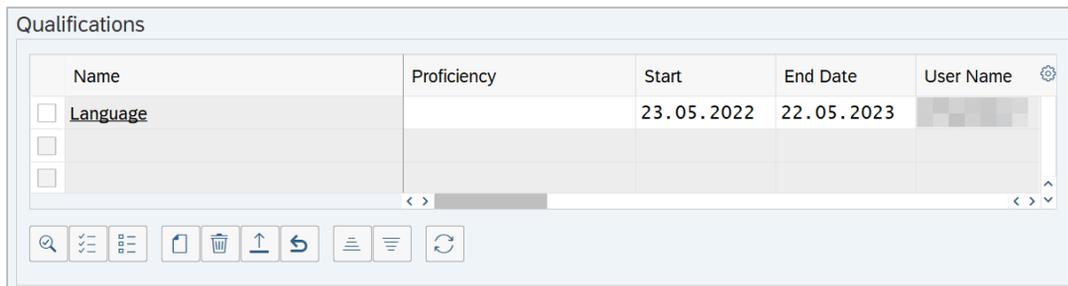
**7.2** Navigate to **Government of Brunei Darussalam** and select the **desired Qualification** in the **desired Ministry**.

| Name                                  | ID          | Code         | Vali... |
|---------------------------------------|-------------|--------------|---------|
| Qualifications catalog (complete)     |             |              |         |
| Government Of Brunei Darussalam       | QK 50073001 | Government O | 01.01.  |
| General                               | QK 50073002 | General      | 01.01.  |
| Ministry Specific Qualification       | QK 50073003 | Ministry Spe | 01.01.  |
| Ministry of Religious Affairs         | QK 50073006 | Ministry of  | 01.01.  |
| Ministry of Energy                    | QK 50073007 | Ministry of  | 01.01.  |
| Ministry of Religious Affairs         | QK 50073008 | Ministry of  | 01.01.  |
| Ministry of Education                 | QK 50073009 | Ministry of  | 01.01.  |
| Ministry of Development               | QK 50073010 | Ministry of  | 01.01.  |
| Prime Minister's Office               | QK 50073011 | Prime Minist | 01.01.  |
| Ministry of Development               | QK 50073013 | Ministry of  | 01.01.  |
| Ministry of Education                 | QK 50073015 | Ministry of  | 01.01.  |
| Min. of Foreign Affairs               | QK 50073027 | SC           | 01.01.  |
| Min. of Finance & Economy             | QK 50073028 | SD           | 01.01.  |
| Ministry of Culture, Youth and Sports | QK 50073033 | Ministry of  | 01.01.  |

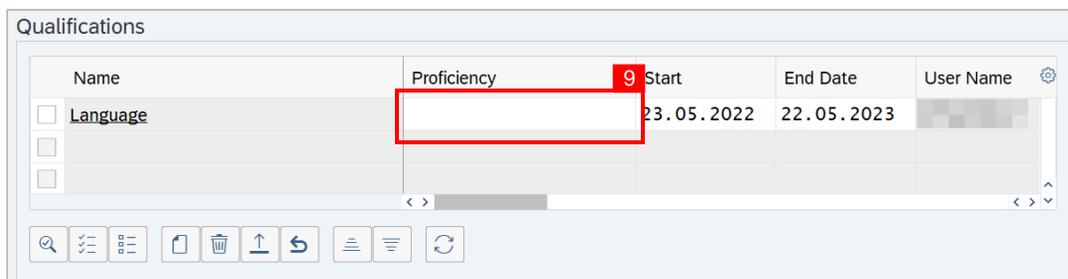
8. Select **one or more** of the **Qualification** in one of the ministries and click the **Tick icon** once finished.



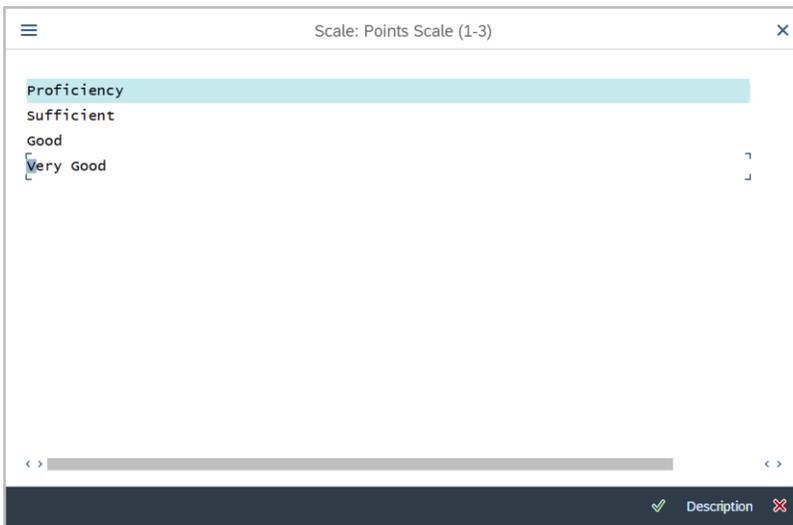
**Note:** The chosen Qualification will then be displayed..



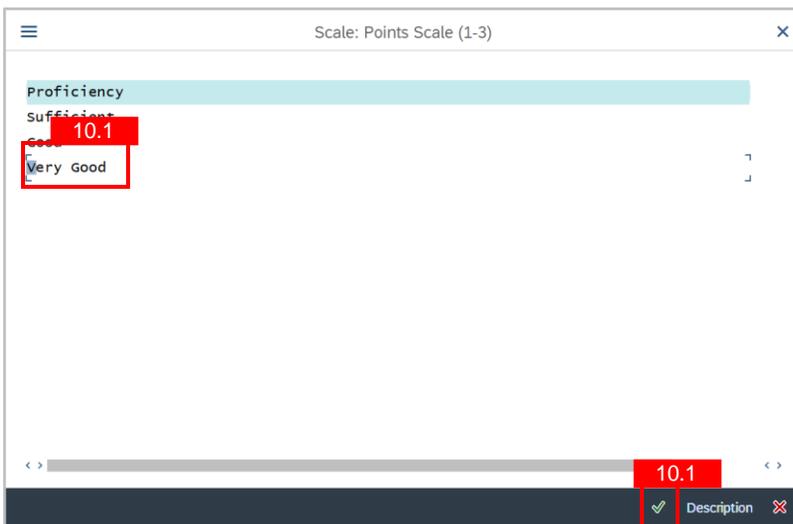
9. Navigate to the column **Proficiency** and **press F4** on the keyboard or click the **icon** beside the column.



**Note: Scale: Points** will then be displayed.



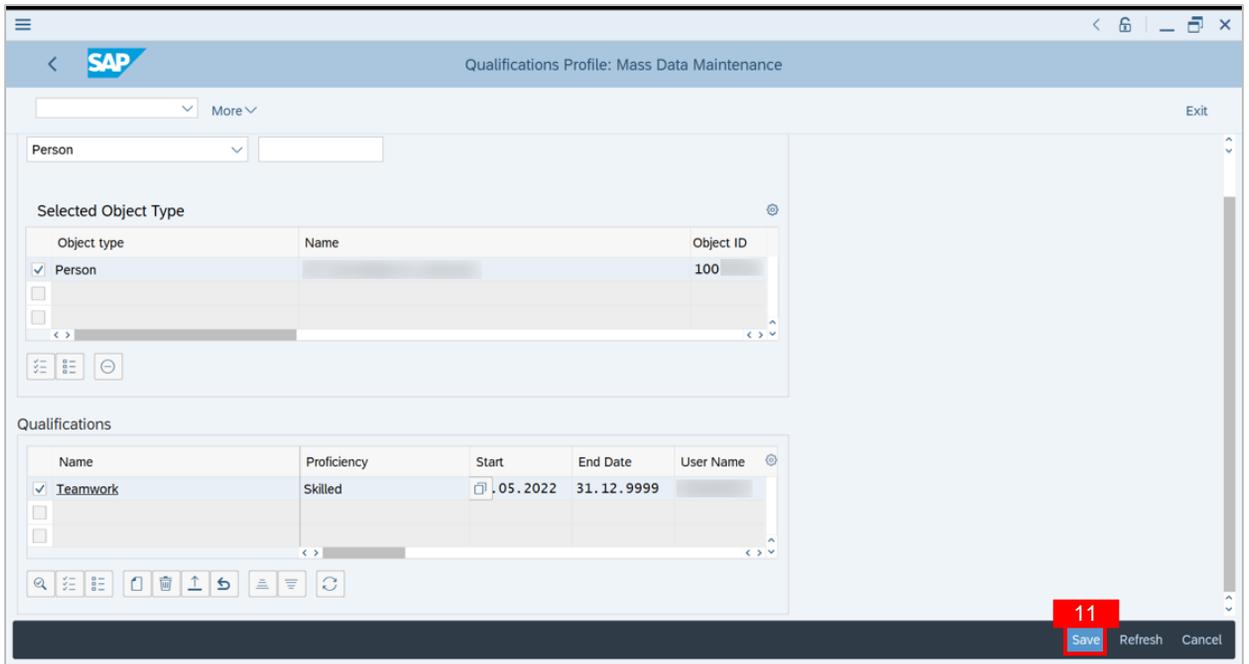
**10. Double-click the Proficiency or click the Proficiency and click the Tick icon.**



**Note:** The chosen **Proficiency** will then be displayed.

| Qualifications                    |             |            |            |           |
|-----------------------------------|-------------|------------|------------|-----------|
| Name                              | Proficiency | Start      | End Date   | User Name |
| <input type="checkbox"/> Language | Very Good   | 23.05.2022 | 22.05.2023 | [blurred] |
| <input type="checkbox"/>          |             |            |            |           |
| <input type="checkbox"/>          |             |            |            |           |

11. Once everything is finished, click the **Save** button.



Qualifications Profile: Mass Data Maintenance

Person

Selected Object Type

| Object type                                | Name | Object ID |
|--|------|-----------|
| <input checked="" type="checkbox"/> Person |      | 100       |
| <input type="checkbox"/>                   |      |           |
| <input type="checkbox"/>                   |      |           |

Qualifications

| Name   | Proficiency | Start   | End Date   | User Name |
|--|-------------|---------|------------|-----------|
| <input checked="" type="checkbox"/> Teamwork | Skilled     | 05.2022 | 31.12.9999 |           |
| <input type="checkbox"/>                     |             |         |            |           |
| <input type="checkbox"/>                     |             |         |            |           |

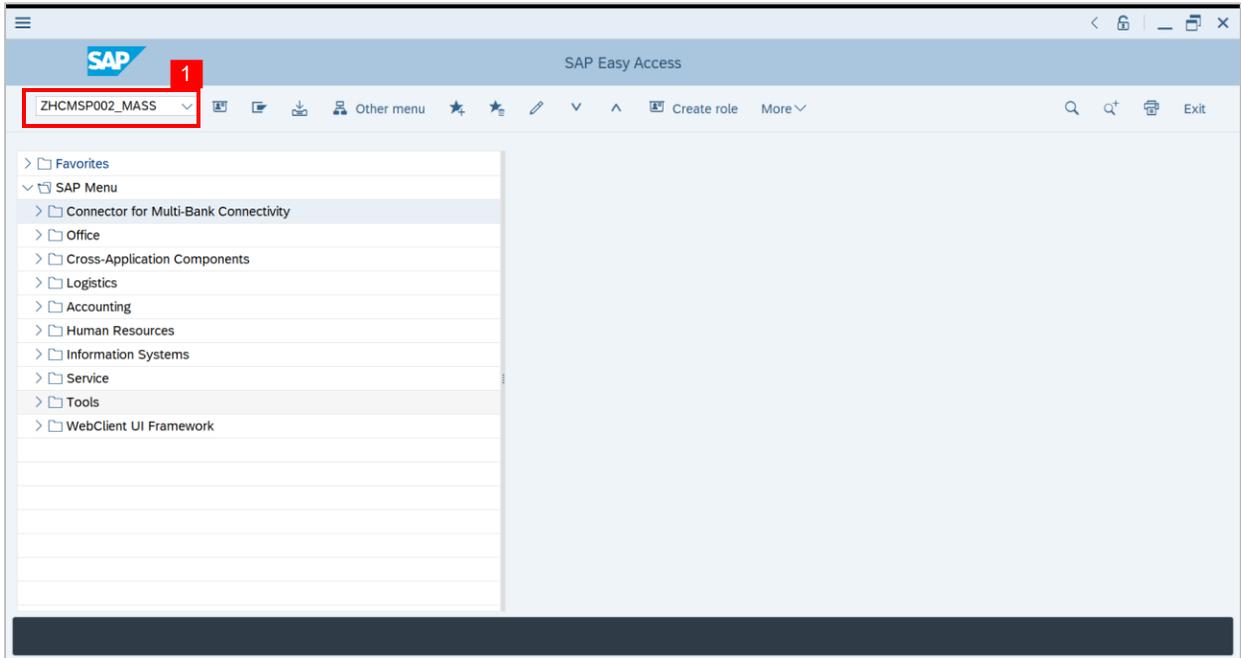
11 Save Refresh Cancel

**Outcome:** Mass qualification has been successfully assigned to person.

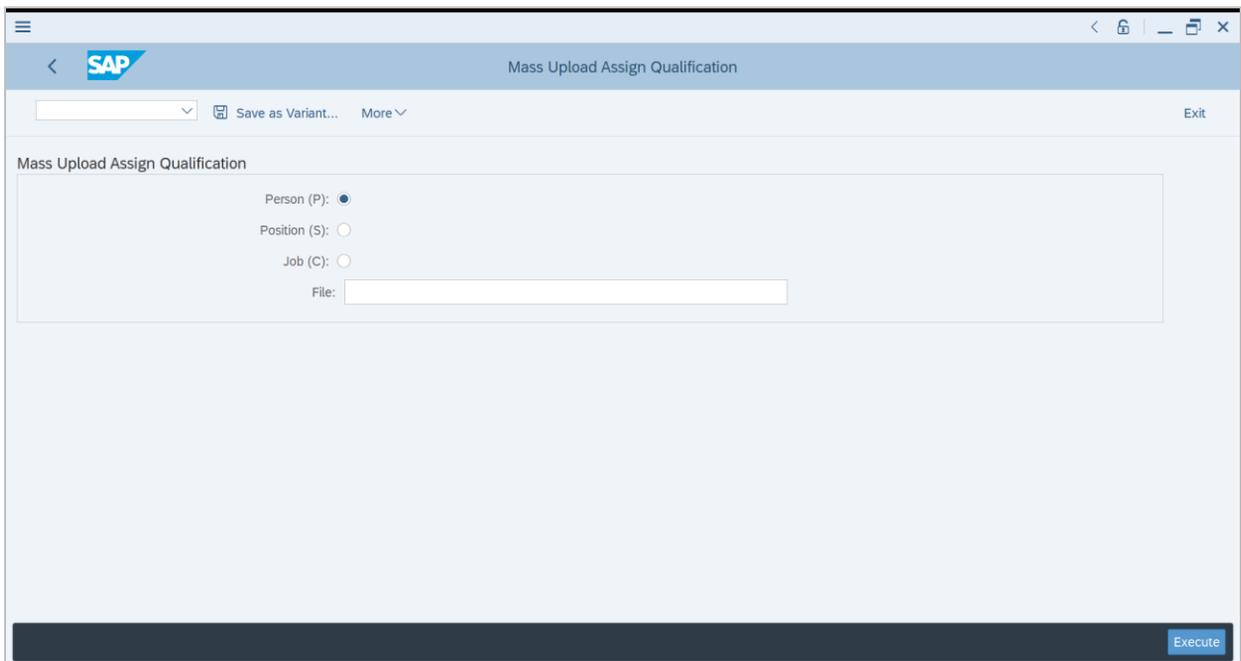
|   |                     |
|---|---------------------|
| <b>MASS ASSIGN<br/>QUALIFICATION TO JOB</b> | <b>Backend User</b> |
|   | JPA                 |

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

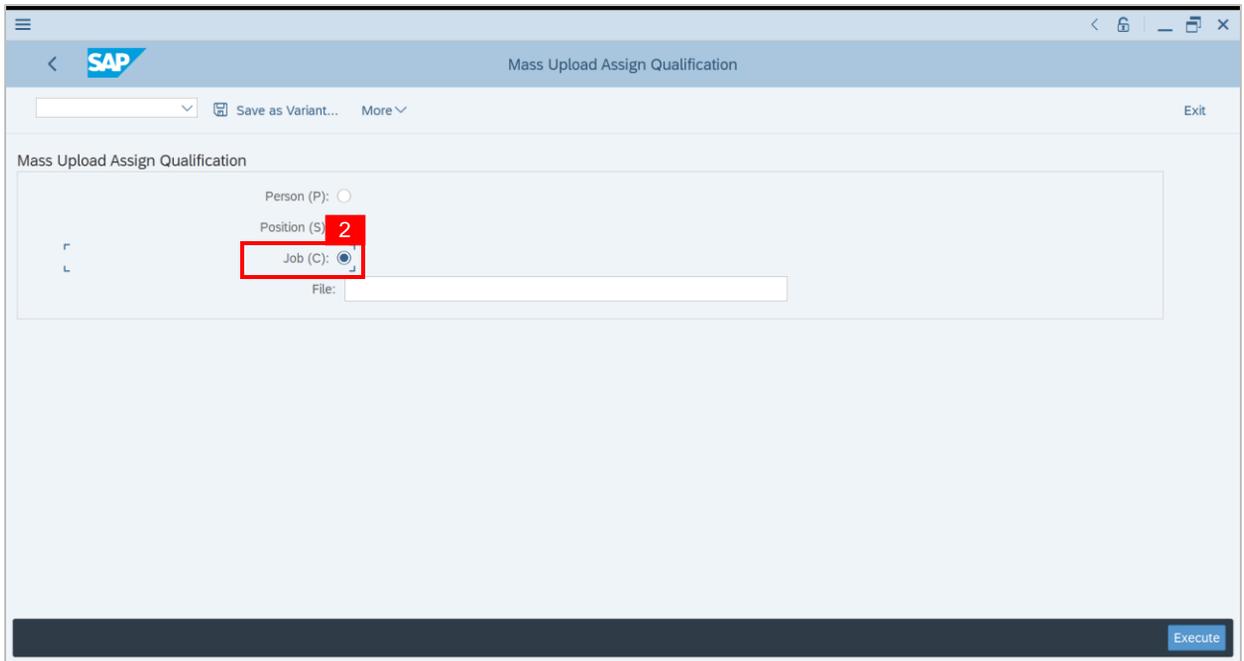
1. Enter **ZHCMSP002\_MASS** in the search bar.



**Note: Mass Upload Assign Qualification** will be displayed.

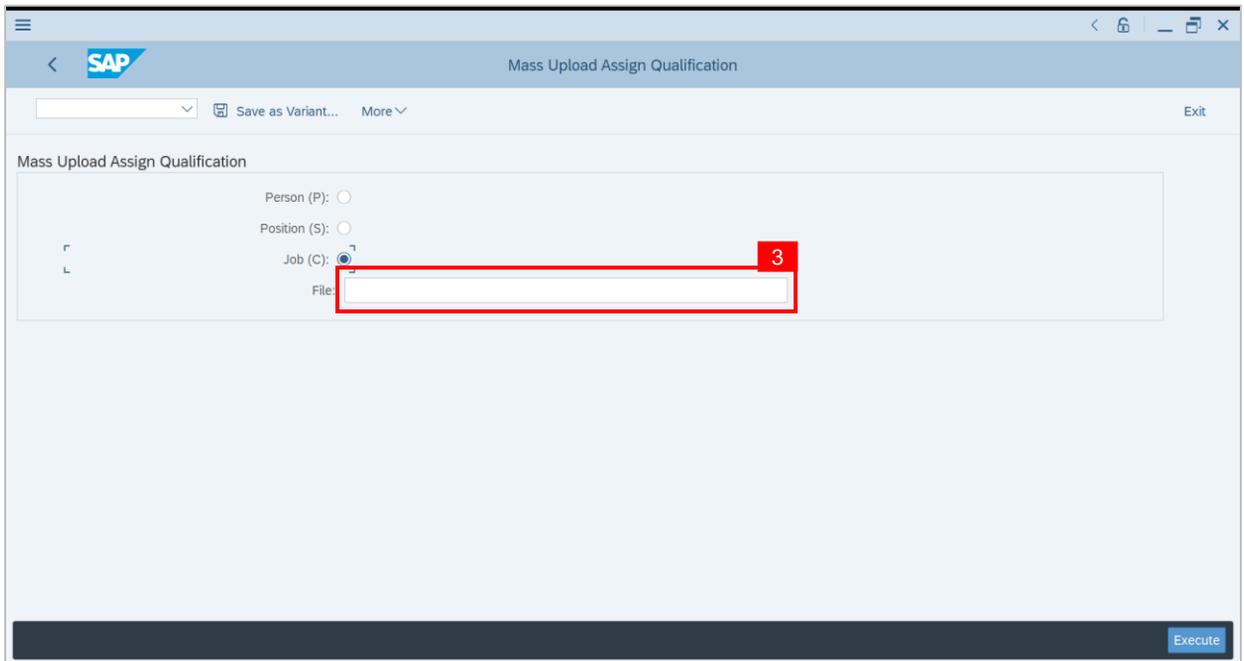


## 2. Choose Job.



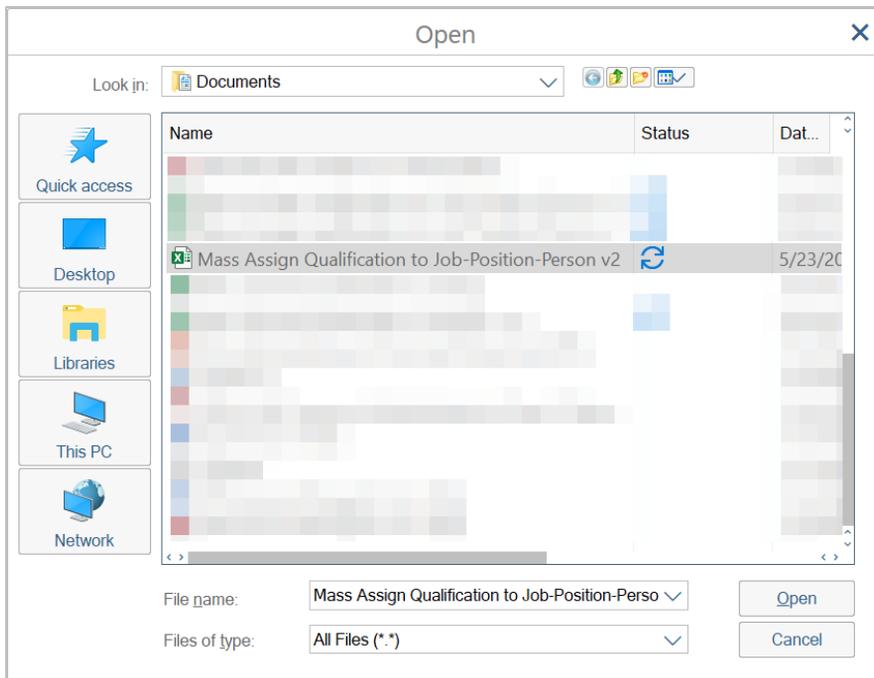
The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The 'Job (C):' radio button is selected and highlighted with a red box and the number '2'. The 'File:' text box is empty. The 'Execute' button is visible at the bottom right.

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

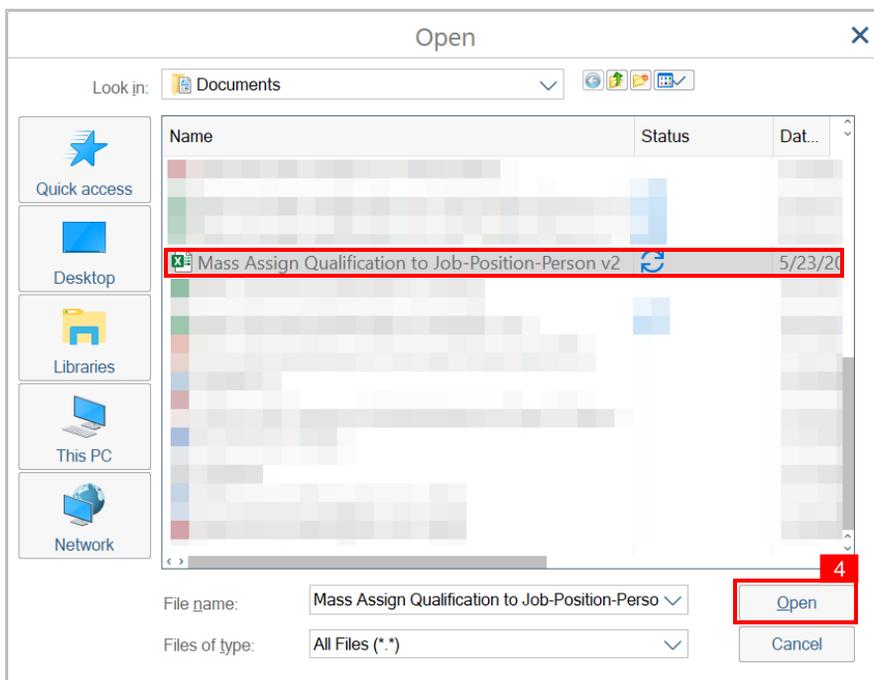


The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface. The 'File:' text box is now highlighted with a red box and the number '3'. The 'Job (C):' radio button remains selected. The 'Execute' button is visible at the bottom right.

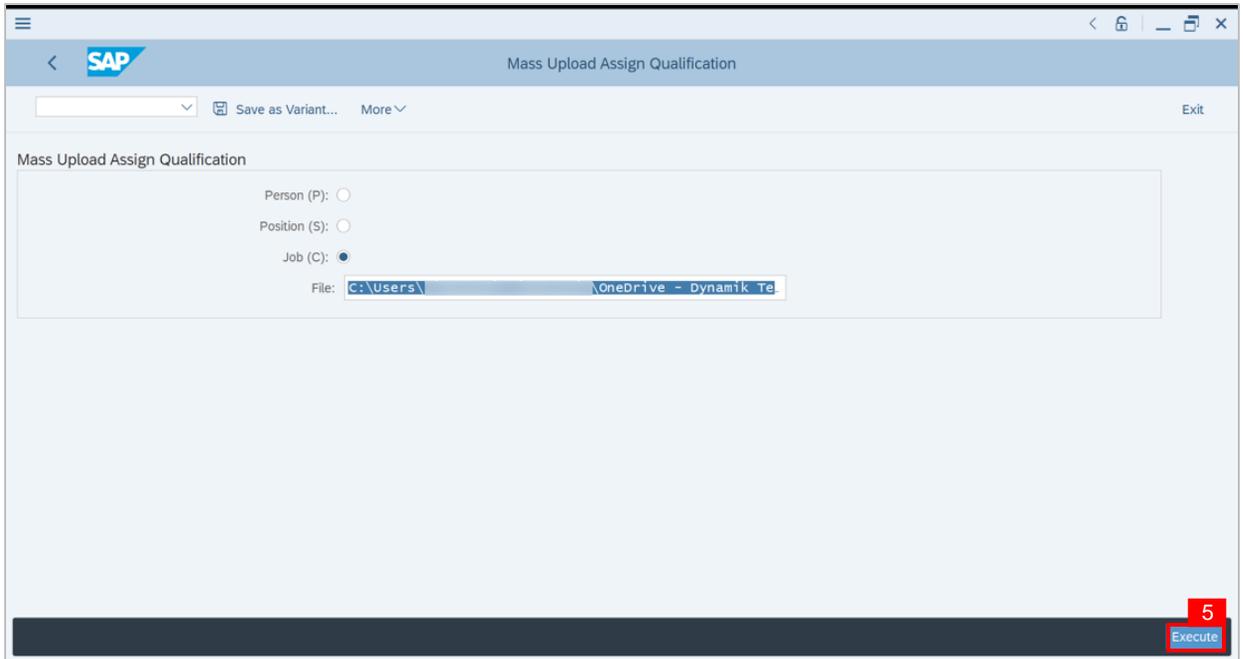
**Note:** List of Document will be displayed.



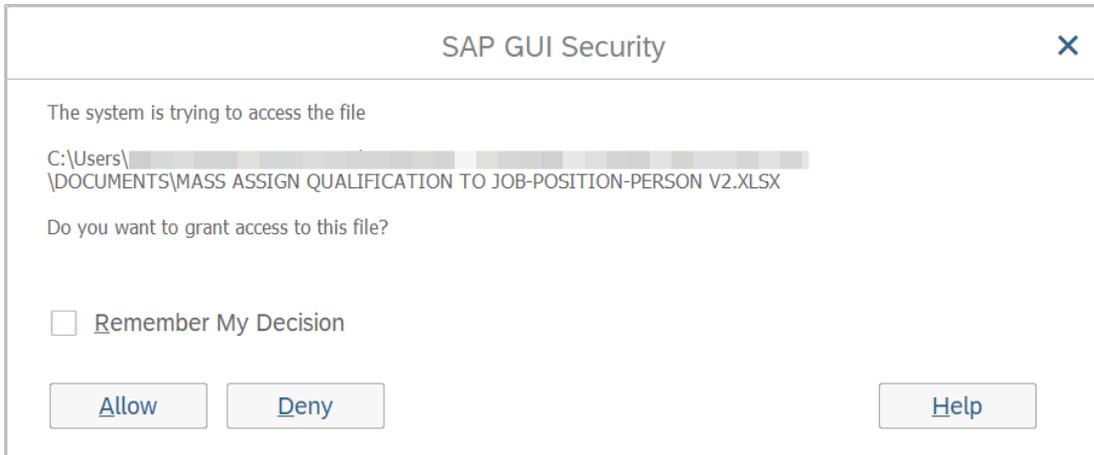
**4.** Choose specific file for **Job Qualification** template and click the **Open** button.



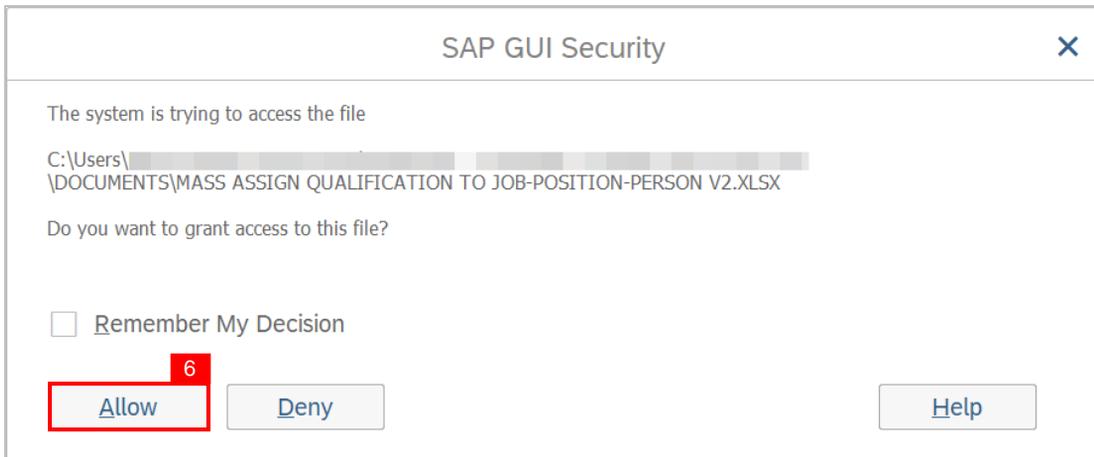
5. Once uploaded, click the **Execute** button.



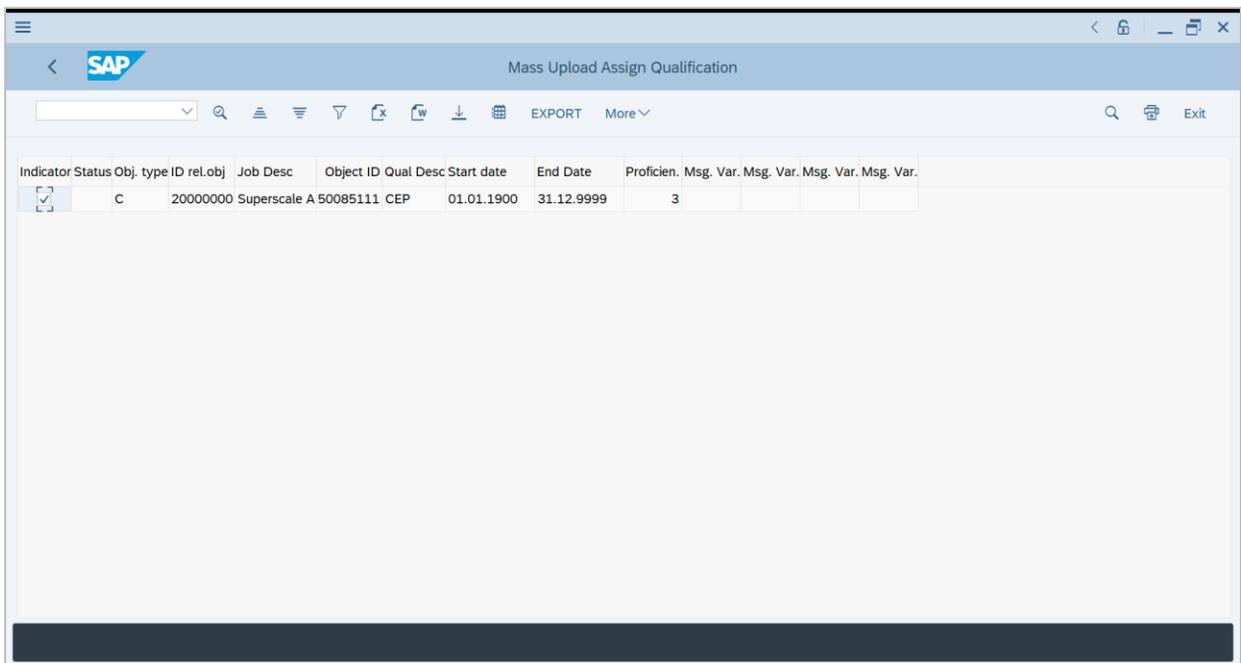
**Note:** Pop Up window for SAP GUI Security will be displayed.



## 6. Click the **Allow** button.



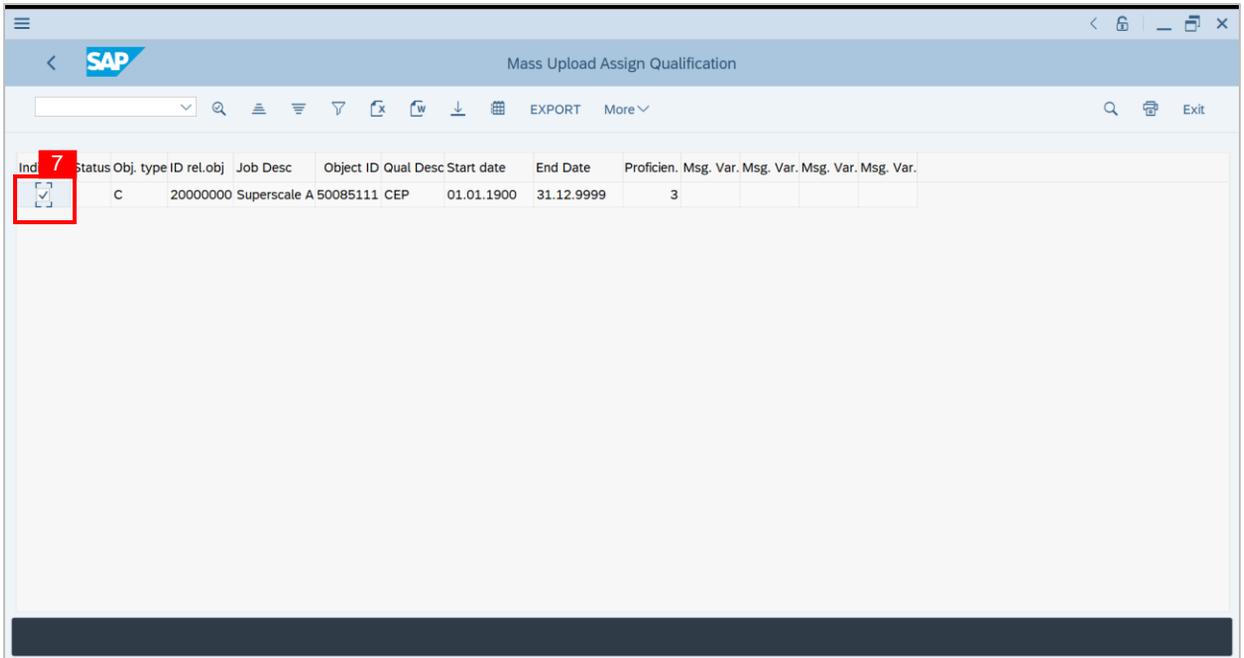
**Note:** List of Qualification and Job will be displayed.



The screenshot shows the SAP GUI interface for "Mass Upload Assign Qualification". The table below displays the data for the qualification assignment.

| Indicator | Status | Obj. type | ID reLobj | Job Desc     | Object ID | Qual Desc | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----------|--------|-----------|-----------|--------------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| ✓         |        | C         | 20000000  | Superscale A | 50085111  | CEP       | 01.01.1900 | 31.12.9999 | 3          |           |           |           |           |

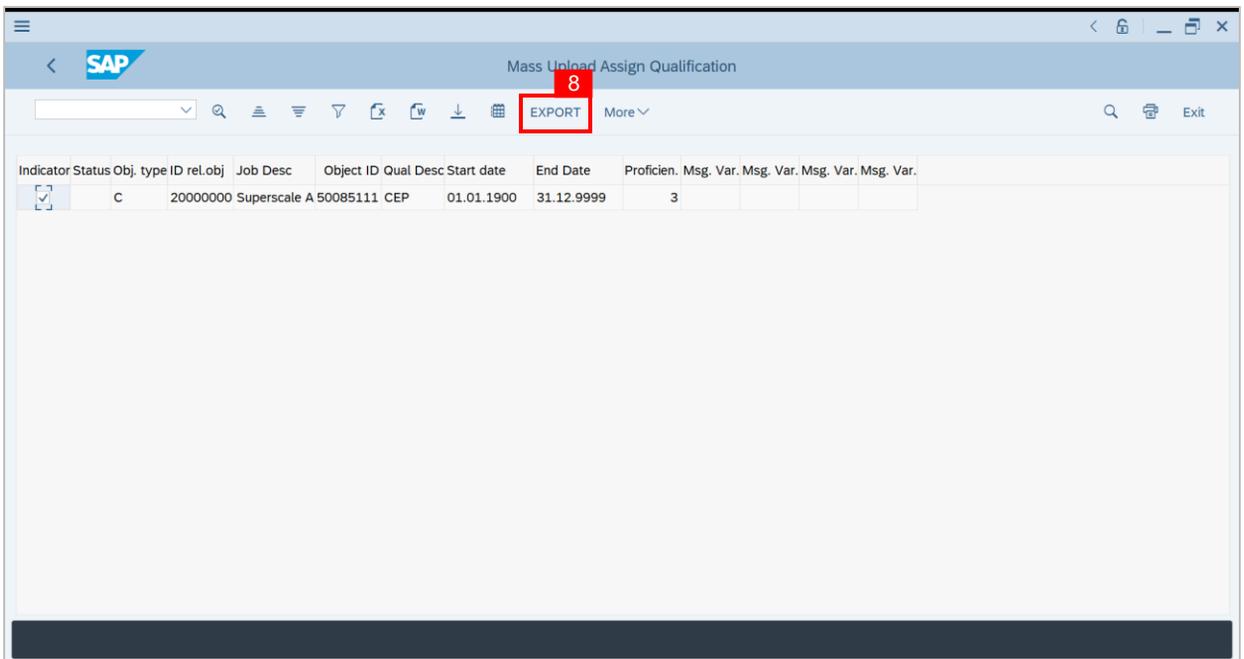
## 7. Check the Qualification to Job desired to be assigned.



Mass Upload Assign Qualification

| Ind | Status | Obj. type | ID re.obj | Job Desc     | Object ID | Qual Desc | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----|--------|-----------|-----------|--------------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| 7   | C      |           | 20000000  | Superscale A | 50085111  | CEP       | 01.01.1900 | 31.12.9999 | 3          |           |           |           |           |

## 8. Then click the Export button.

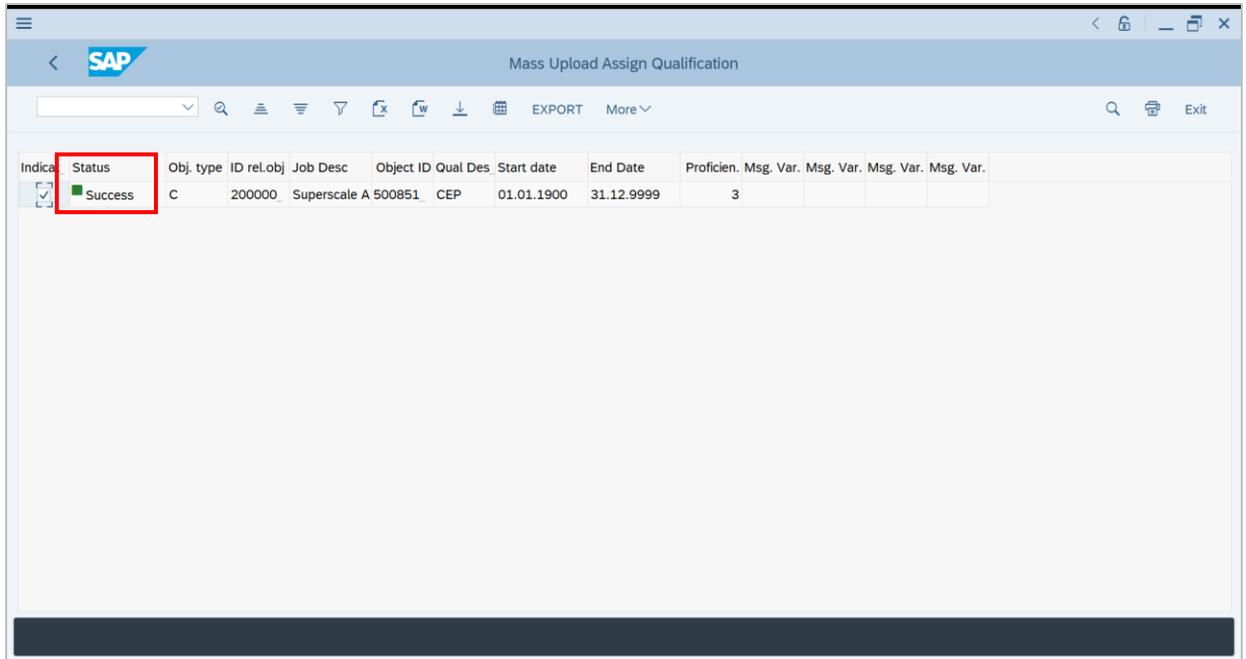


Mass Upload Assign Qualification

EXPORT

| Indicator | Status | Obj. type | ID re.obj | Job Desc     | Object ID | Qual Desc | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----------|--------|-----------|-----------|--------------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| 7         | C      |           | 20000000  | Superscale A | 50085111  | CEP       | 01.01.1900 | 31.12.9999 | 3          |           |           |           |           |

**Outcome:** Mass qualification has been successfully assigned to Job.



| Indic                               | Status  | Obj. type | ID rel.obj | Job Desc     | Object ID | Qual Des | Start date | End Date   | Proficien | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|---------|-----------|------------|--------------|-----------|----------|------------|------------|-----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | Success | C         | 200000     | Superscale A | 500851    | CEP      | 01.01.1900 | 31.12.9999 | 3         |           |           |           |           |

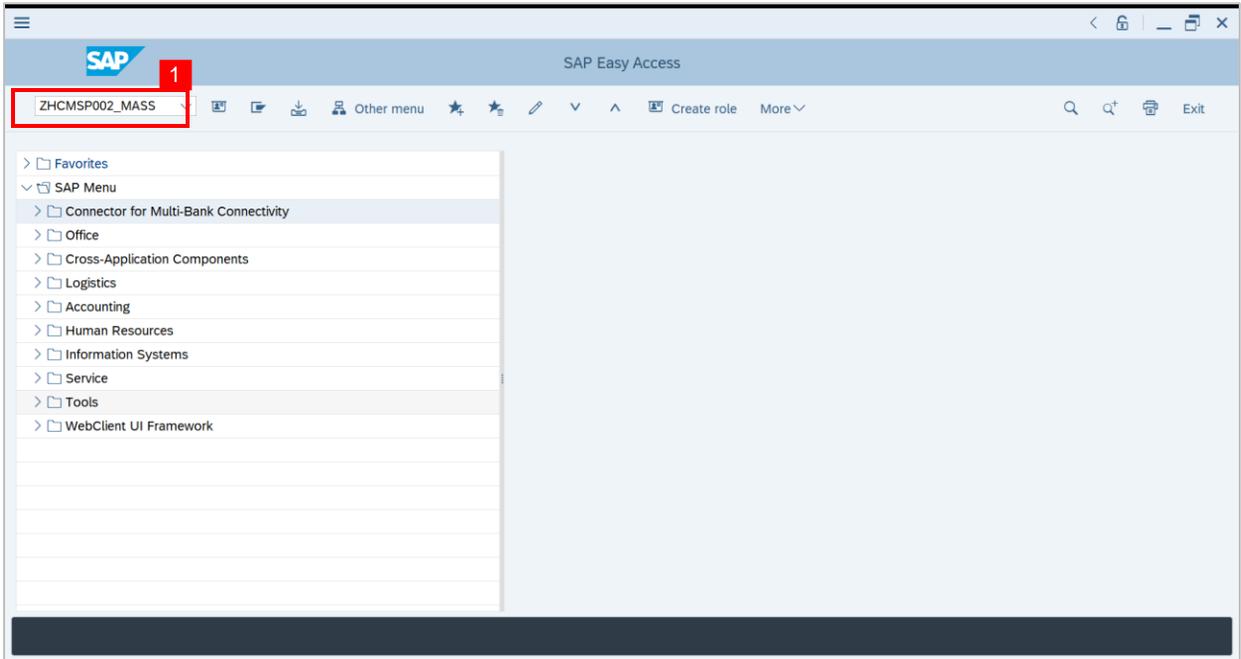
**MASS ASSIGN  
QUALIFICATION TO  
POSITION**

**Backend User**

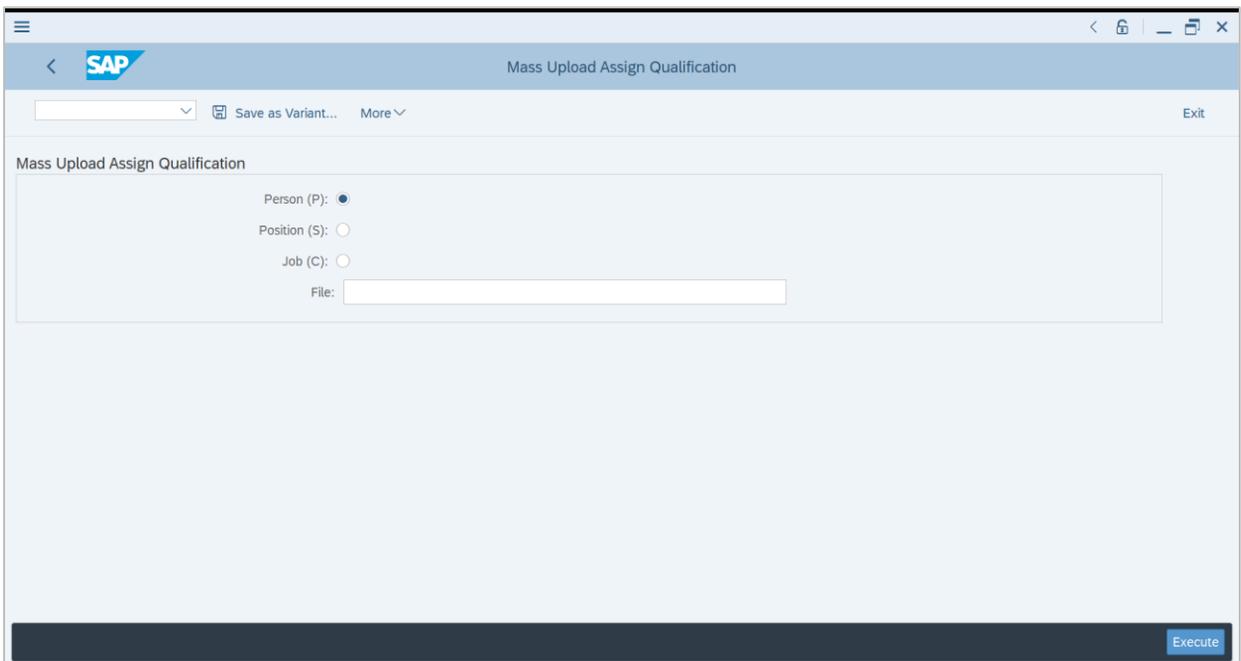
JPA

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

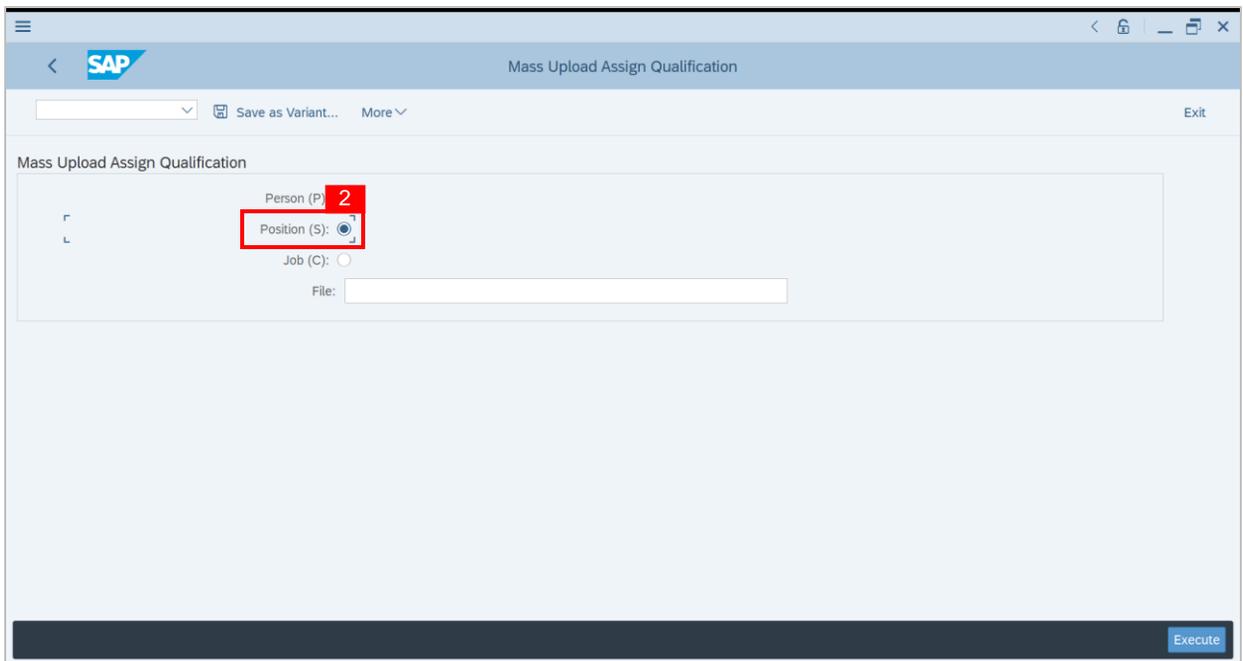
1. Enter **ZHCMSP002\_MASS** in the search bar.



**Note: Mass Upload Assign Qualification will be displayed.**



## 2. Choose Position.



Mass Upload Assign Qualification

Person (P):  2

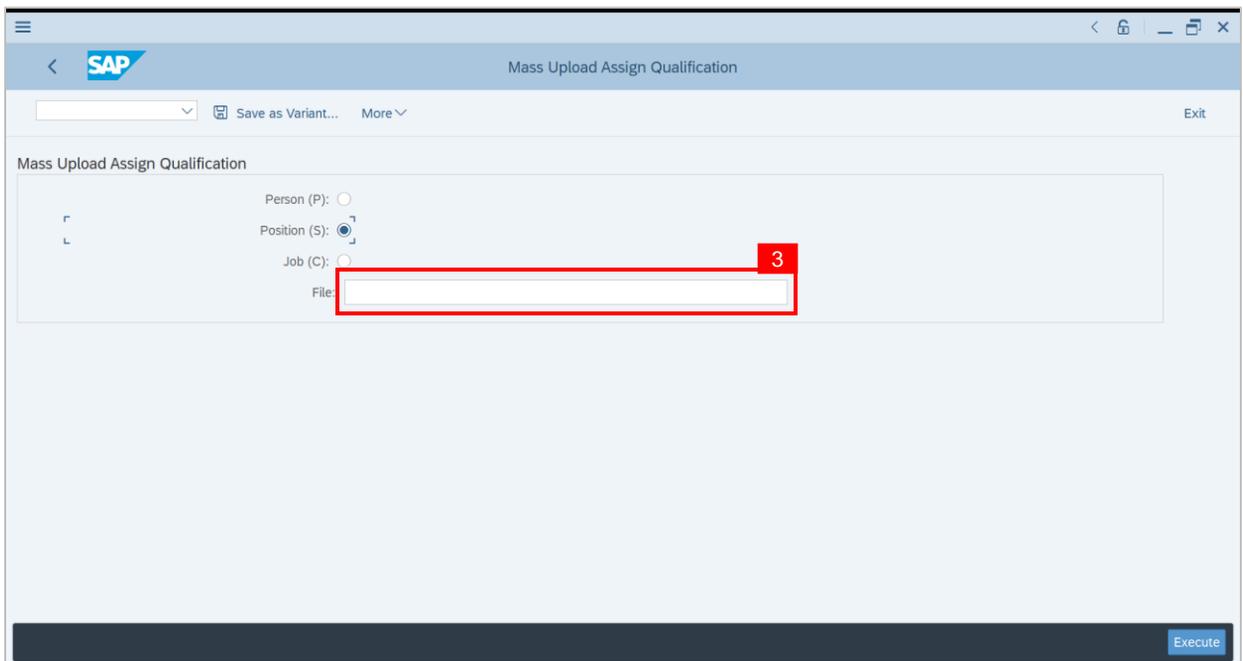
Position (S):

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):

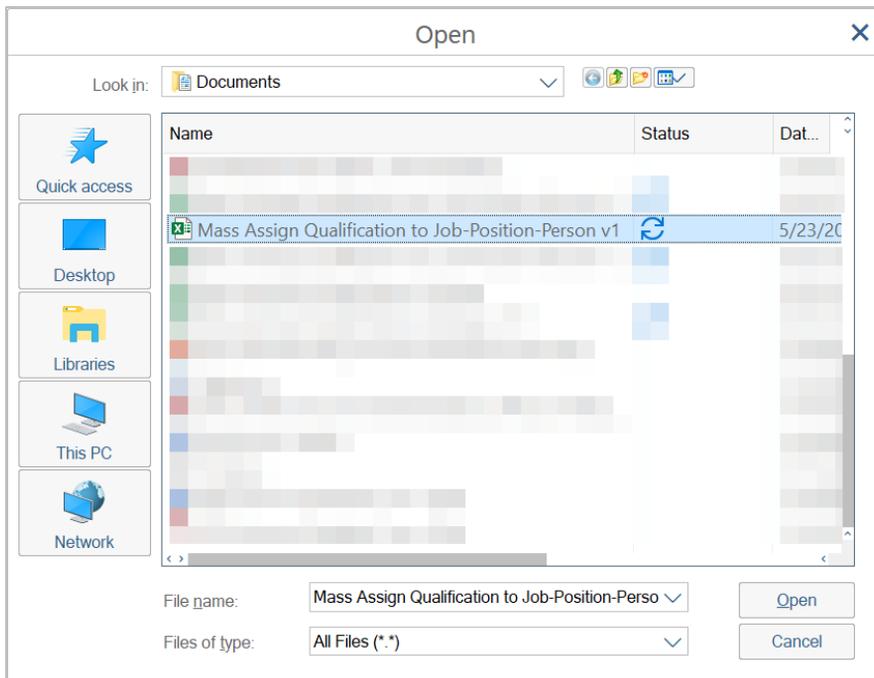
Position (S):

Job (C):

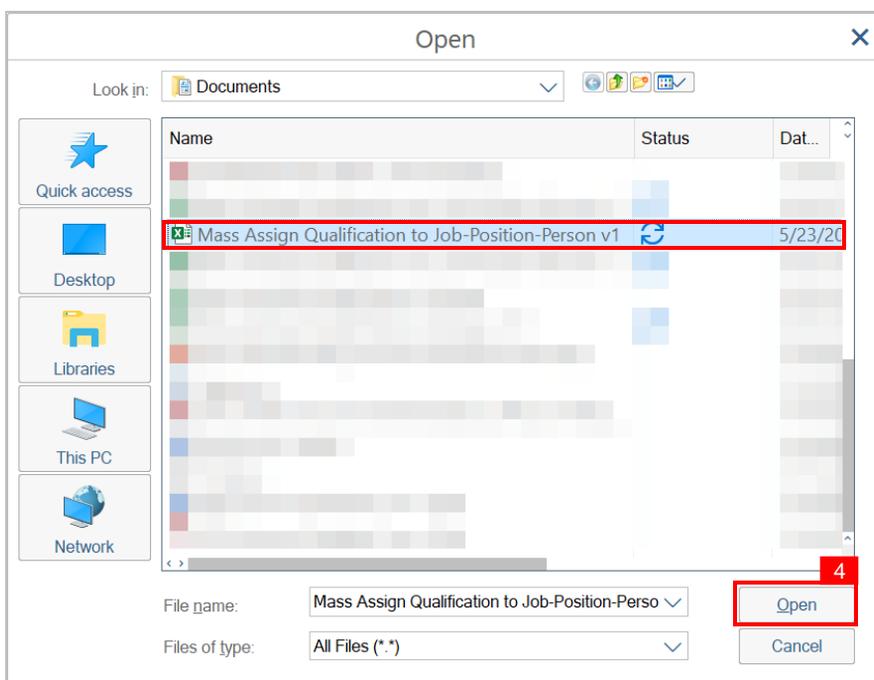
File:  3

Execute

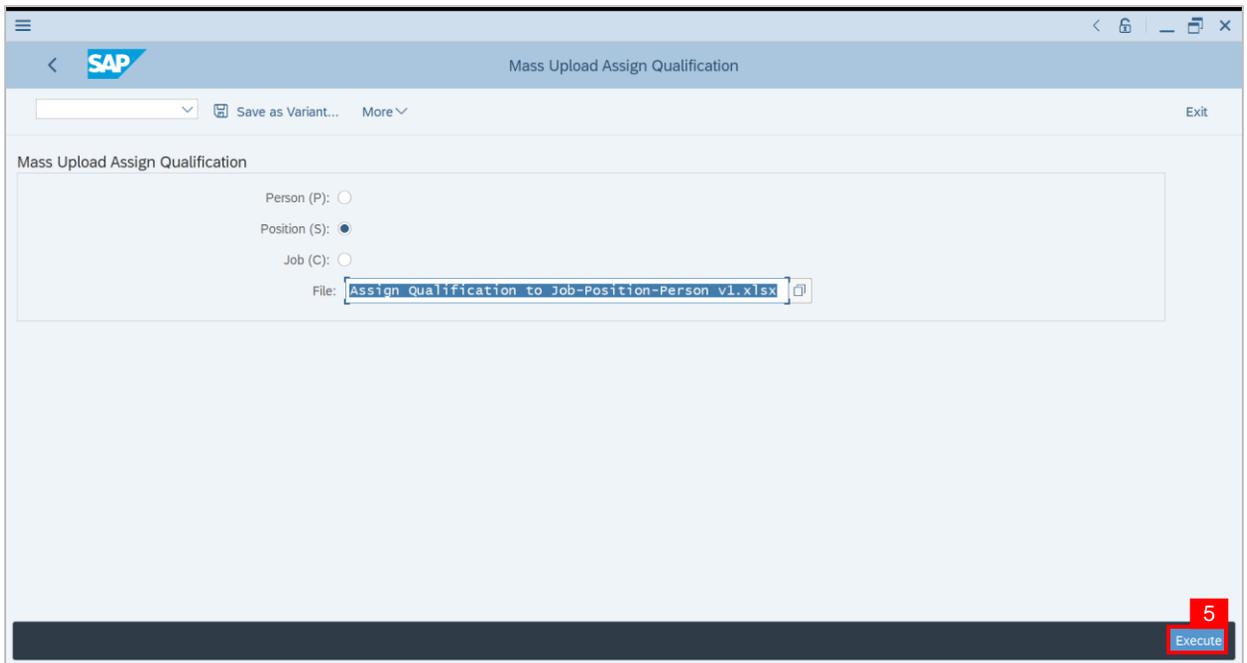
**Note:** List of Document will be displayed.



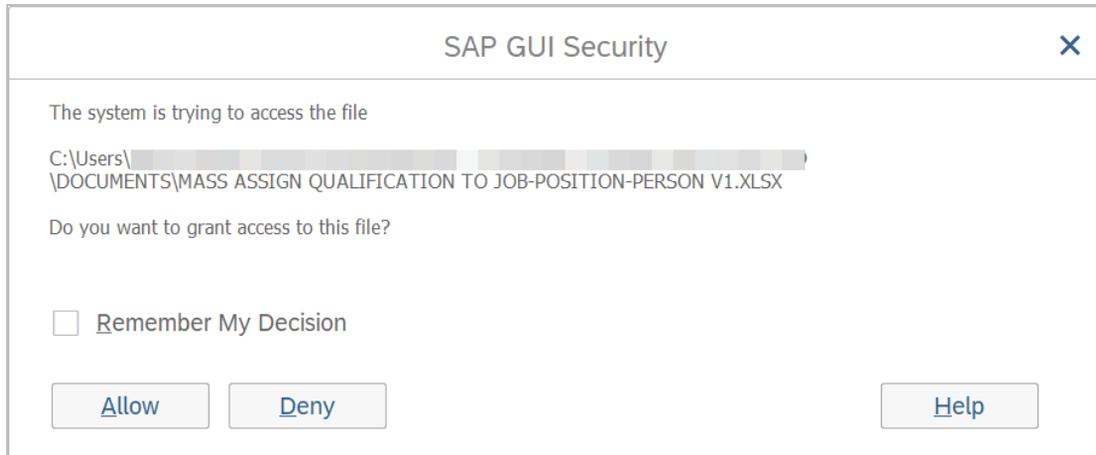
**4.** Choose specific file for **Position Qualification** template and click the **Open** button.



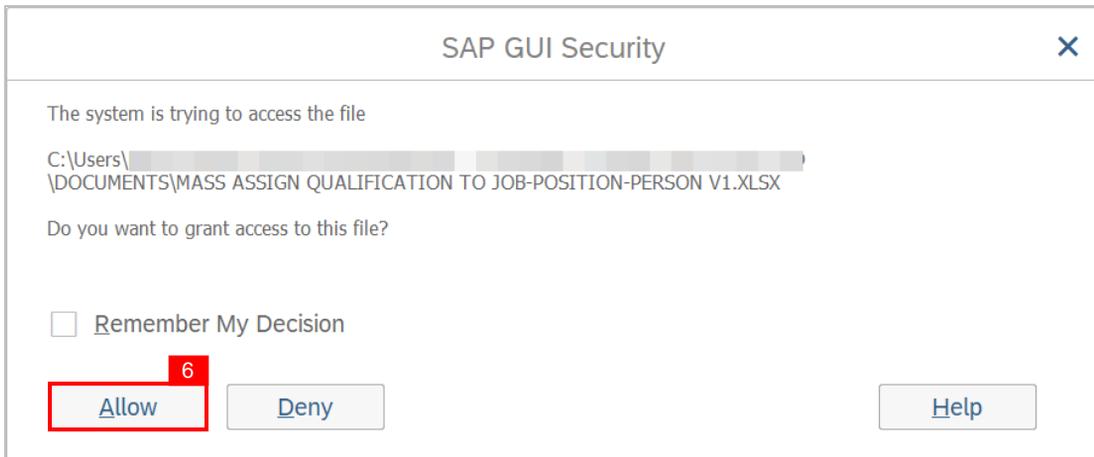
5. Once uploaded, click the **Execute** button.



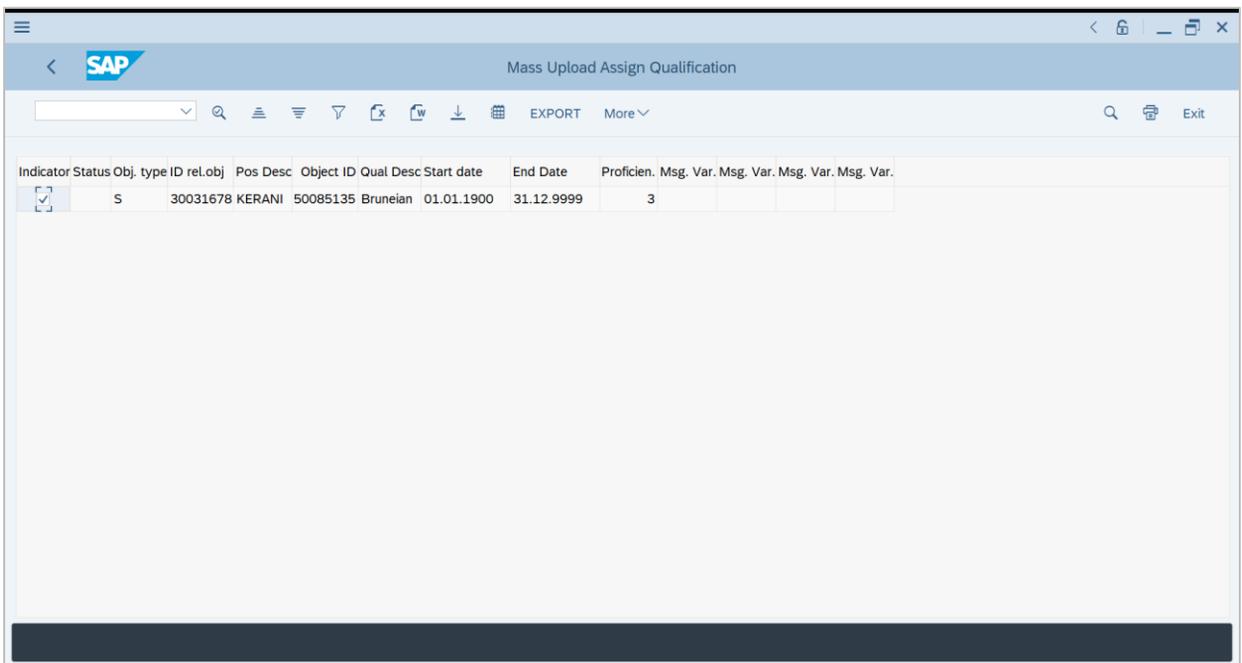
**Note:** Pop Up window for **SAP GUI Security** will be displayed.



## 6. Click the **Allow** button.



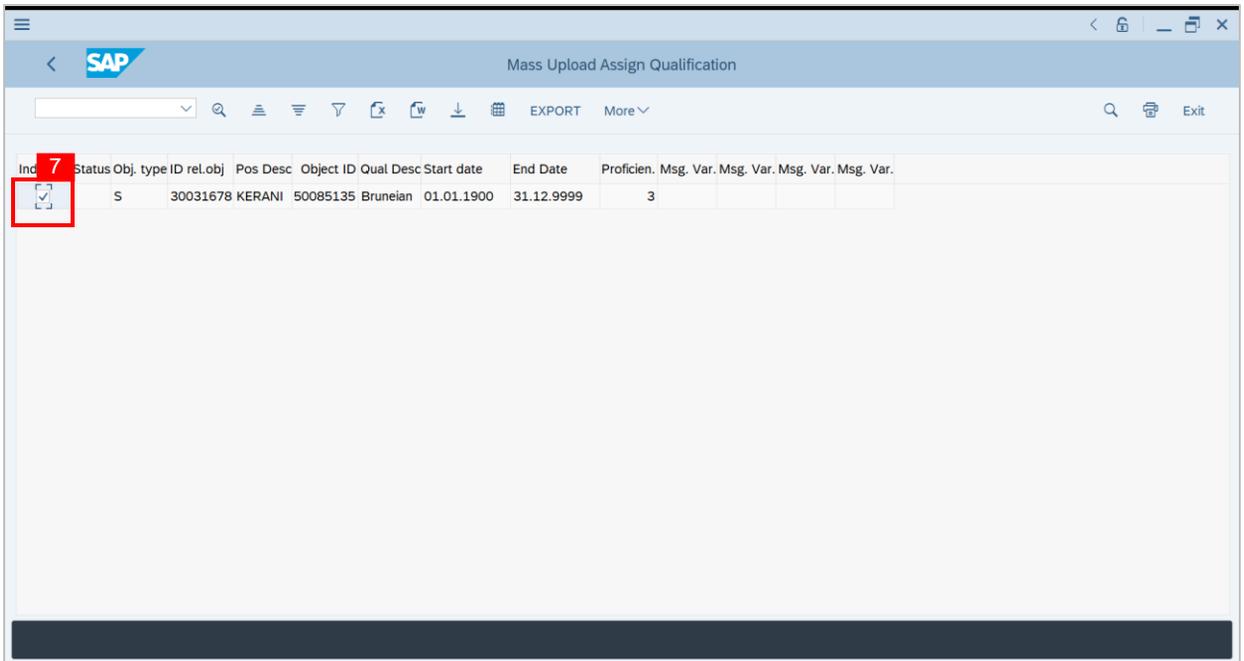
**Note:** List of Qualification and Position will be displayed.



The screenshot shows the SAP GUI interface for "Mass Upload Assign Qualification". The table below displays the data for the uploaded file.

| Indicator | Status | Obj. type | ID reLobj | Pos Desc | Object ID | Qual Desc | Start date | End Date   | Proficien | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----------|--------|-----------|-----------|----------|-----------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|
| ✓         | S      |           | 30031678  | KERANI   | 50085135  | Brunelan  | 01.01.1900 | 31.12.9999 | 3         |           |           |           |           |

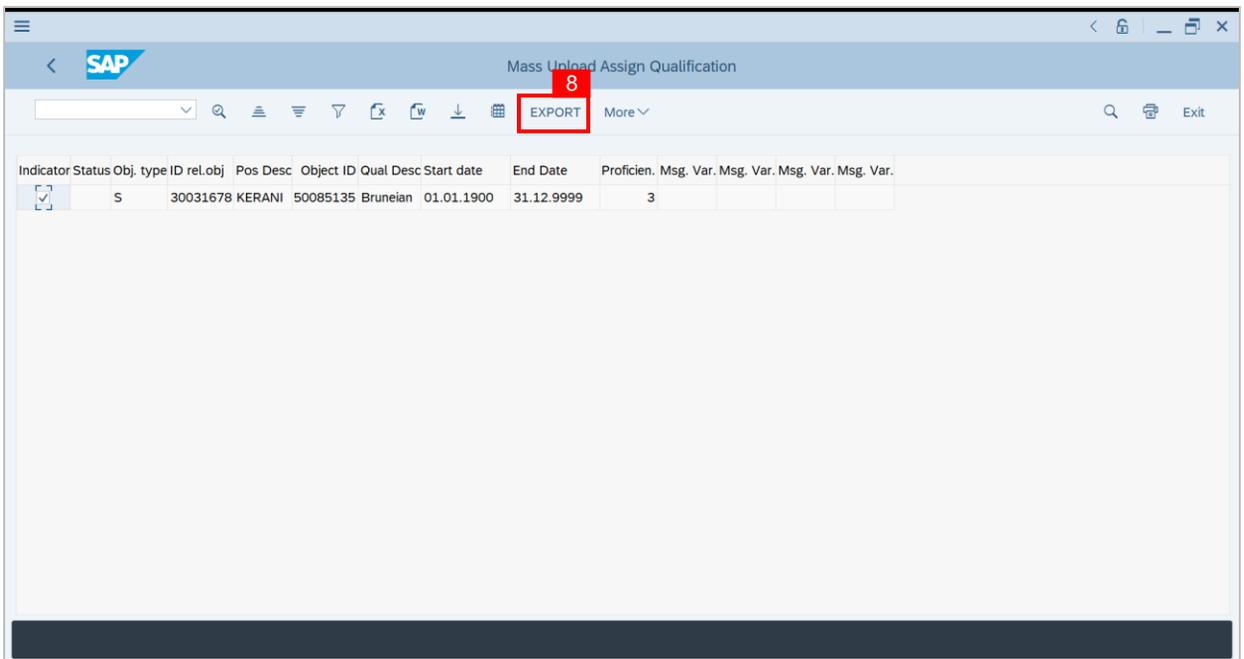
## 7. Check the Qualification to Position desired to be assigned.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below contains one row of data. A red box highlights the 'Inc' column, which contains a checkmark and the number 7.

| Inc | Status | Obj. type | ID re.obj | Pos Desc | Object ID | Qual Desc | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----|--------|-----------|-----------|----------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| 7   | S      |           | 30031678  | KERANI   | 50085135  | Brunelan  | 01.01.1900 | 31.12.9999 | 3          |           |           |           |           |

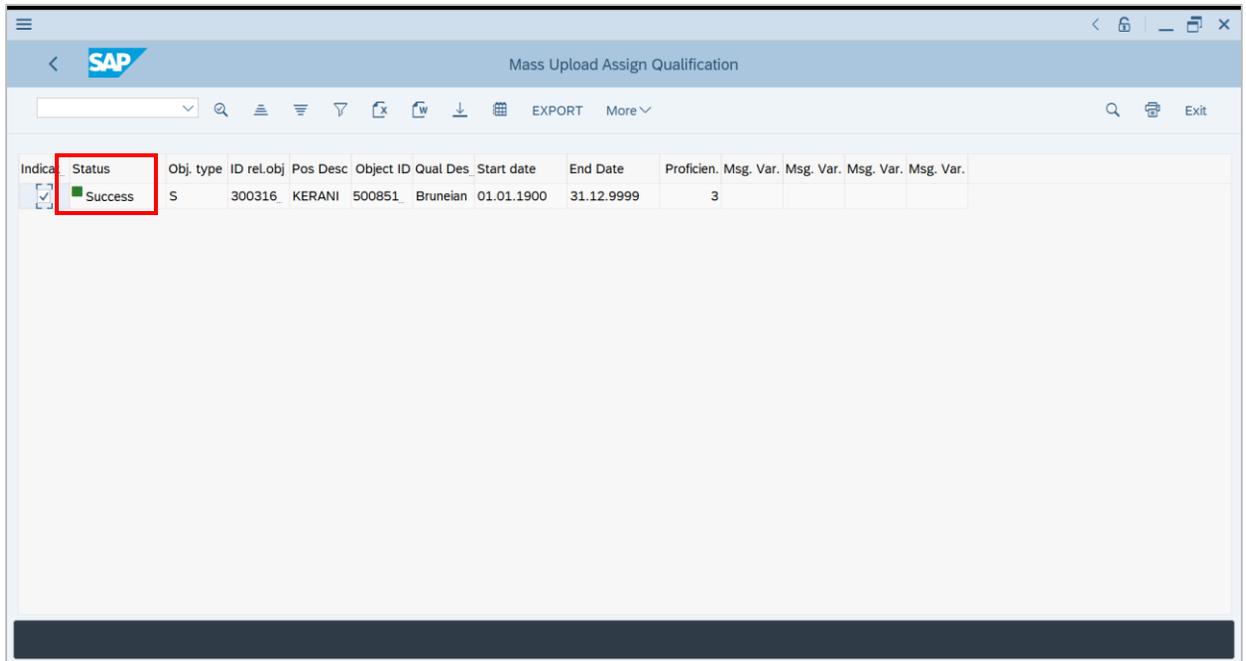
## 8. Then click the Export button.



The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface. A red box highlights the 'EXPORT' button in the top toolbar.

| Indicator | Status | Obj. type | ID re.obj | Pos Desc | Object ID | Qual Desc | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|-----------|--------|-----------|-----------|----------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
|           | S      |           | 30031678  | KERANI   | 50085135  | Brunelan  | 01.01.1900 | 31.12.9999 | 3          |           |           |           |           |

**Outcome:** Mass qualification has been successfully assigned to Position.



| Indic                               | 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          |           |           |           |           |

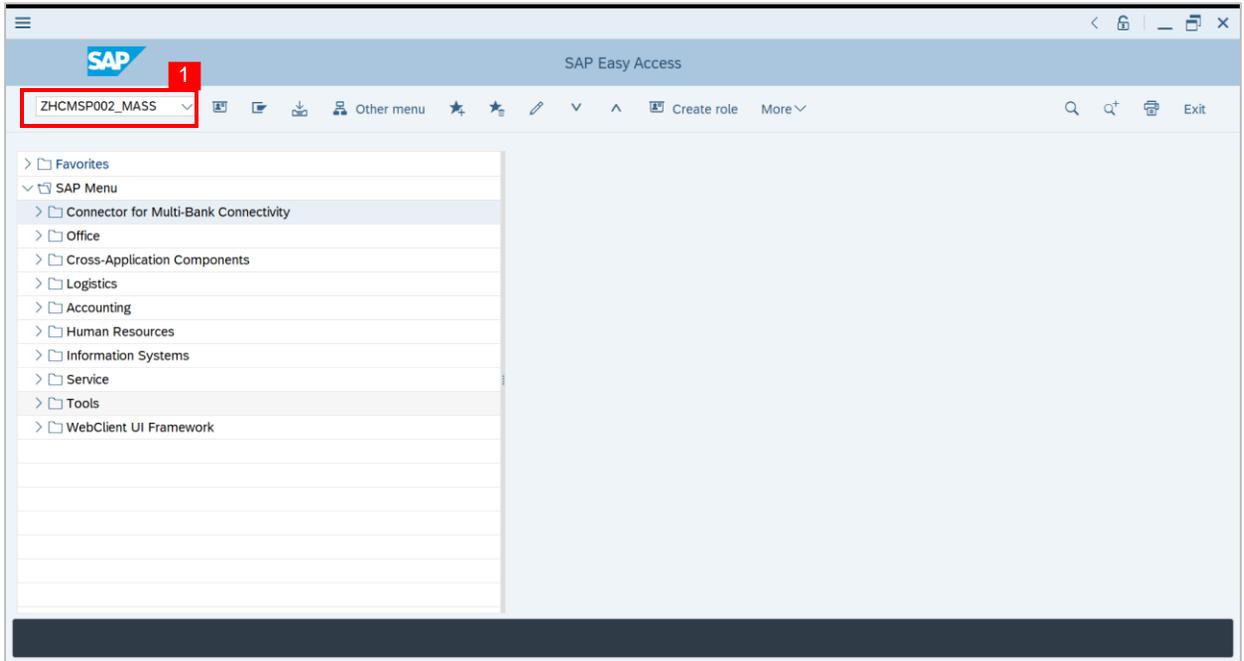
**MASS ASSIGN  
QUALIFICATION TO  
PERSON**

**Backend User**

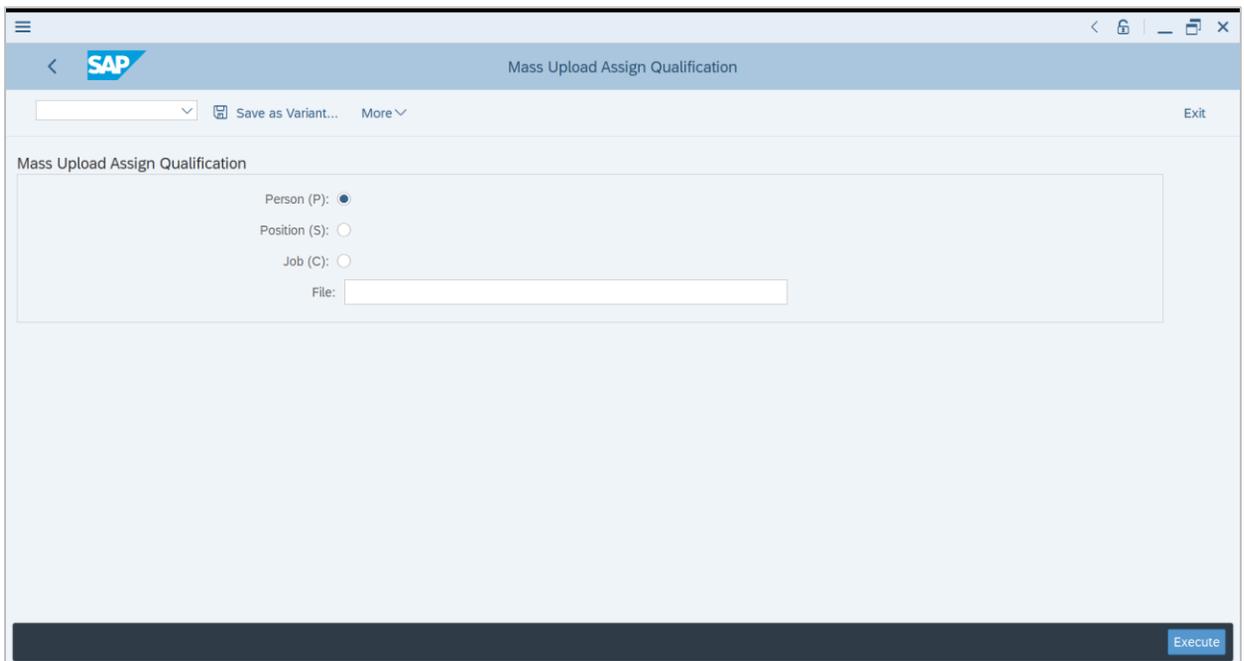
JPA

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

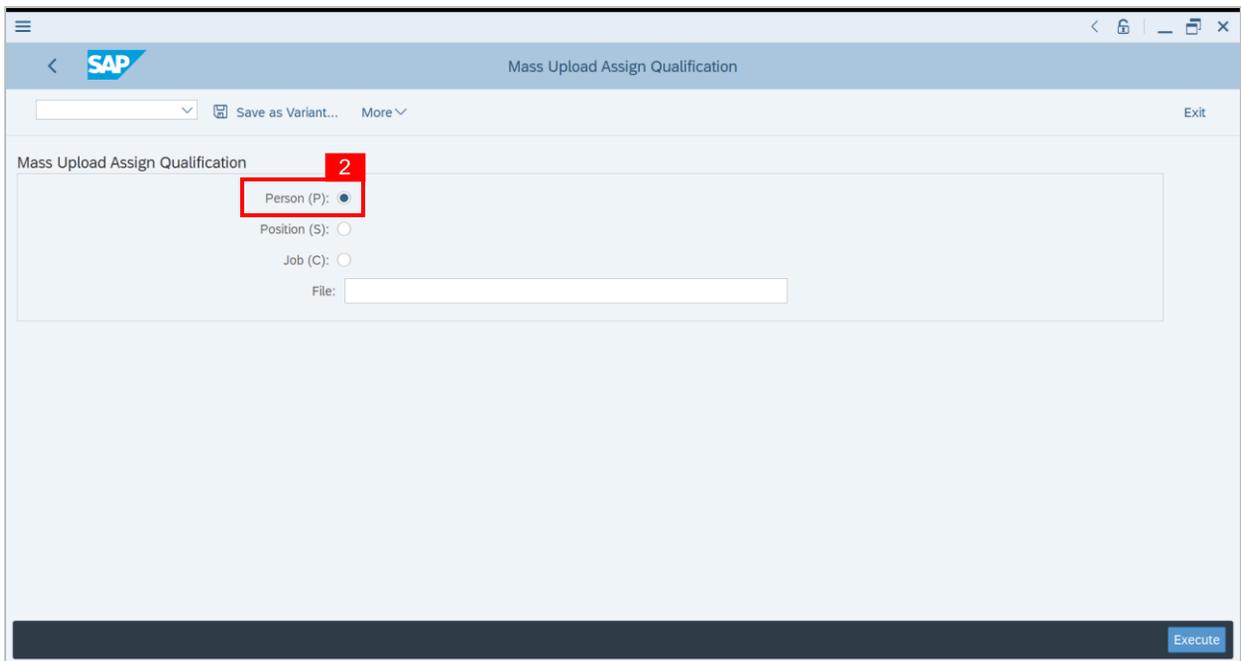
1. Enter **ZHCMSP002\_MASS** in the search bar.



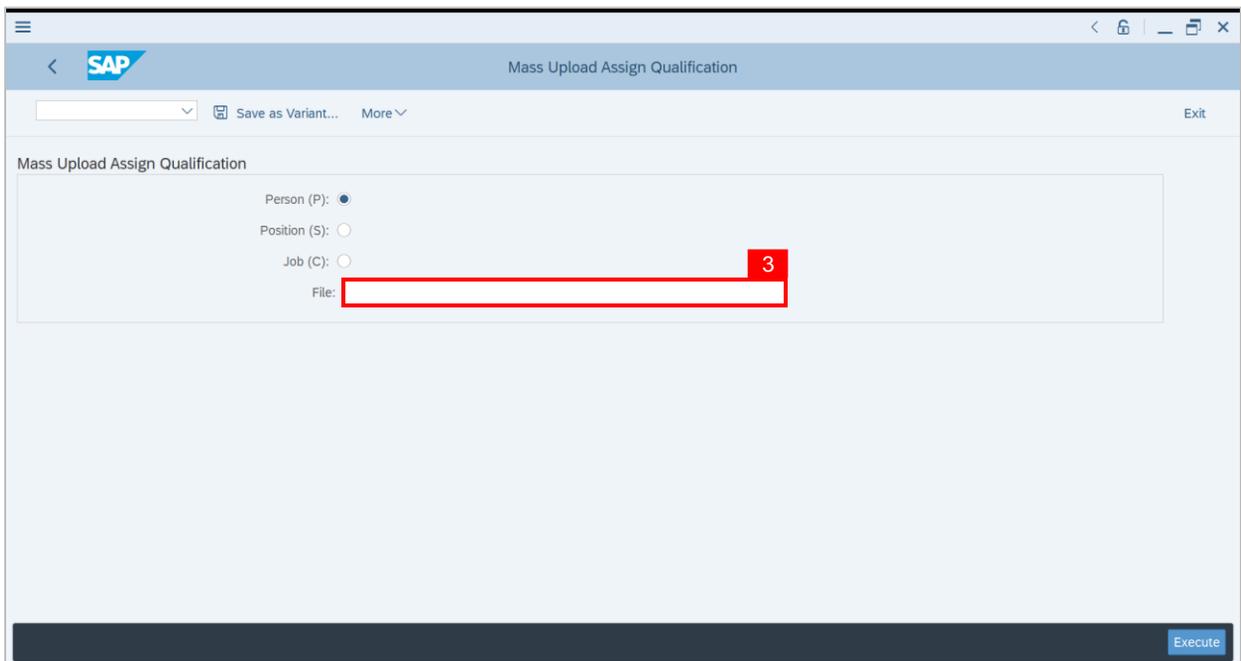
**Note: Mass Upload Assign Qualification** will be displayed.



## 2. Choose Person.

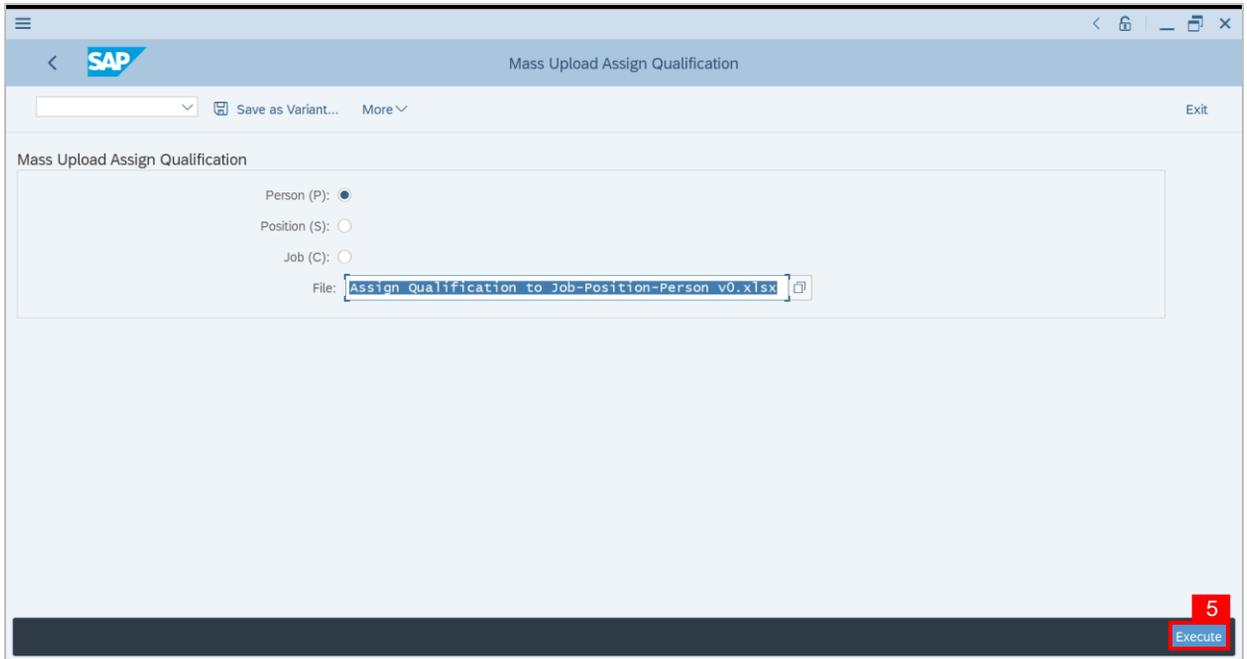


## 3. Click the **textbox** beside **File** and **press F4** on the keyboard or **click the icon** beside the **textbox**.



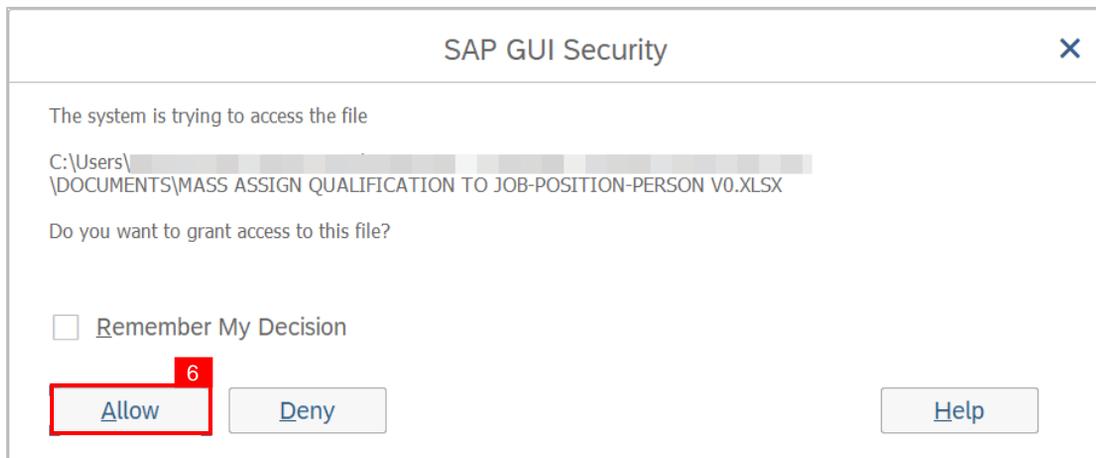


5. Once uploaded, click the **Execute** button.



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

6. Click the **Allow** button.

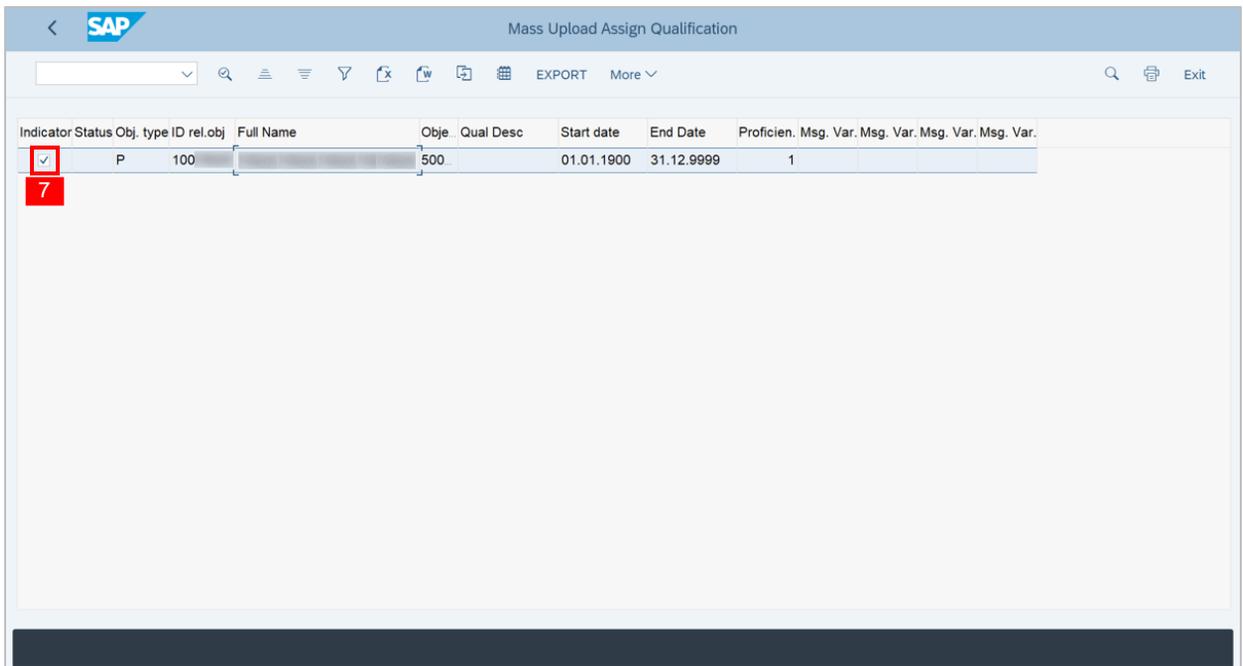




**Note:** List of Qualification and Person will be displayed.

| 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. |
|-------------------------------------|--------|-----------|------------|-----------|------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | P      |           | 100        |           | 500  |           | 01.01.1900 | 31.12.9999 | 1          |           |           |           |           |

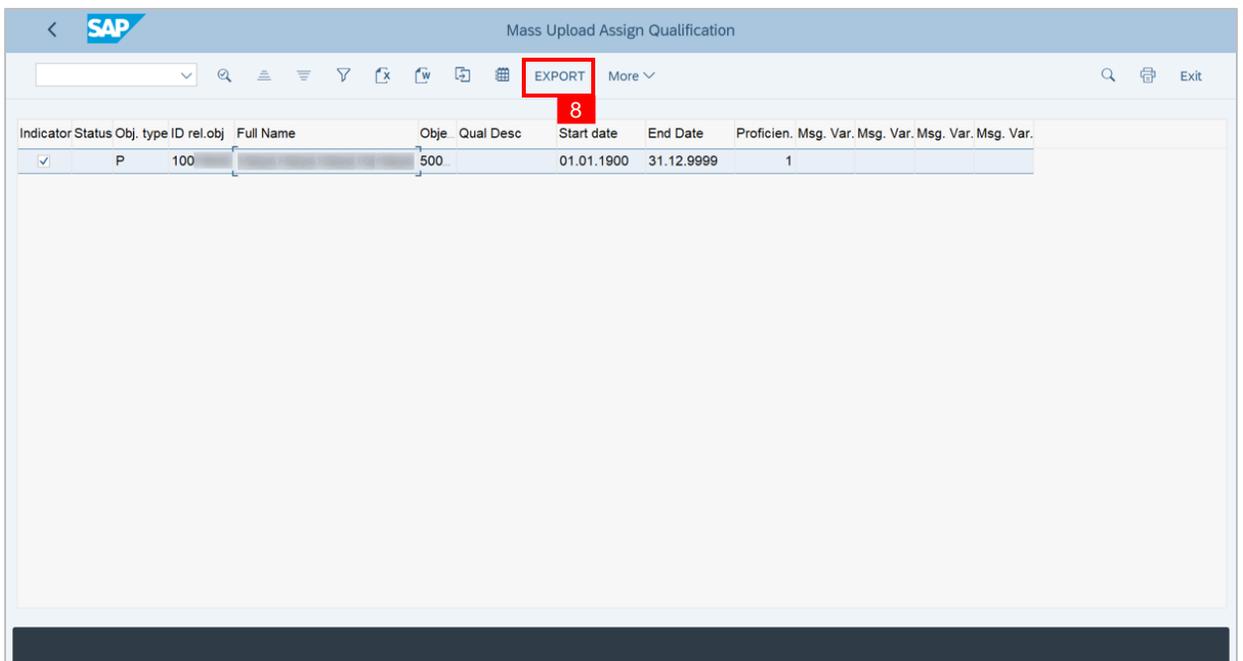
## 7. Select the Qualification desired to be assigned.



Mass Upload Assign Qualification

| 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. |
|-------------------------------------|--------|-----------|------------|-----------|-------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | P      |           | 100        |           | 500   |           | 01.01.1900 | 31.12.9999 | 1          |           |           |           |           |

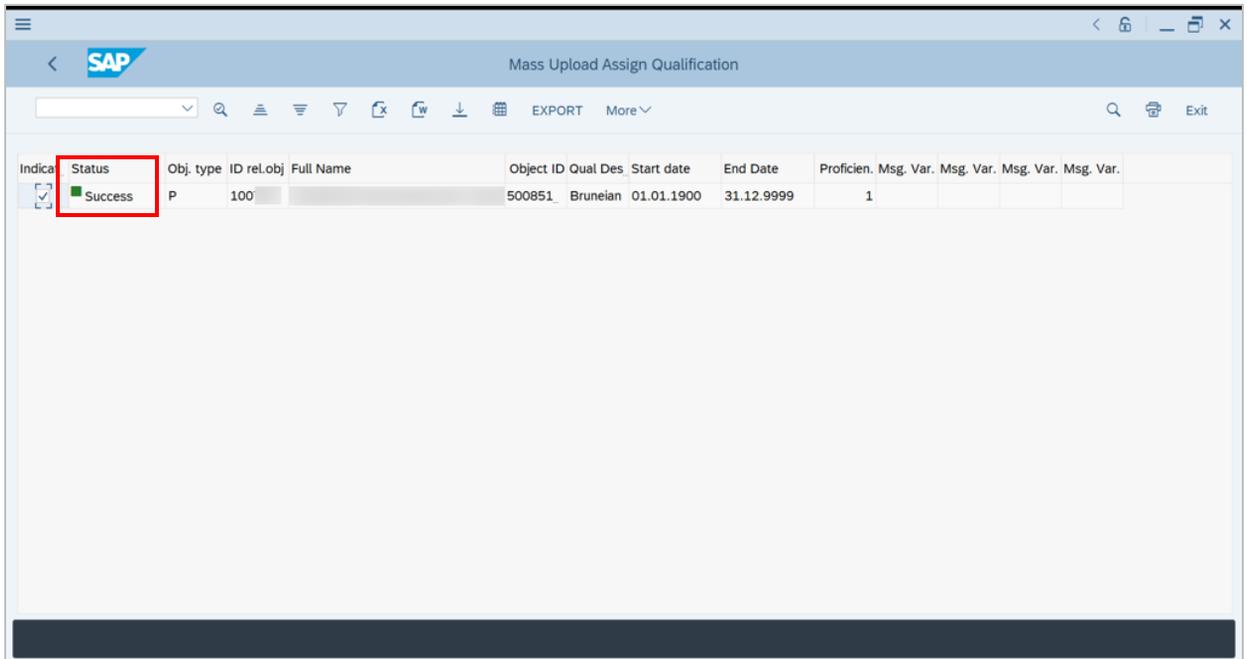
## 8. Then click on the Export button.



Mass Upload Assign Qualification

| 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. |
|-------------------------------------|--------|-----------|------------|-----------|-------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | P      |           | 100        |           | 500   |           | 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.

| Indica                              | 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. |
|-------------------------------------|---------|-----------|------------|-----------|-----------|----------|------------|------------|------------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | Success | P         | 100        |           | 500851    | Bruneian | 01.01.1900 | 31.12.9999 | 1          |           |           |           |           |

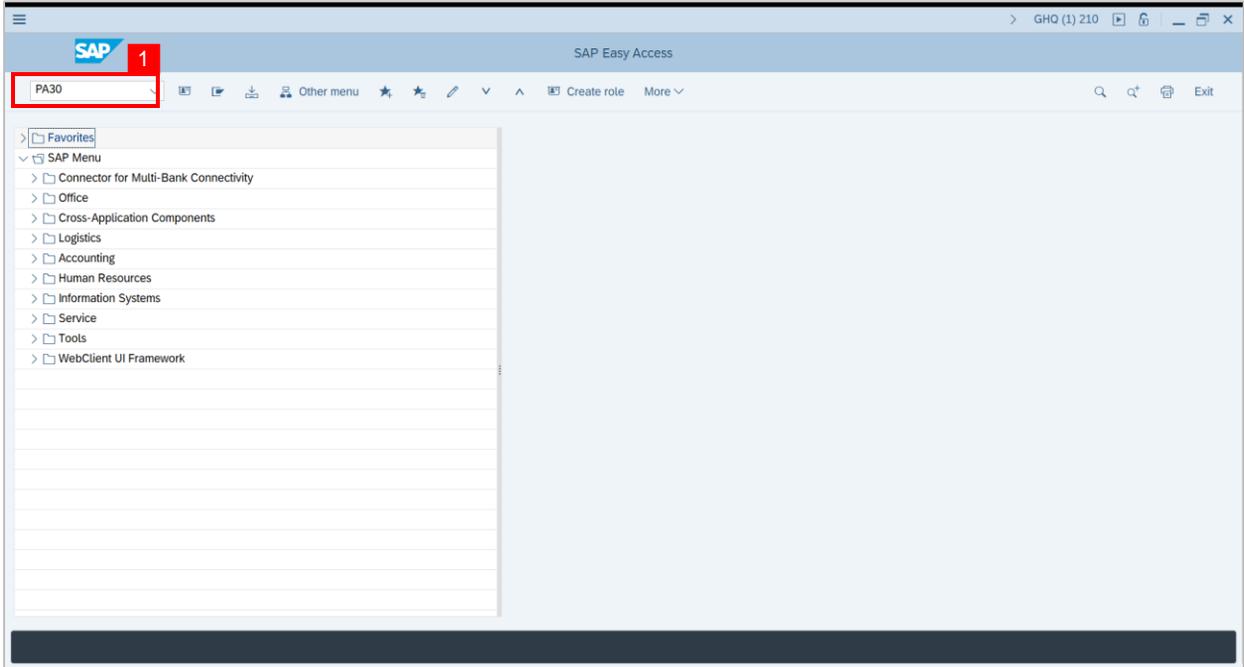
**ASSIGN QUALIFICATION  
TO PERSON**

**Backend User**

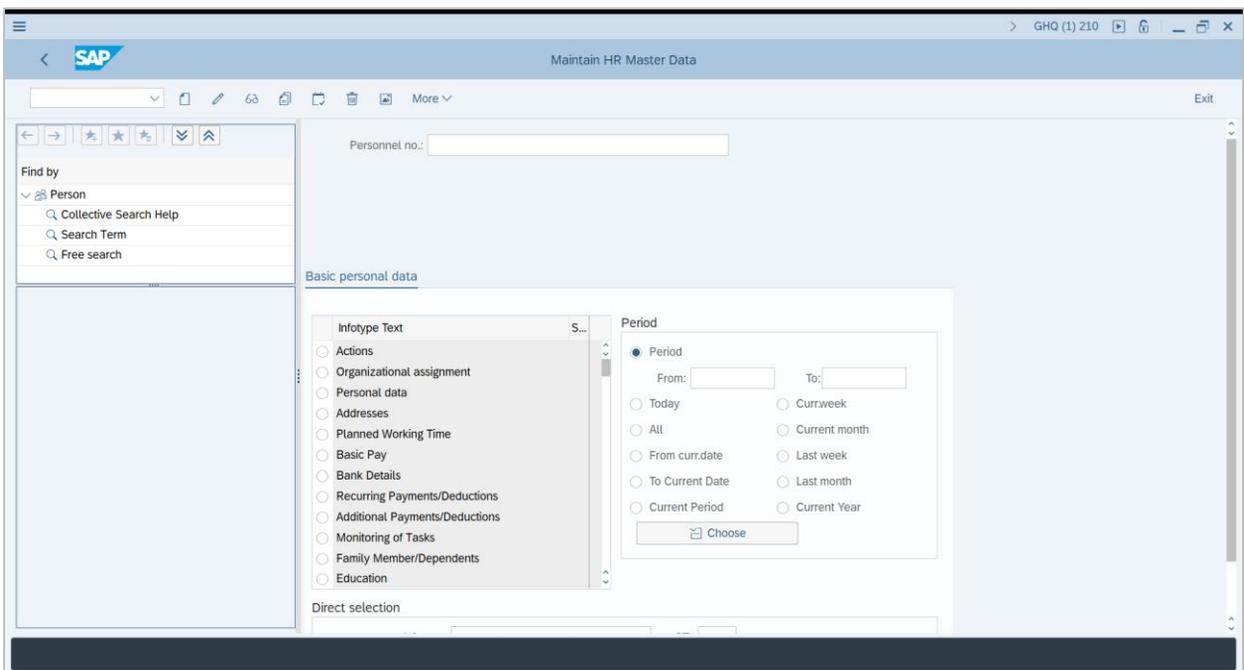
Department HR Development

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

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

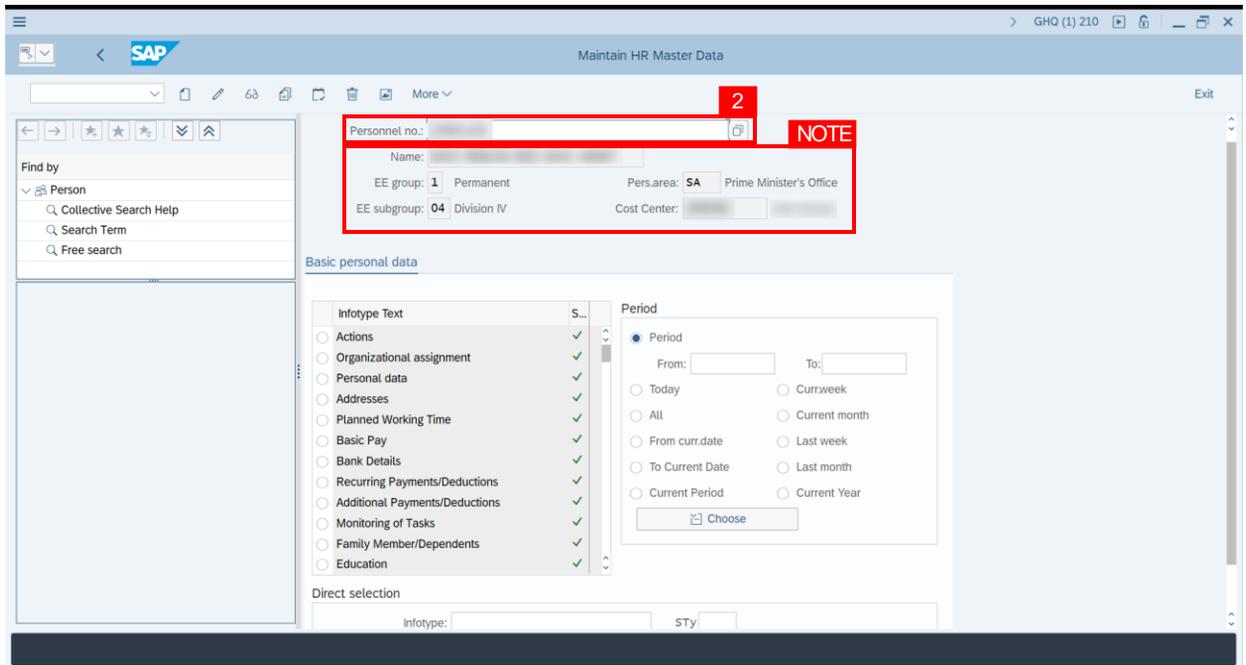


**Note: Maintain HR Master Data Page** will be displayed.



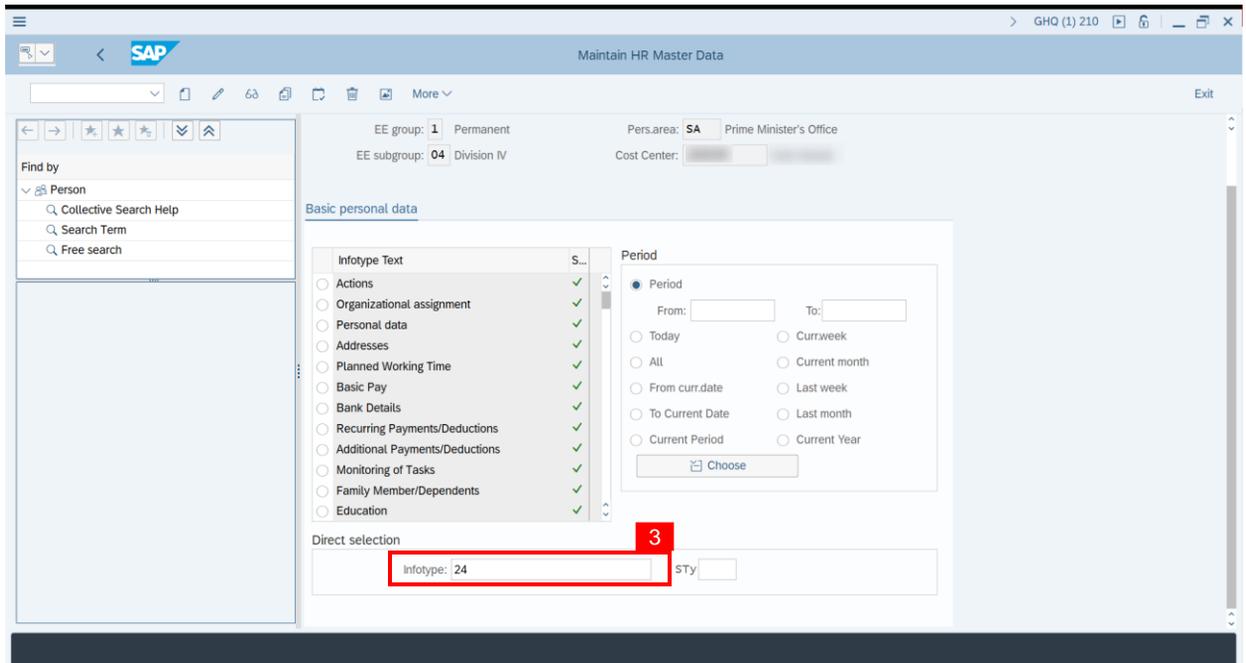
2. Enter **Personnel Number** and press Enter on the keyboard.

**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, and a red '2' is placed above it. A red 'NOTE' box is also present. Below the personnel number, the following details are displayed: 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 and a 'Period' selection area.

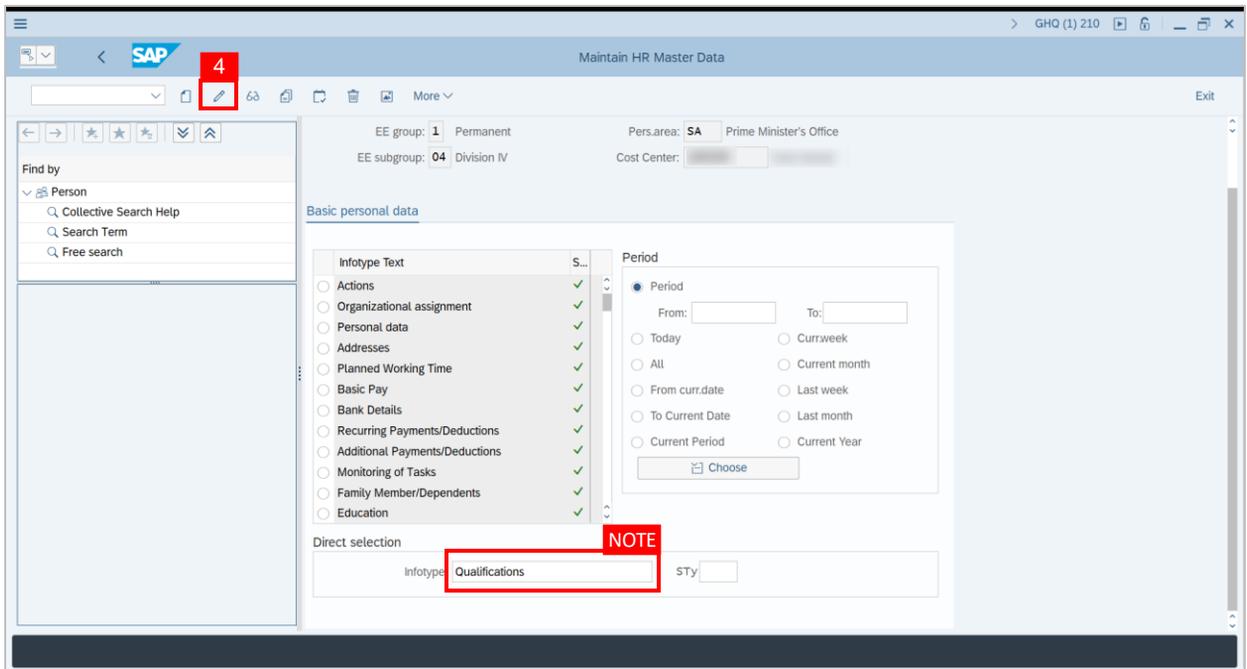
3. In the Direct Selection section, Enter Infotype **'24'** in the Infotype field and press Enter on the keyboard.



The screenshot shows the same SAP 'Maintain HR Master Data' interface. The 'Direct selection' section is highlighted with a red box, and the 'Infotype' field contains the value '24'. A red '3' is placed above the field. The 'Basic personal data' section is also visible, showing the same list of infotypes and 'Period' selection area as in the previous screenshot.

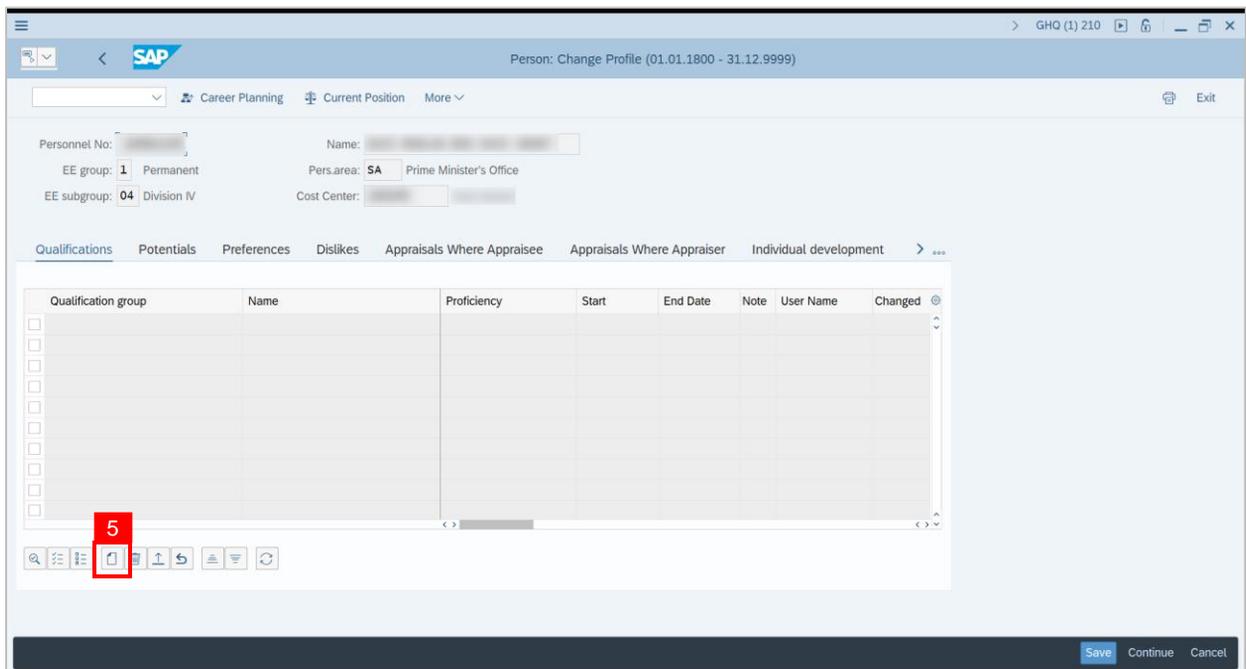
**Note:** 'Infotype:' field will be filled with 'Qualifications'.

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



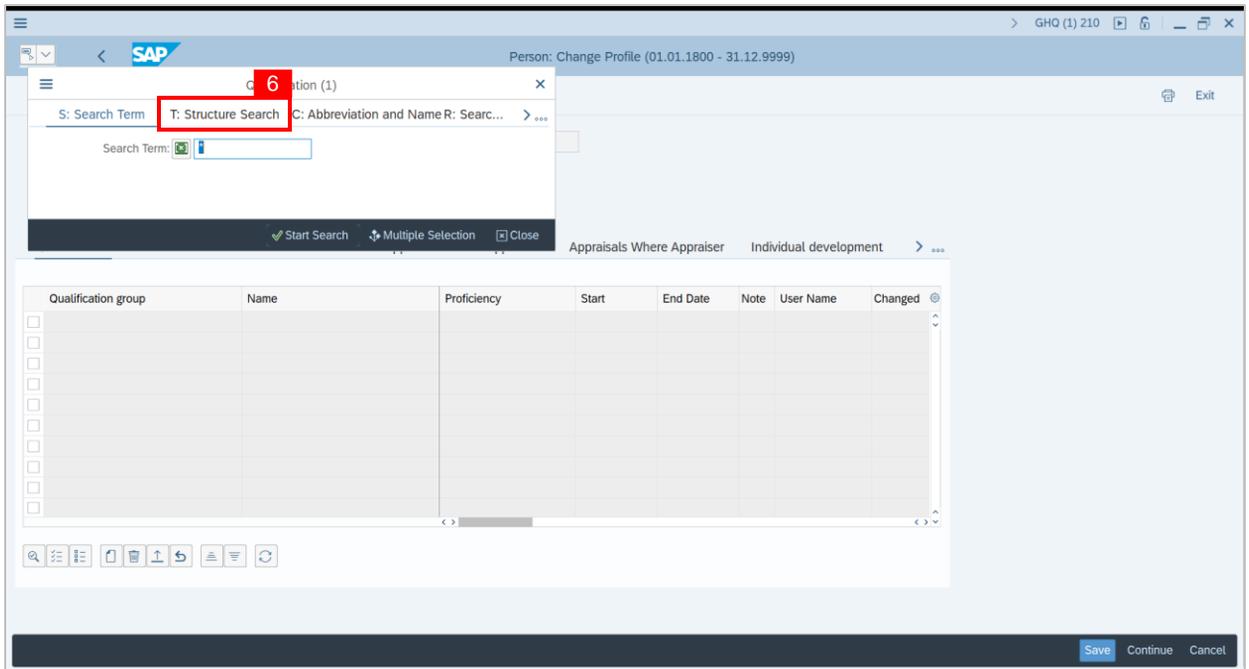
**Note:** Person: Change Profile Page will be displayed.

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



**Note:** Search Window will be displayed.

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



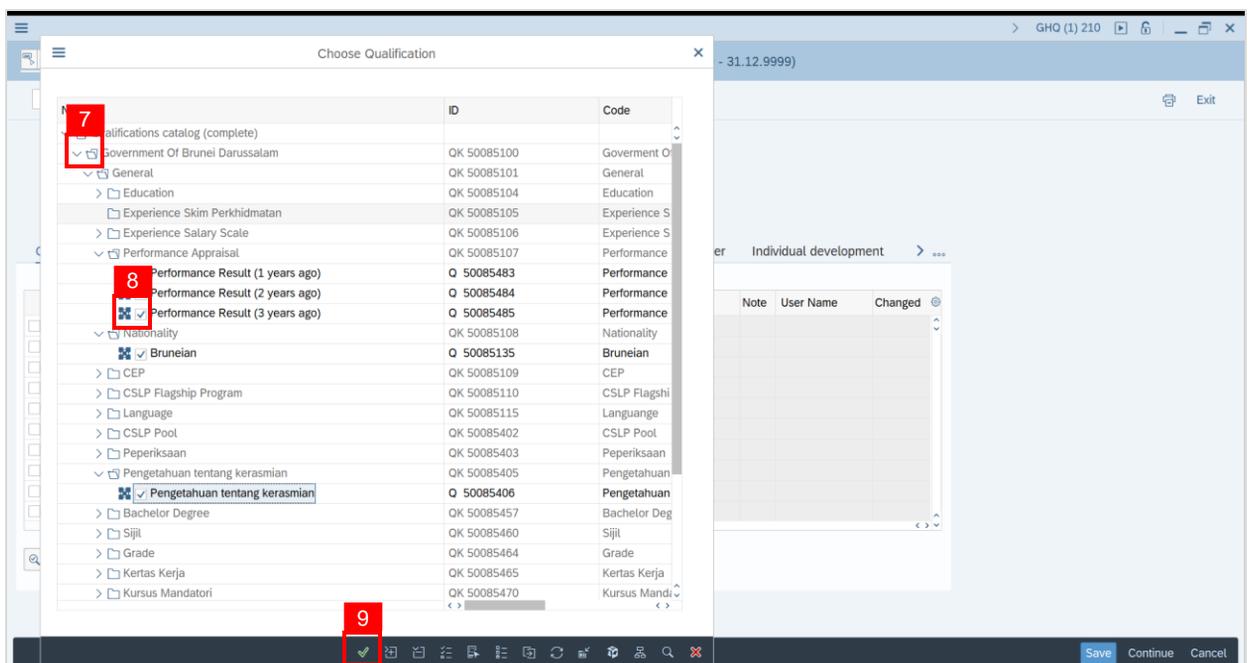
**Note:** Qualification Catalog will be displayed.

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

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

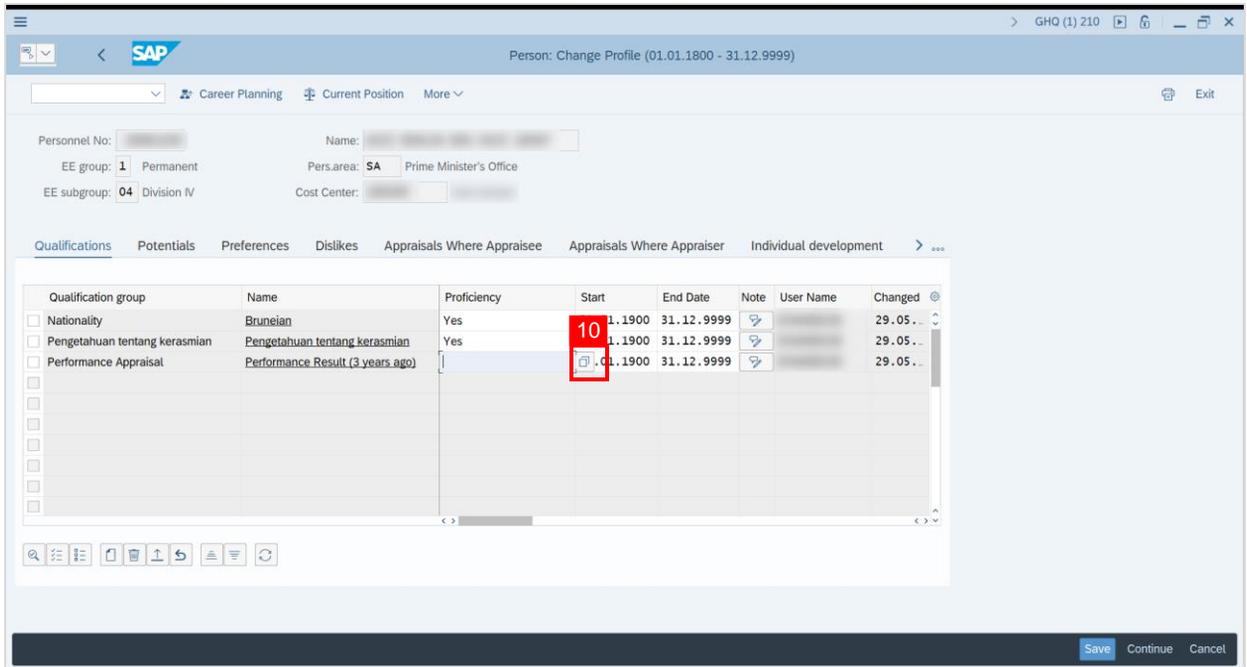
**Note:** More than one qualification can be added at a time.

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.

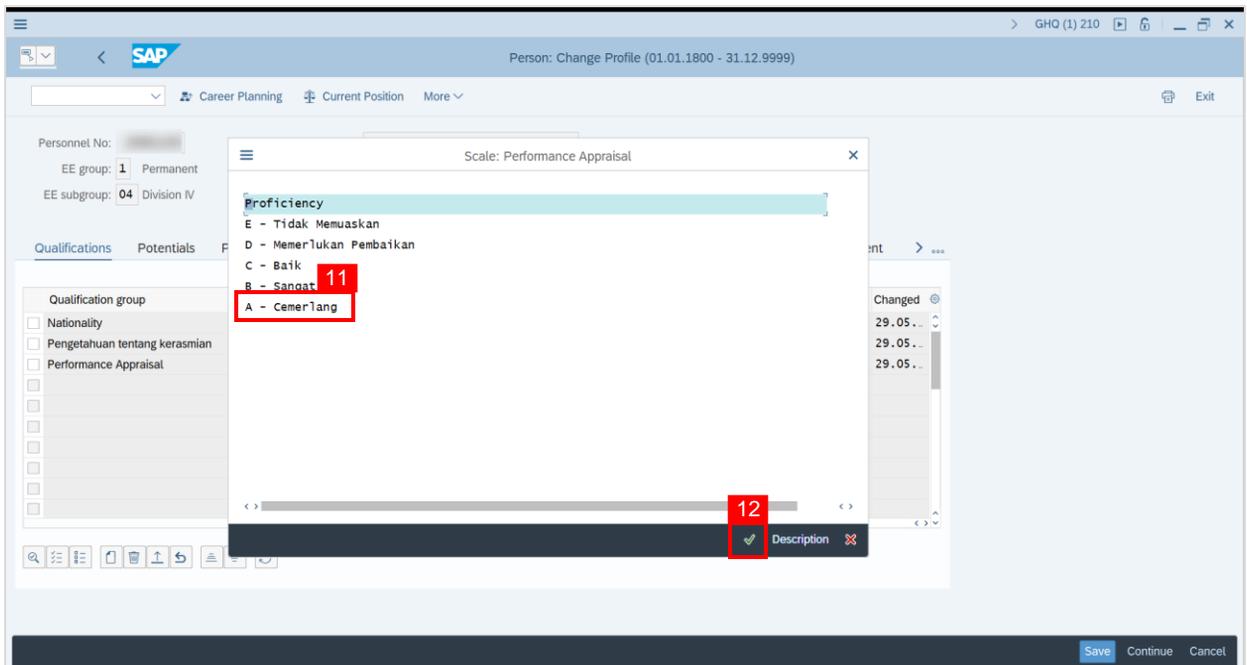


| Qualification group      | Name                          | Proficiency                      | Start | End Date  | Note       | User Name | Changed |
|--------------------------|-------------------------------|----------------------------------|-------|-----------|------------|-----------|---------|
| <input type="checkbox"/> | Nationality                   | Bruneian                         | Yes   | 1.1.1900  | 31.12.9999 |           | 29.05.. |
| <input type="checkbox"/> | Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian    | Yes   | 1.1.1900  | 31.12.9999 |           | 29.05.. |
| <input type="checkbox"/> | Performance Appraisal         | Performance Result (3 years ago) |       | 1.01.1900 | 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.

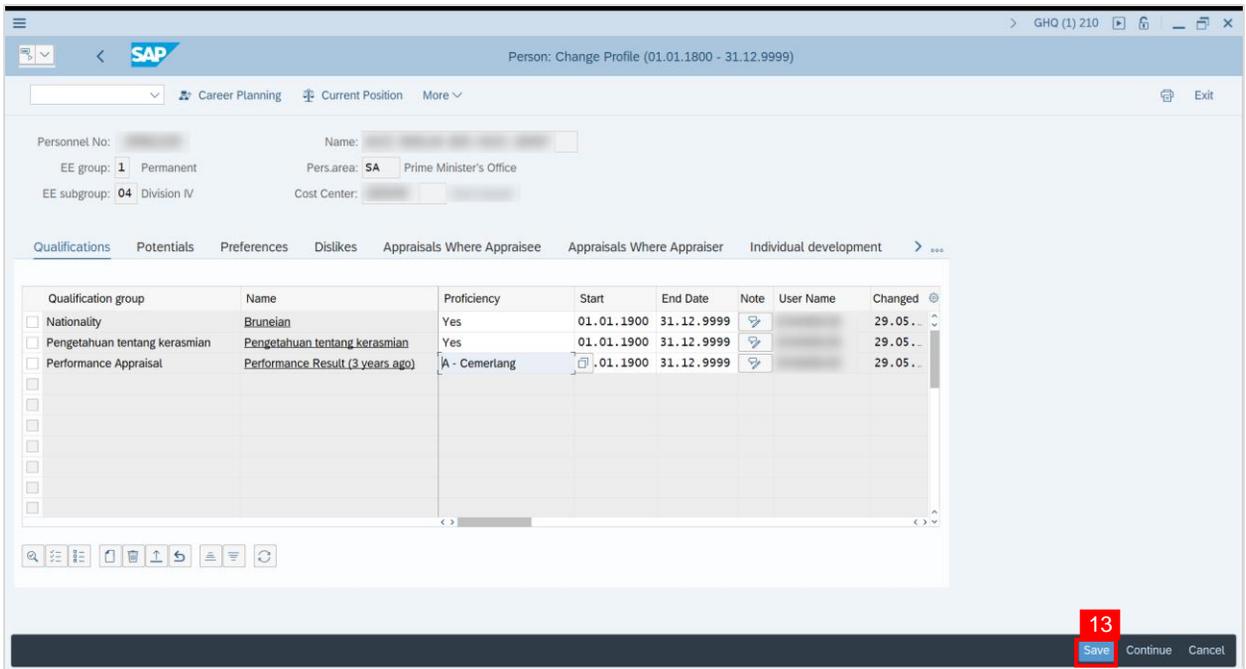


Scale: Performance Appraisal

- Proficiency
- E - Tidak Memuaskan
- D - Memerlukan Pembaikan
- C - Baik
- B - Sangat **11**
- A - Cemerlang**

**12** Description

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



Person: Change Profile (01.01.1800 - 31.12.9999)

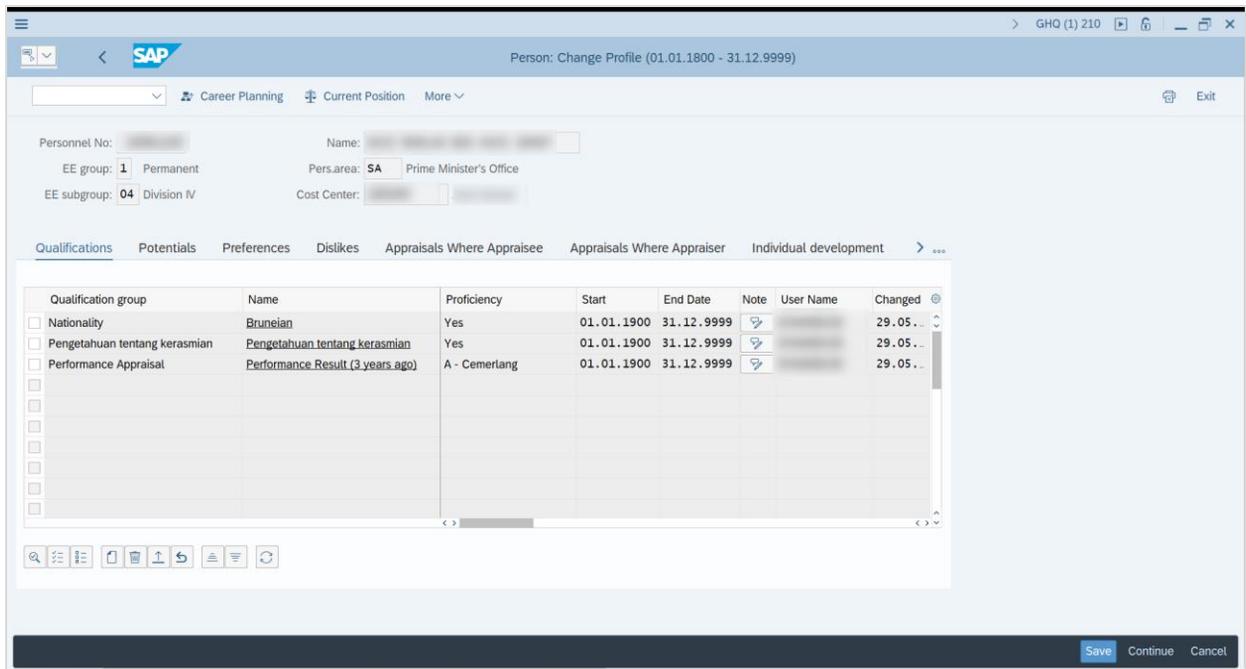
Personnel No: [redacted] Name: [redacted]  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 04 Division IV Cost Center: [redacted]

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

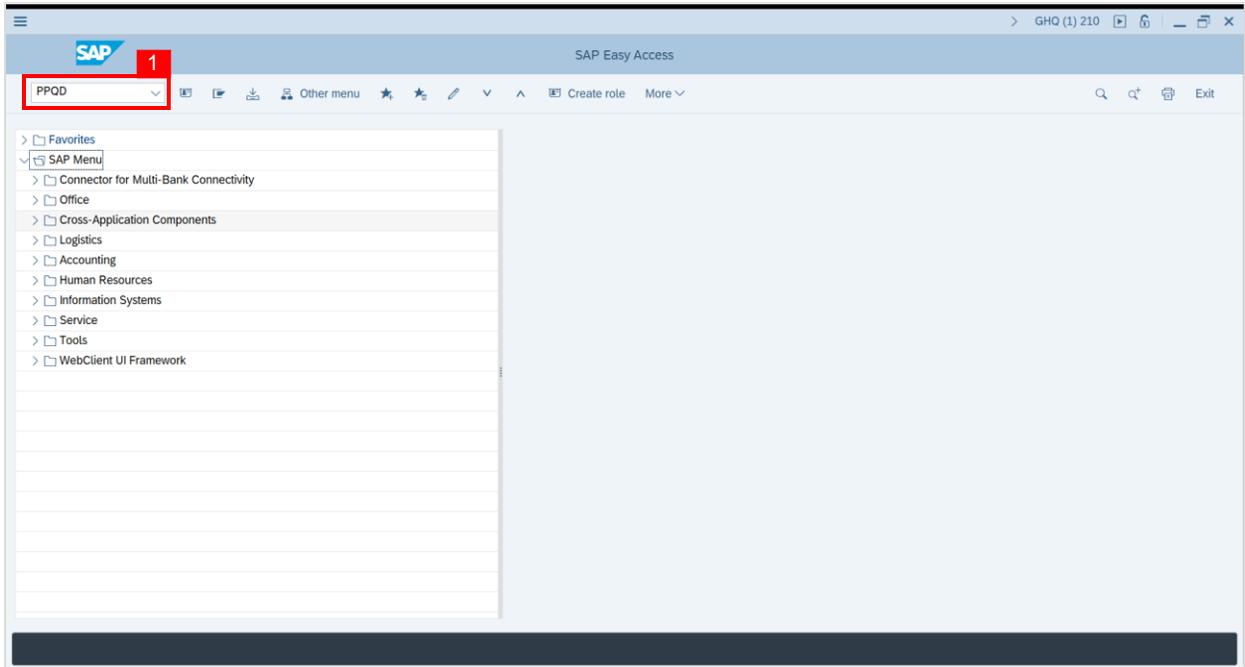
**VIEW QUALIFICATION  
CATALOG**

**Backend User**

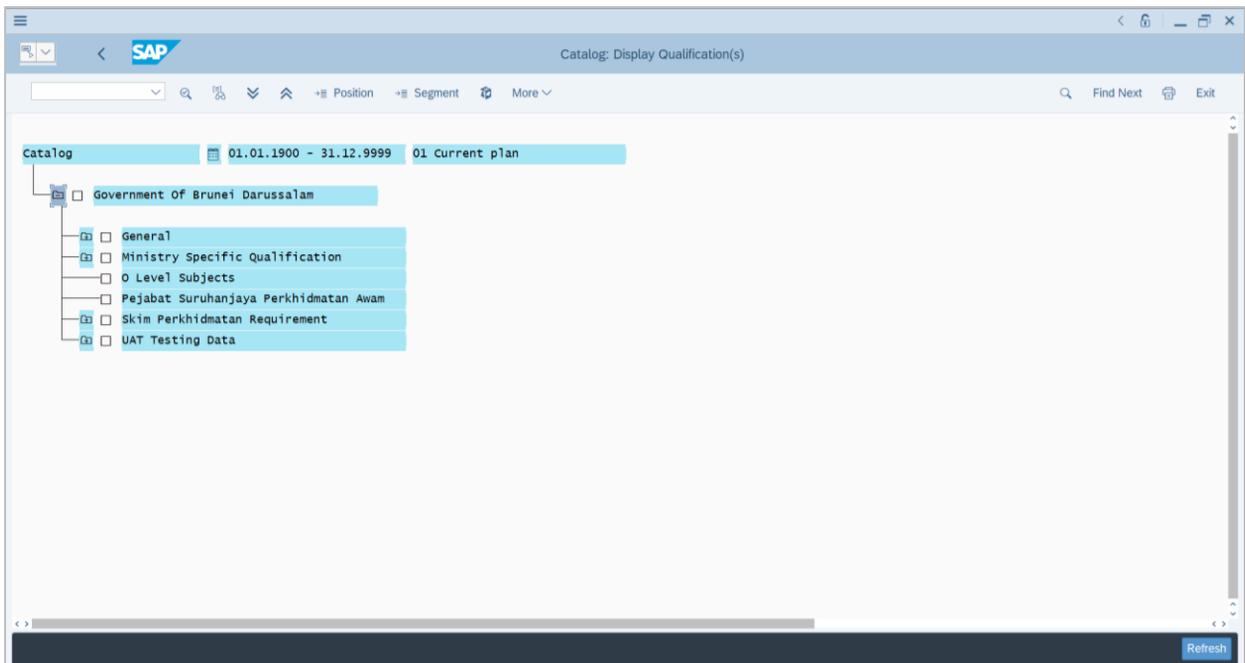
Department HR Development

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.



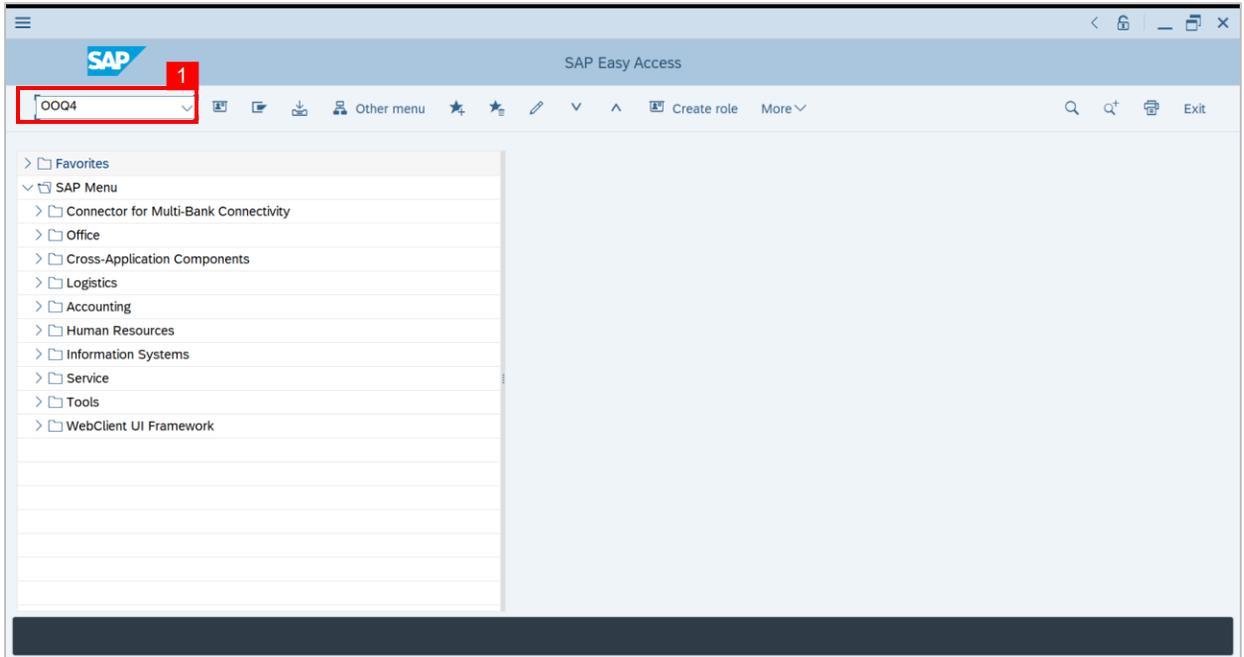
**CREATE CAREER PATH**

**Backend User**

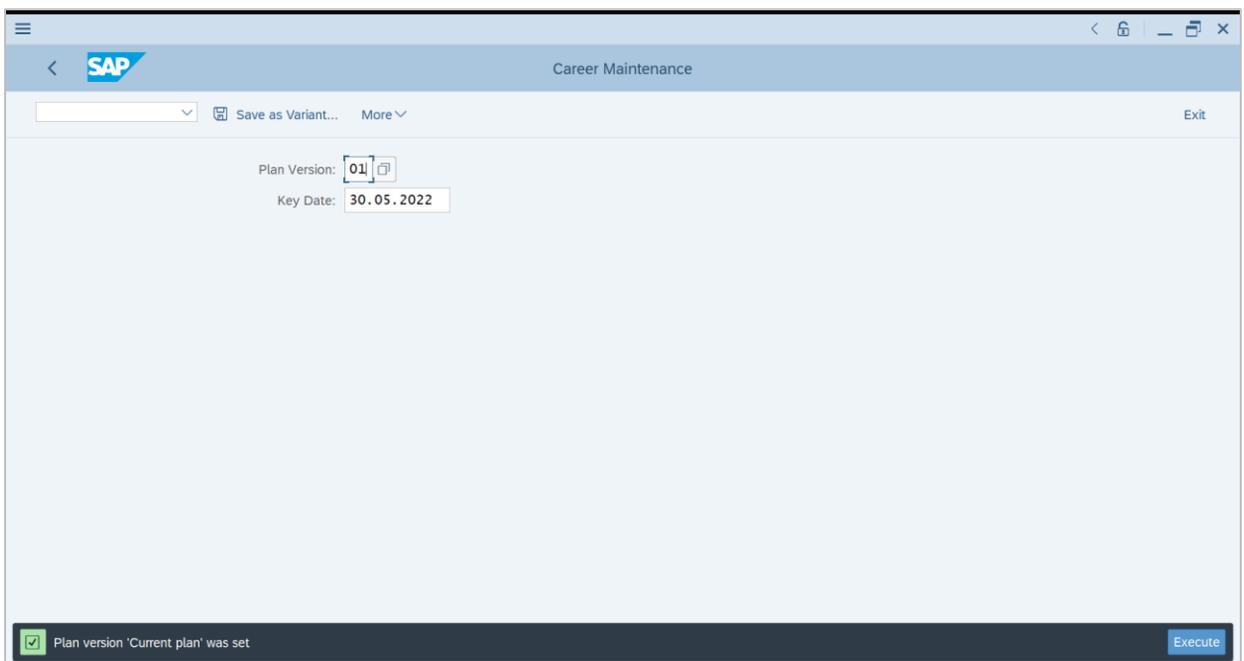
JPA and SPA

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

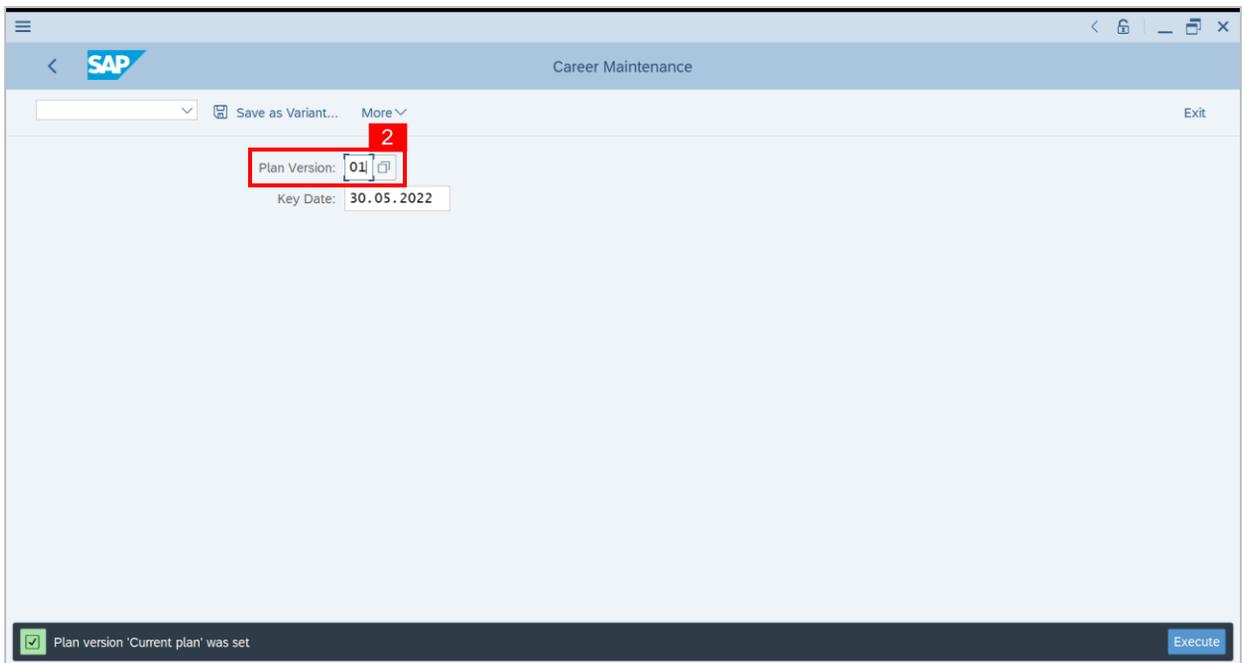
1. Enter **OOQ4** in the search bar.



**Note:** Career Maintenance page will be displayed.

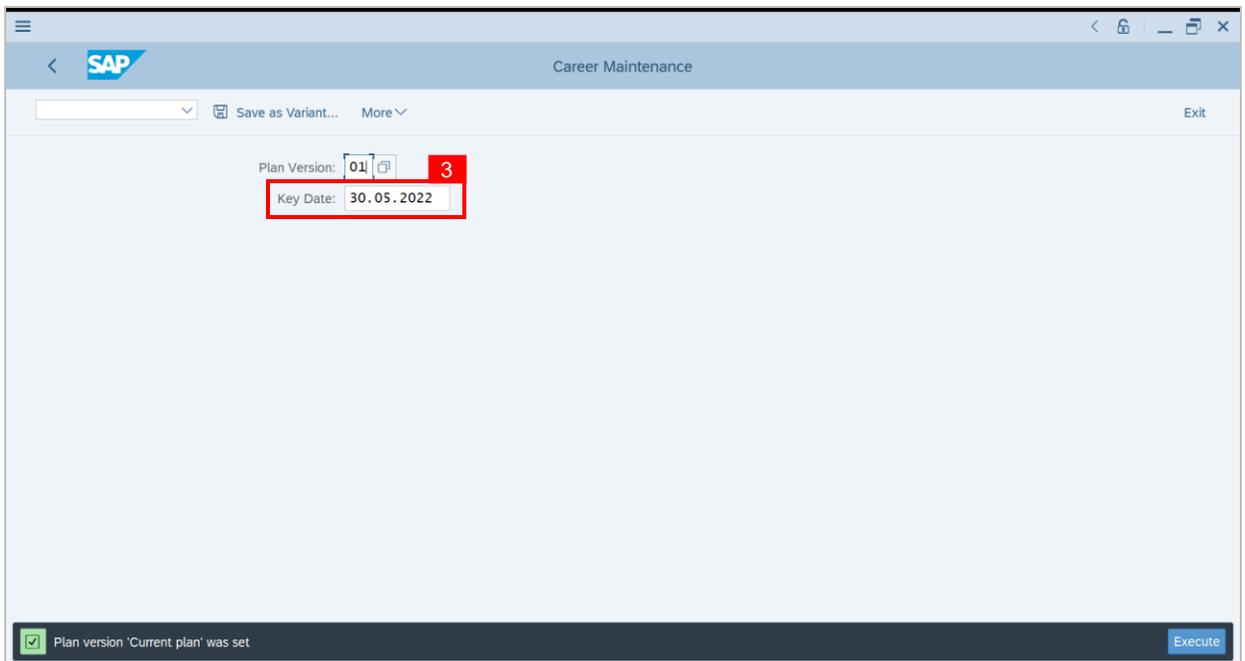


## 2. Fill in the Plan Version.



The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '2' is positioned above the field. The 'Key Date' field contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' with a green checkmark and an 'Execute' button.

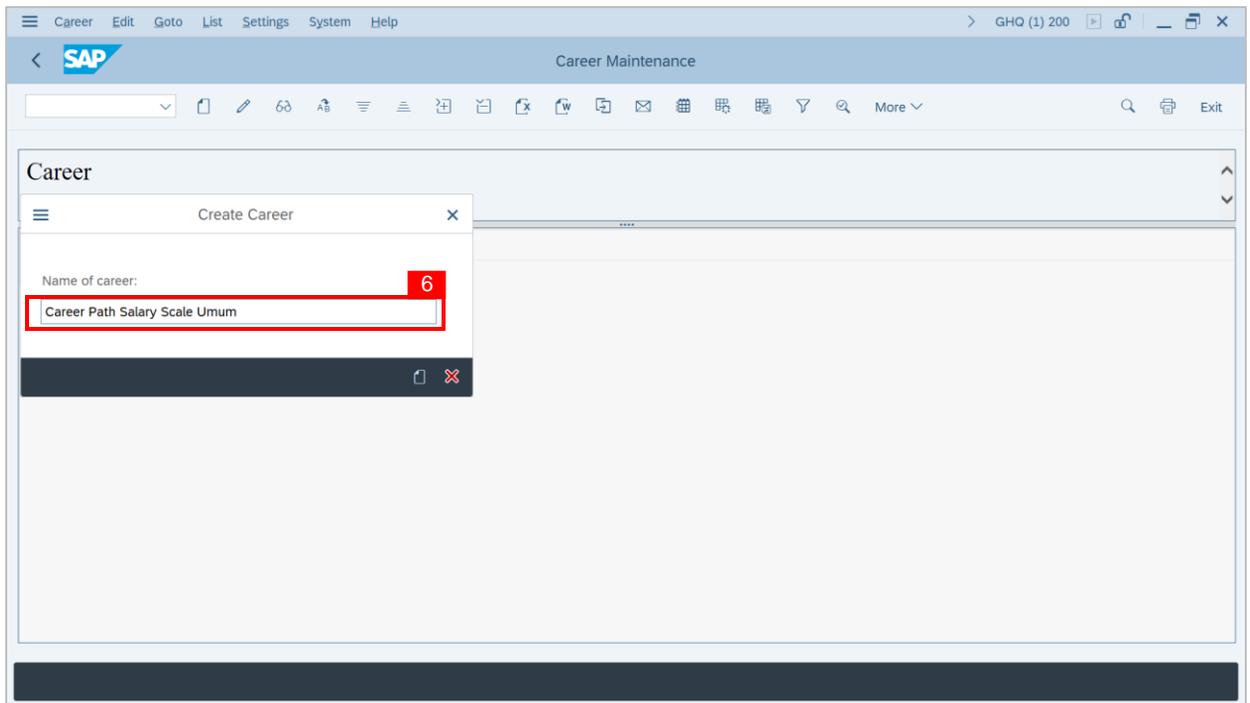
## 3. Fill in the date of desired Career Path to be created.



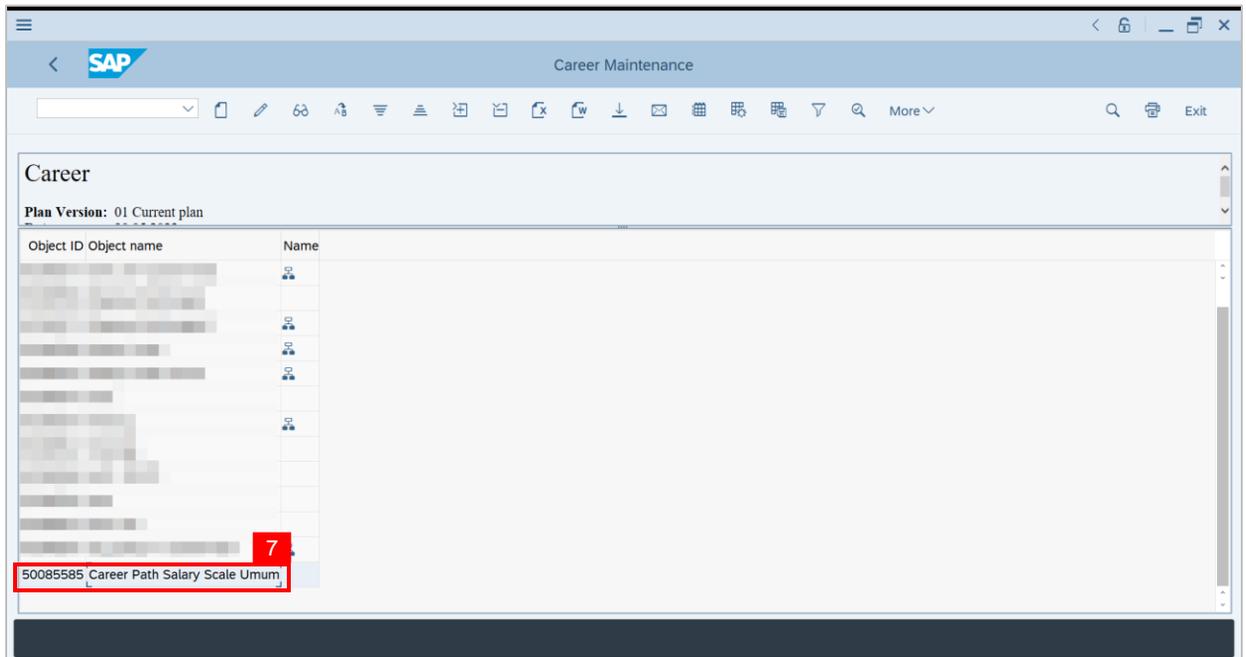
The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '3' is positioned above the field. The 'Key Date' field is highlighted with a red box and contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' with a green checkmark and an 'Execute' button.



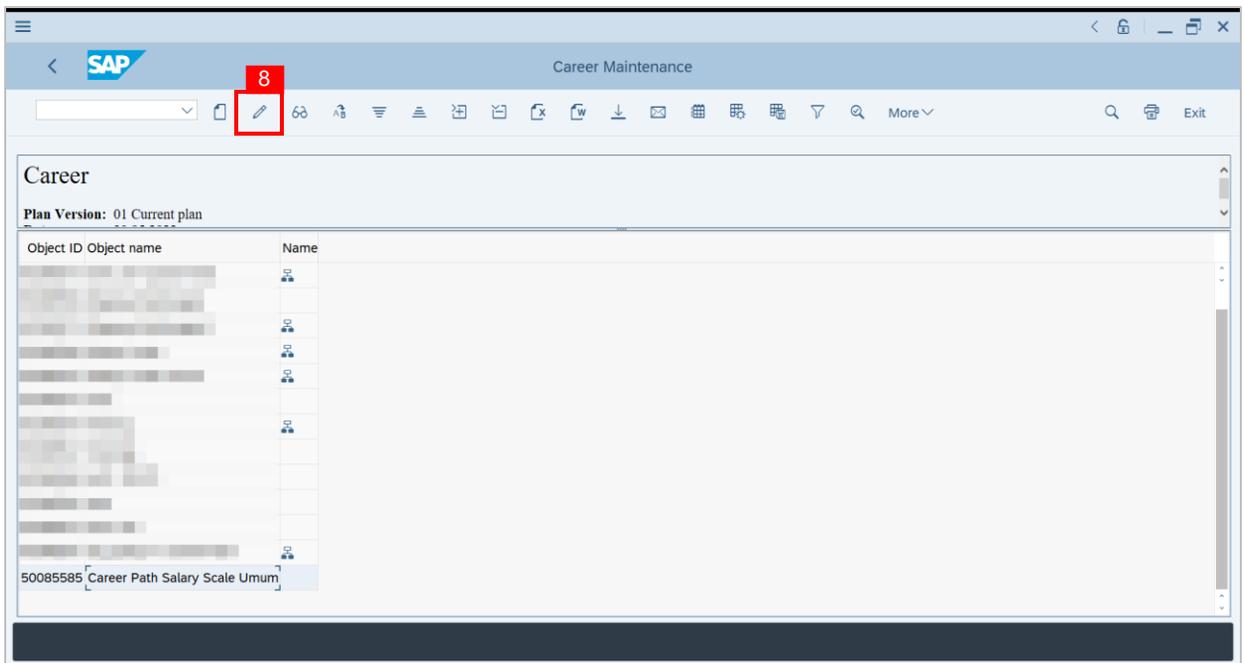
## 6. Enter a name for the Career Path.



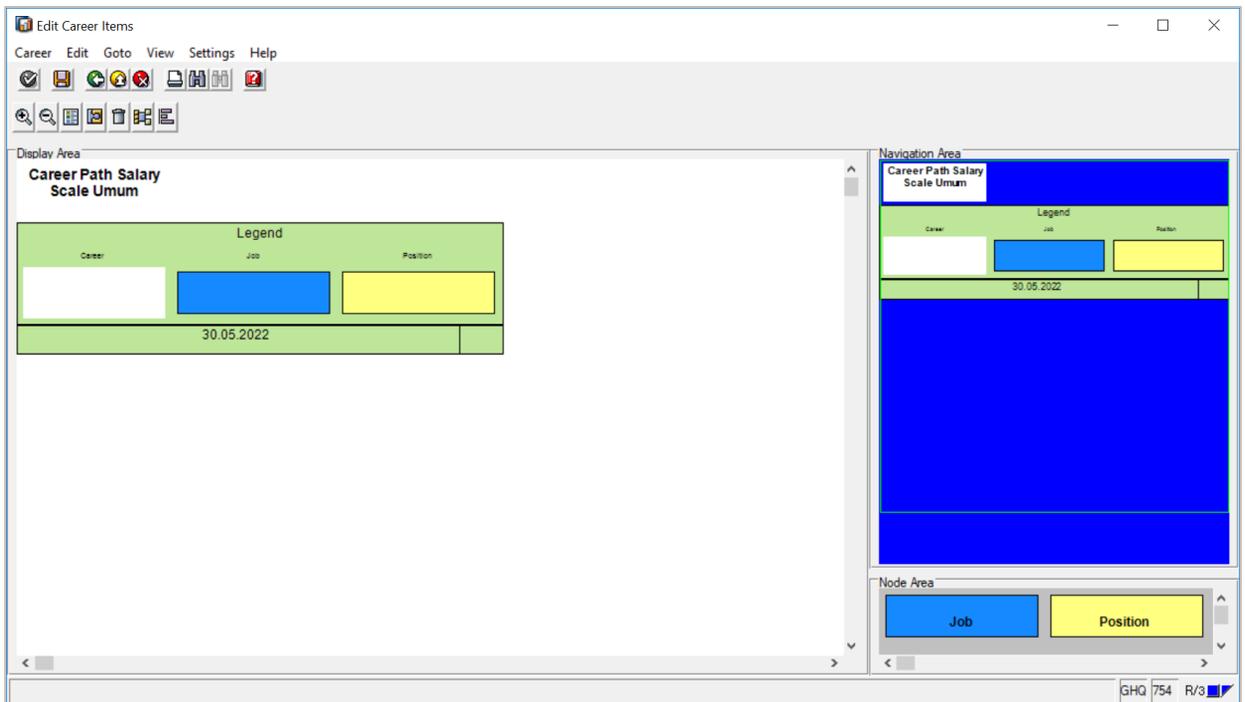
## 7. Click the name of the Career Path.



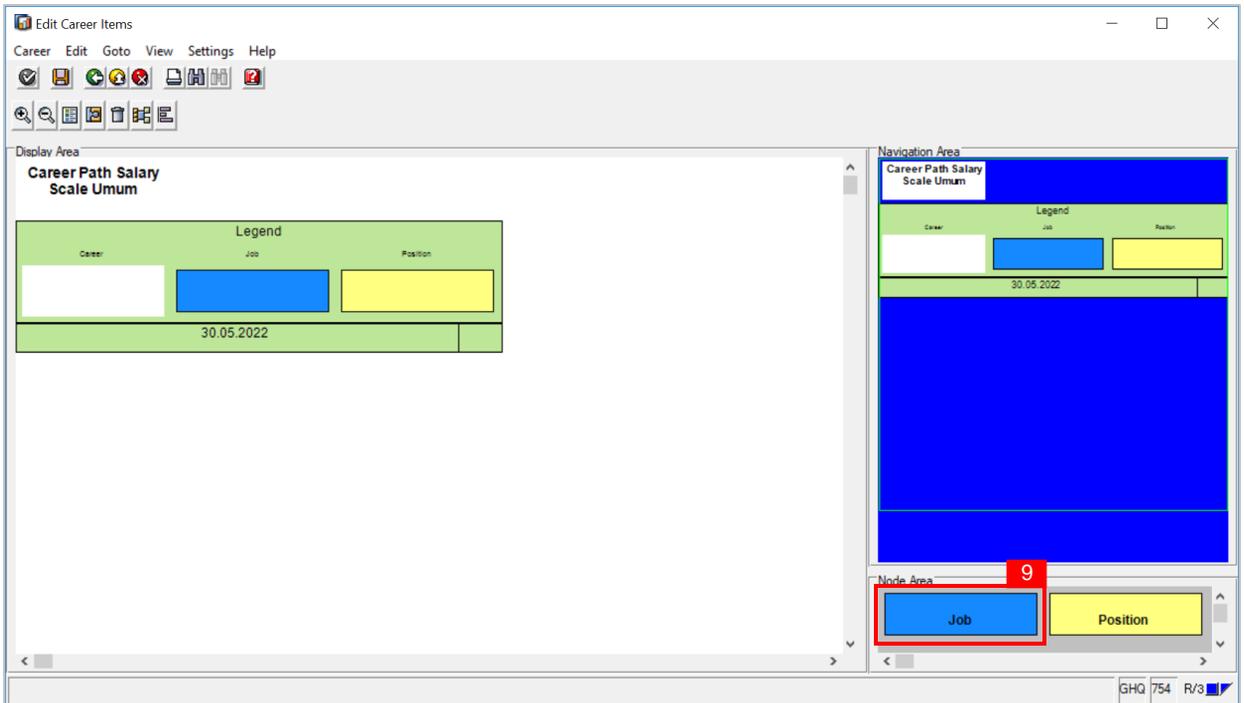
## 8. Click the Edit Icon.



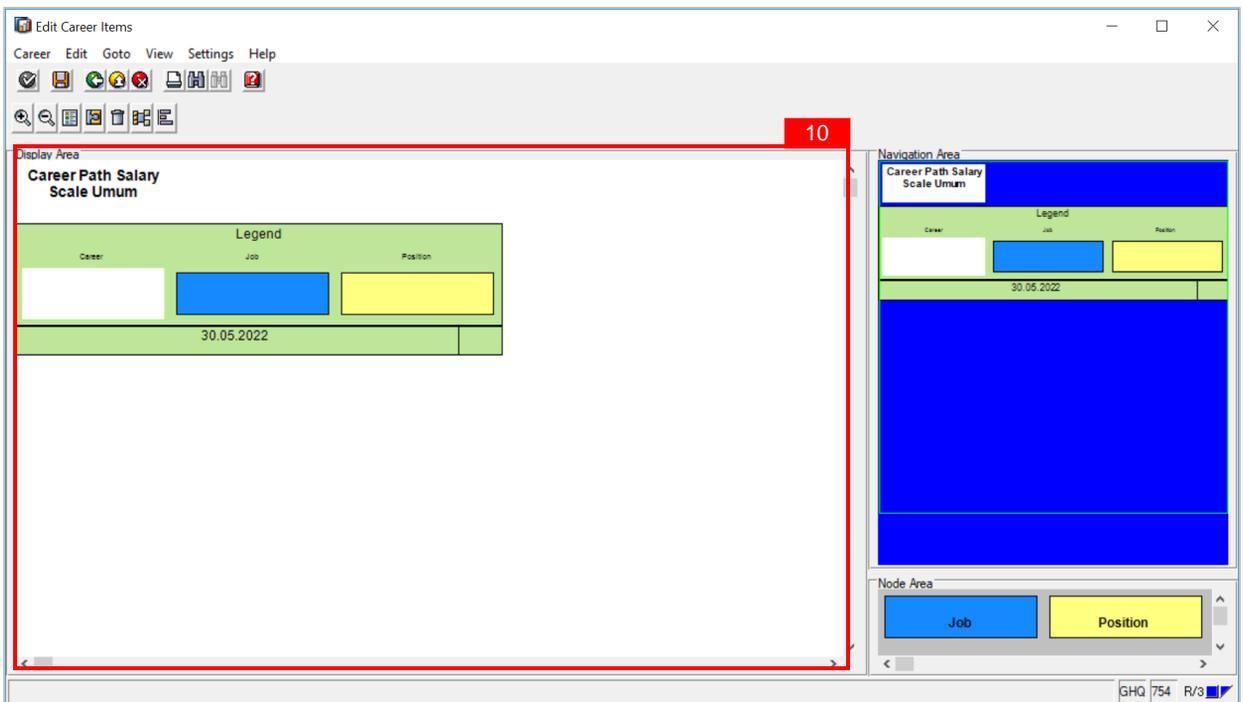
**Note:** Edit Career Path will be displayed.



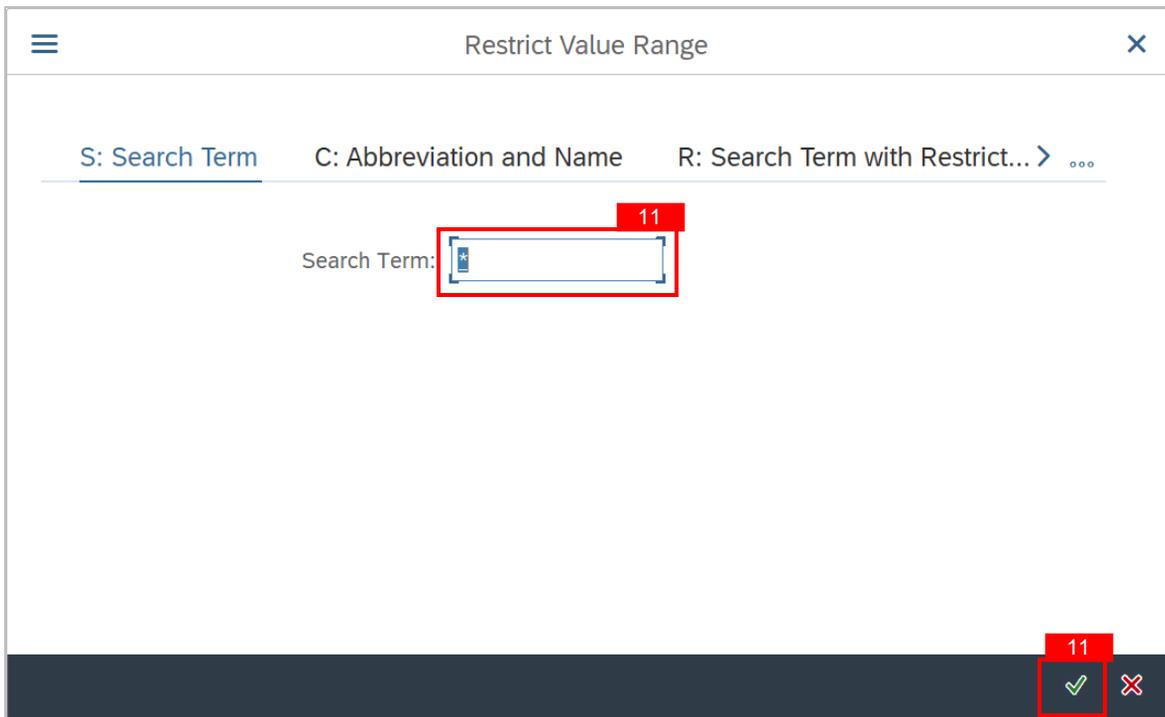
## 9. Click the Job Icon.



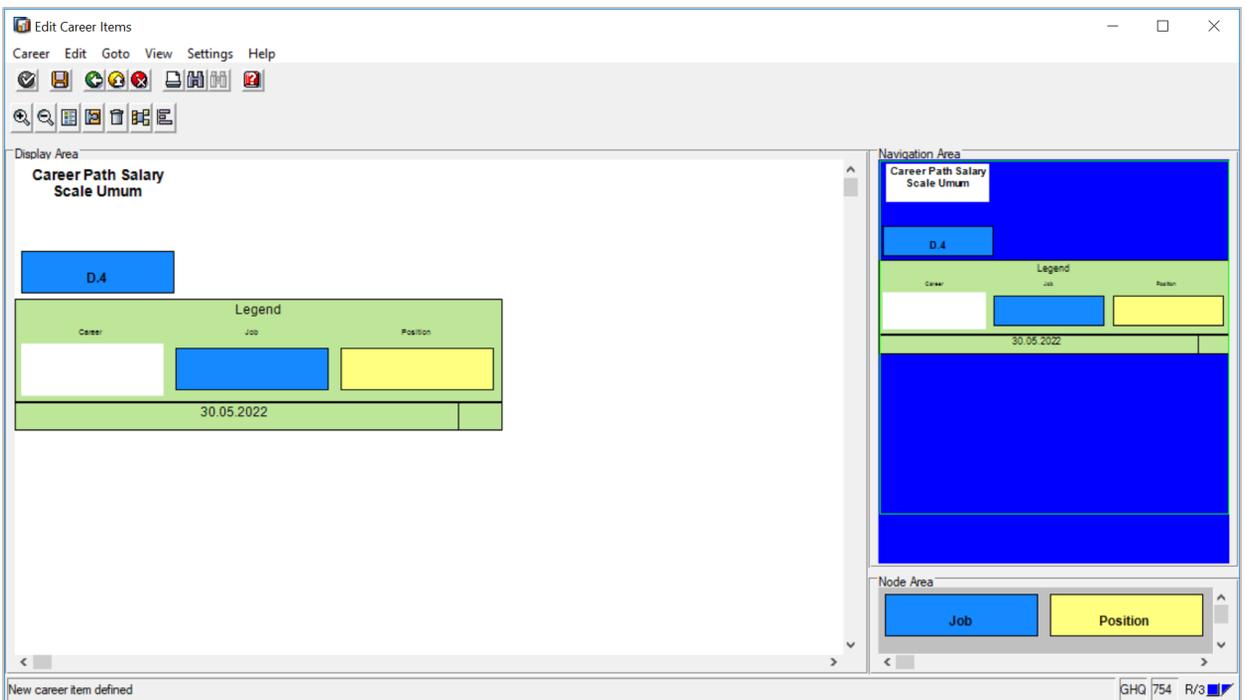
## 10. Then add the Blue Icon into the structure.



11. Fill in the Job name or Search with \* then Click the Tick Icon.

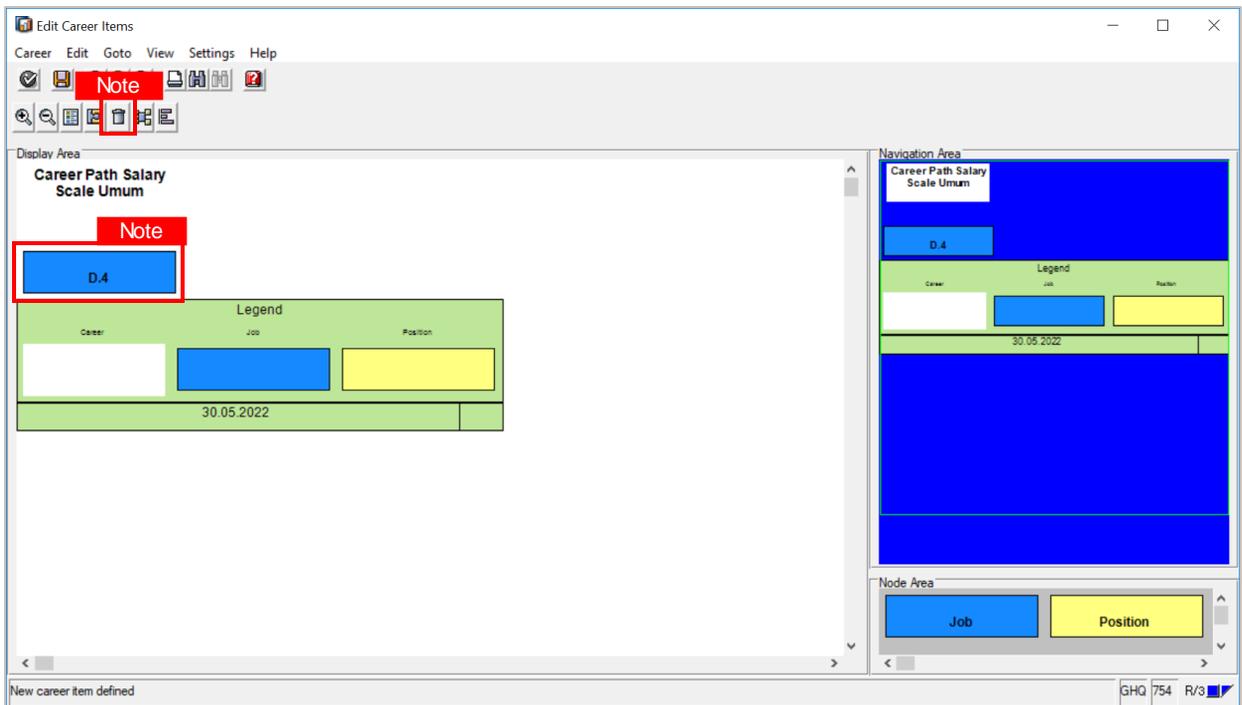


**Note:** The new Job has been added

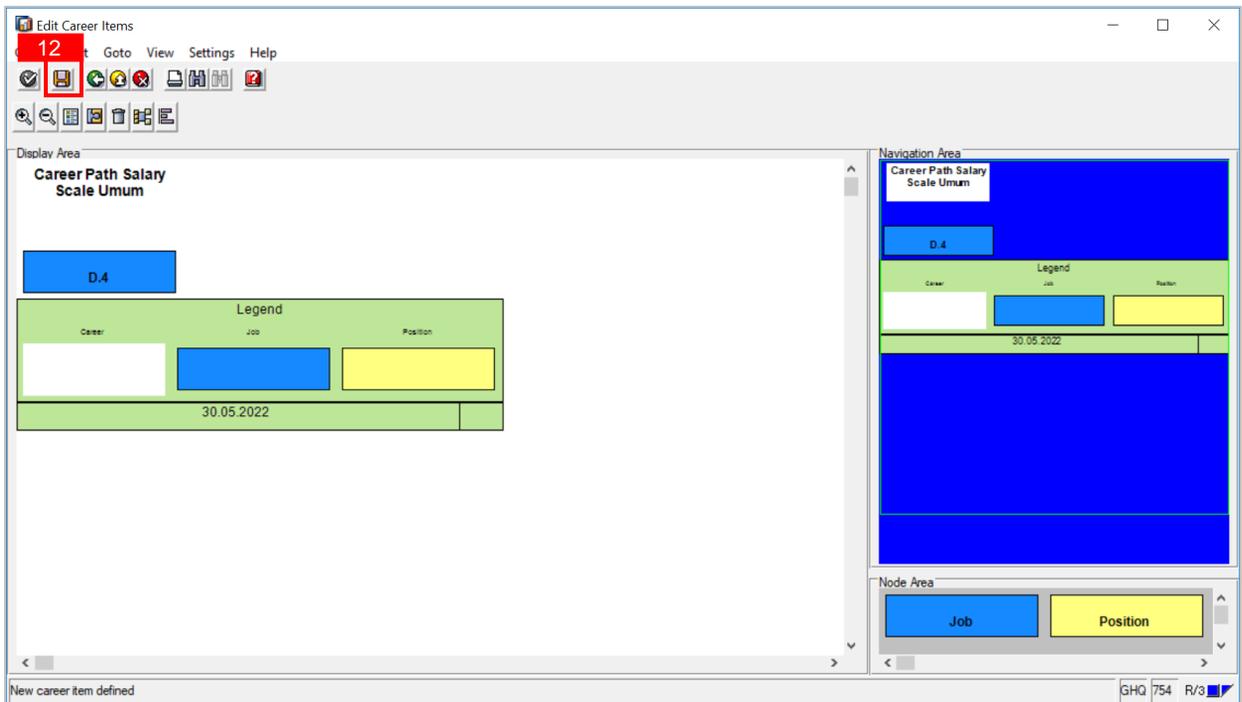


**Note:** Repeat the steps from Step 8-11 by dragging the Job Icon following structure of Career Path.

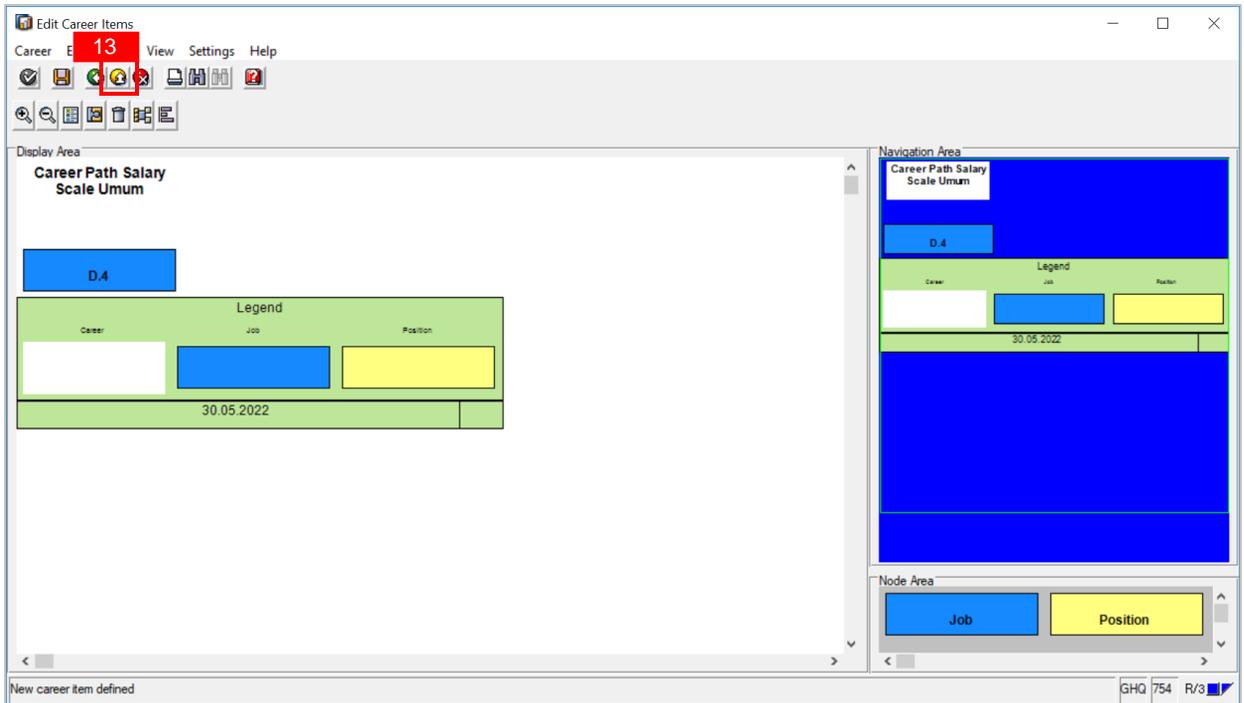
**Note:** To delete the Job Icon, Click the Job Icon and Click the Delete Icon.



**12.** Once the structure is done, Click the **Save Icon**.



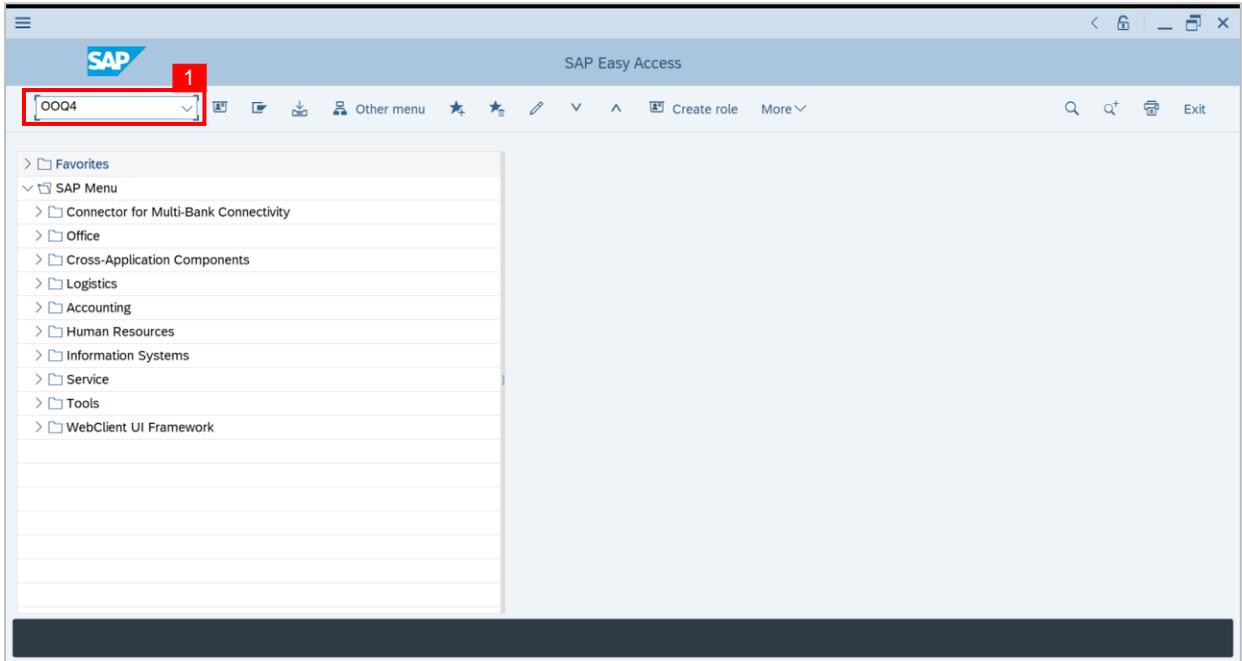
## 13. Then Click the Close Icon to close the Career Path Structure.



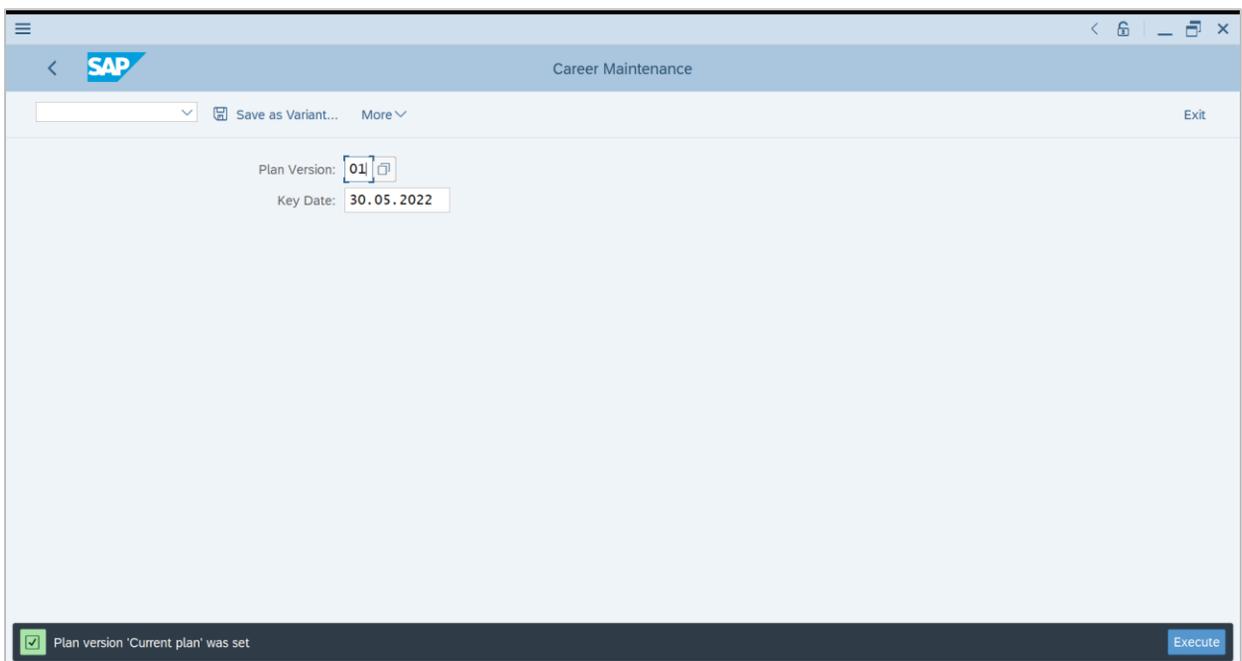
|                         |                     |
|-------------------------|---------------------|
| <b>EDIT CAREER PATH</b> | <b>Backend User</b> |
|                         | JPA and SPA         |

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

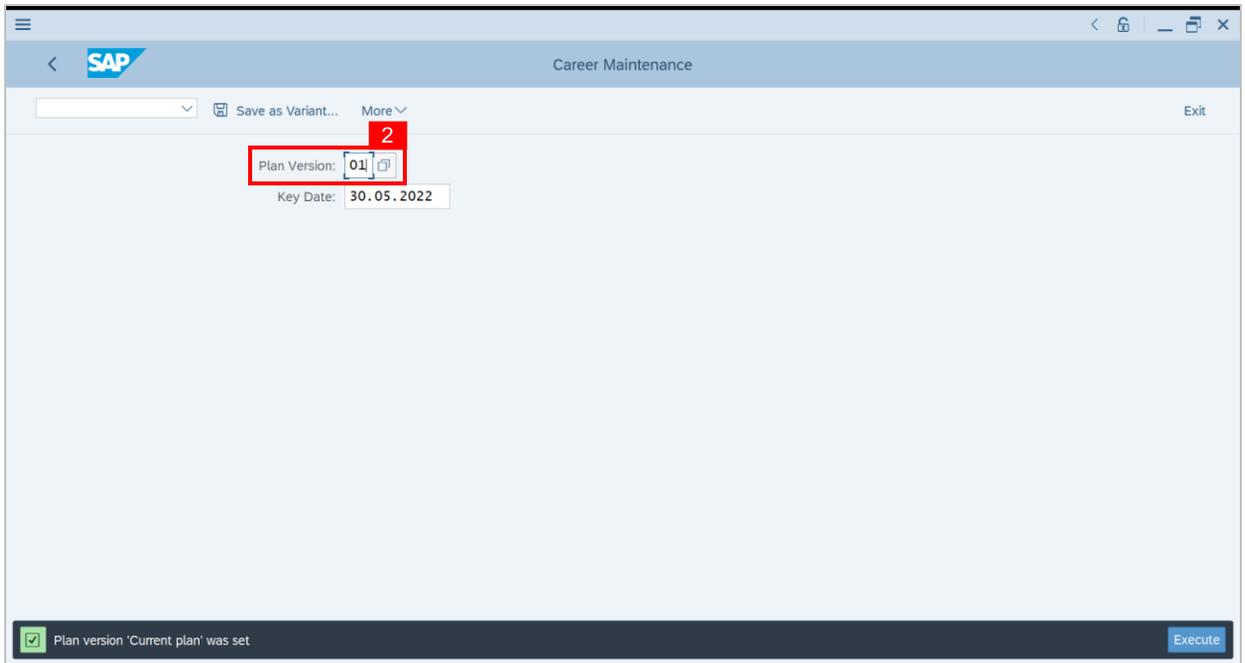
1. Enter **OOQ4** in the search bar.



**Note:** Career Maintenance page will be displayed.

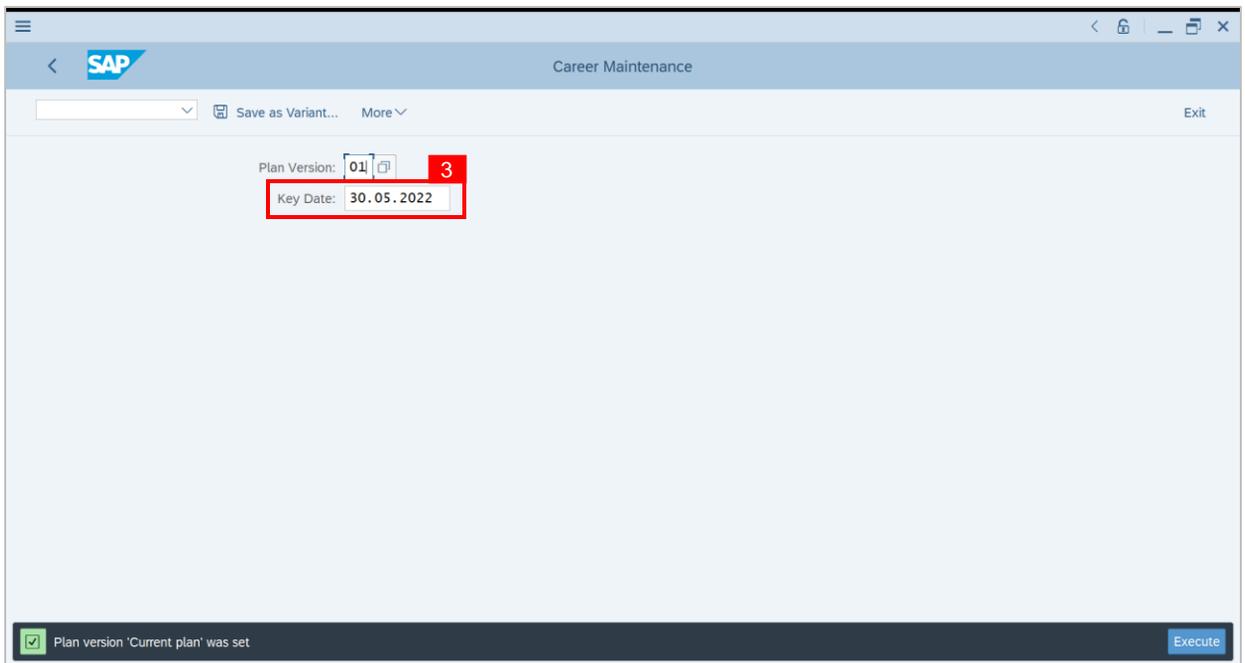


## 2. Fill in the Plan Version.



The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '2' is positioned above the field. The 'Key Date' field contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' and an 'Execute' button is visible.

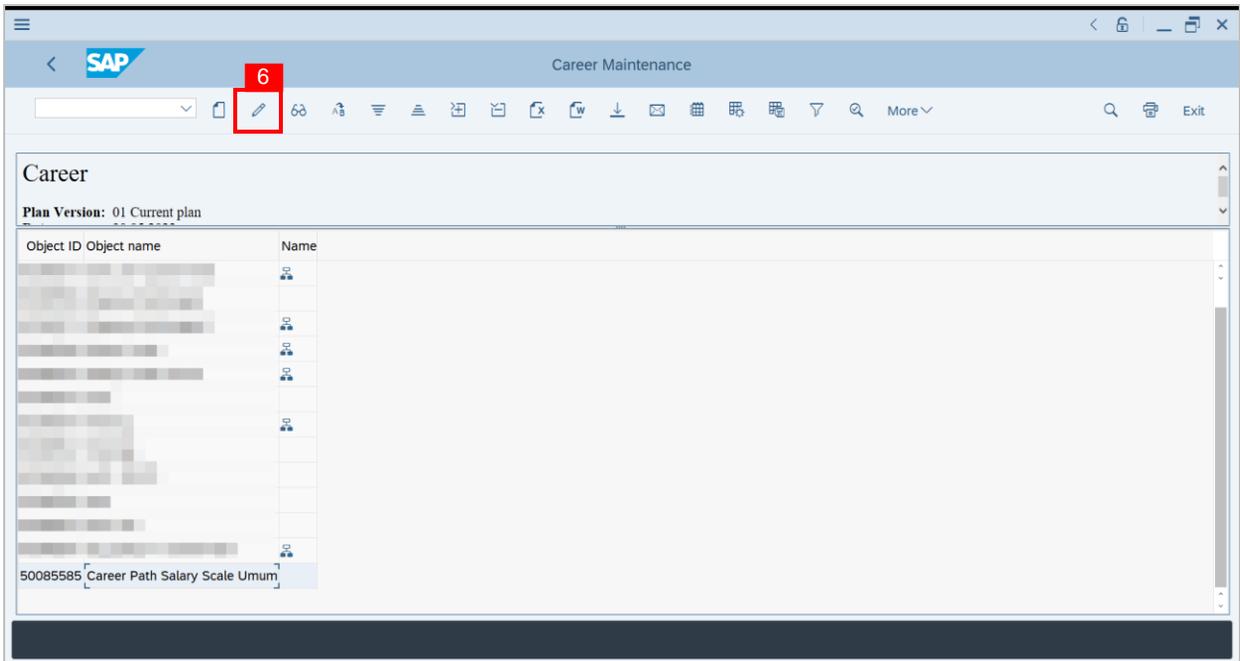
## 3. Fill in the date of desired Career Path to be created.



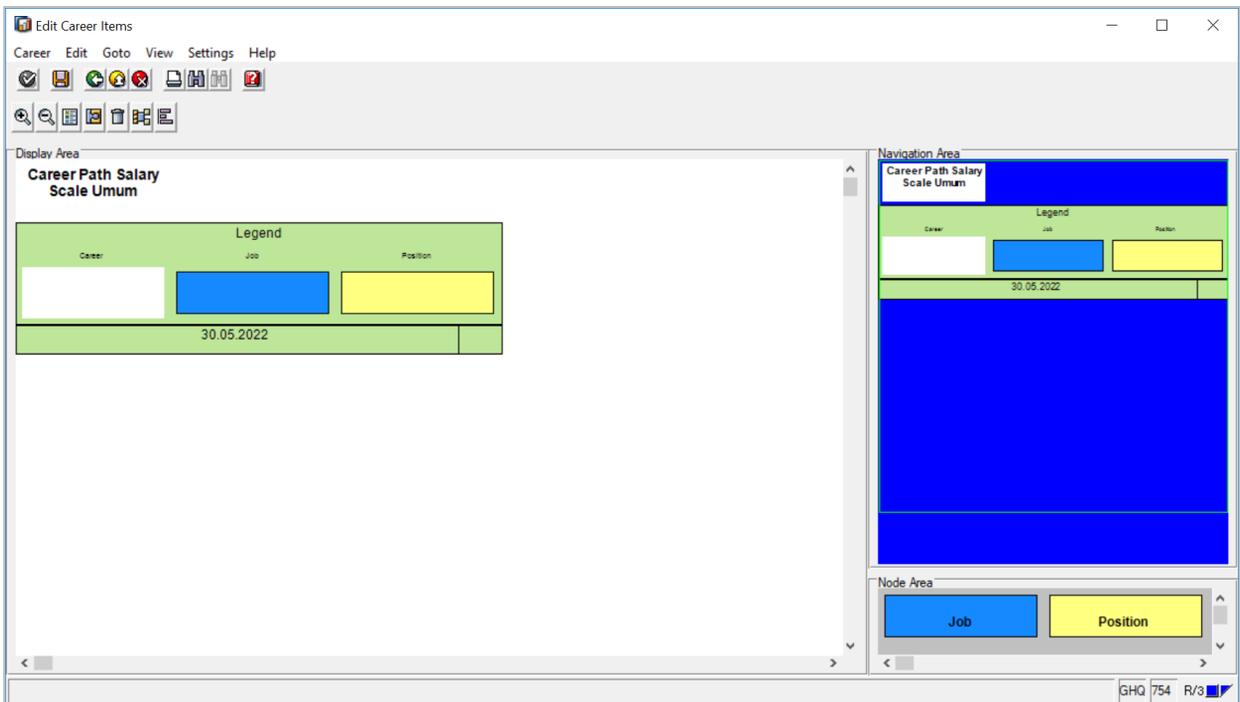
The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '3' is positioned above the field. The 'Key Date' field is highlighted with a red box and contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' and an 'Execute' button is visible.



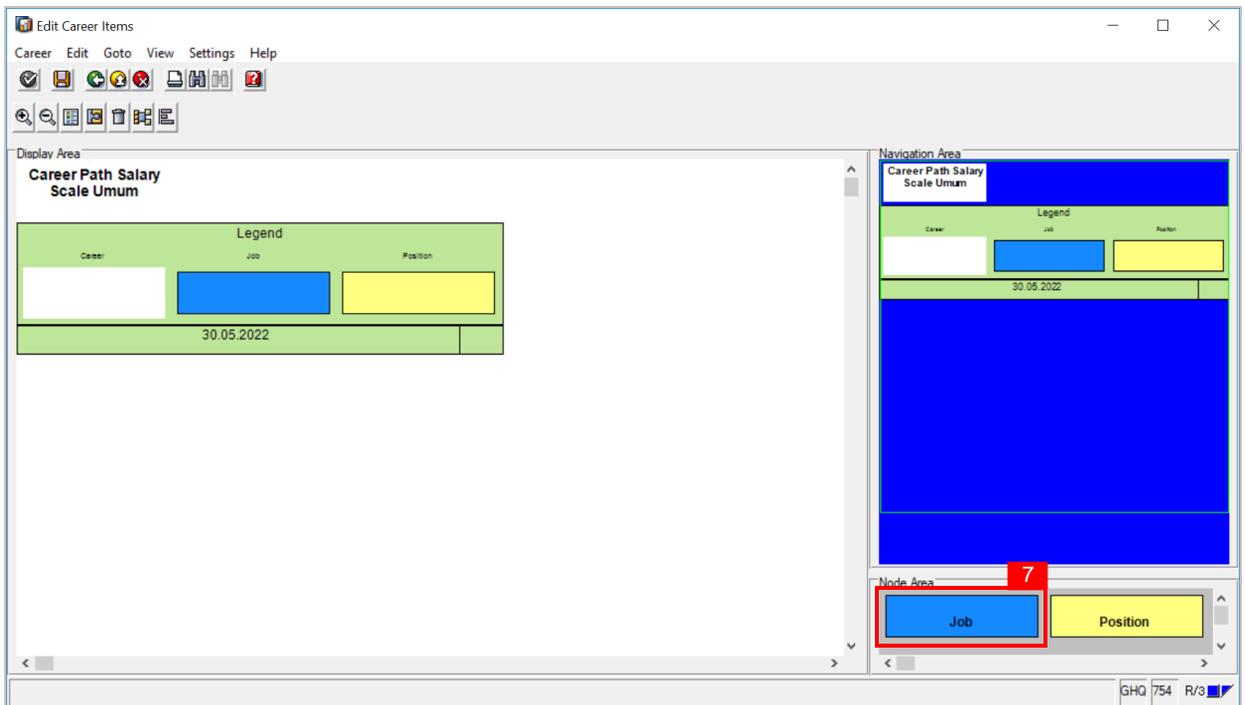
## 6. Click the Edit Icon.



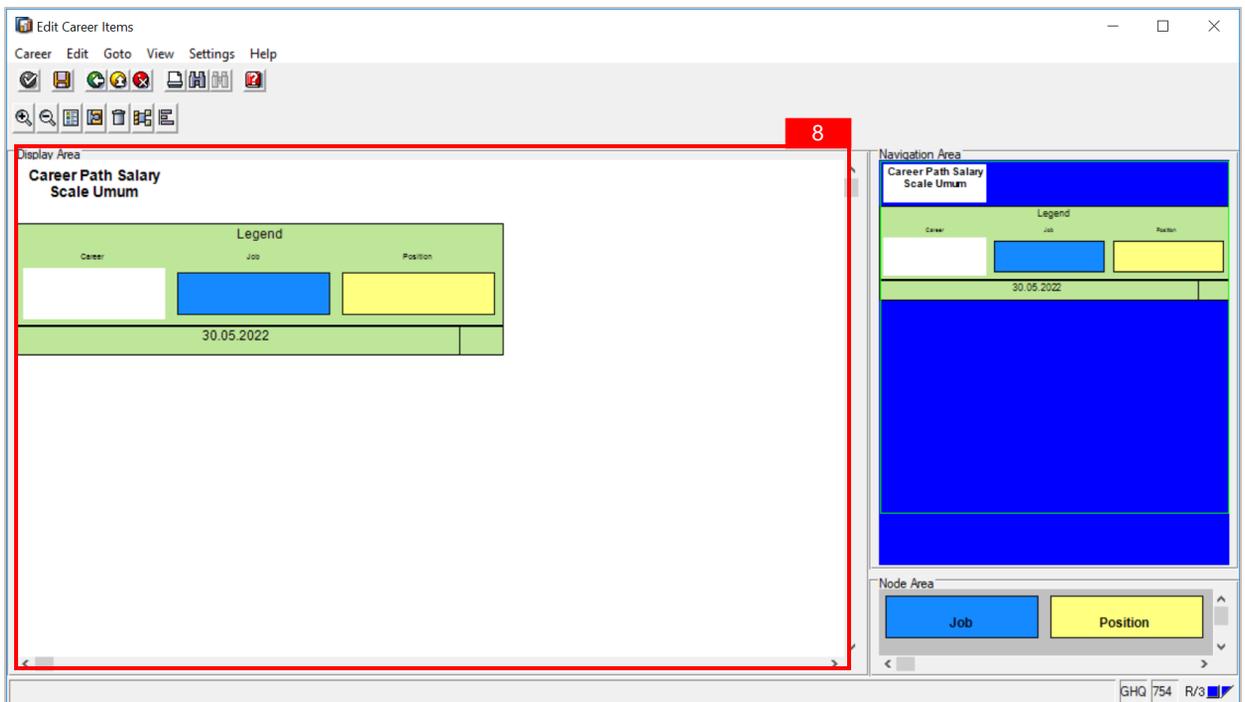
**Note:** Edit Career Path will be displayed.



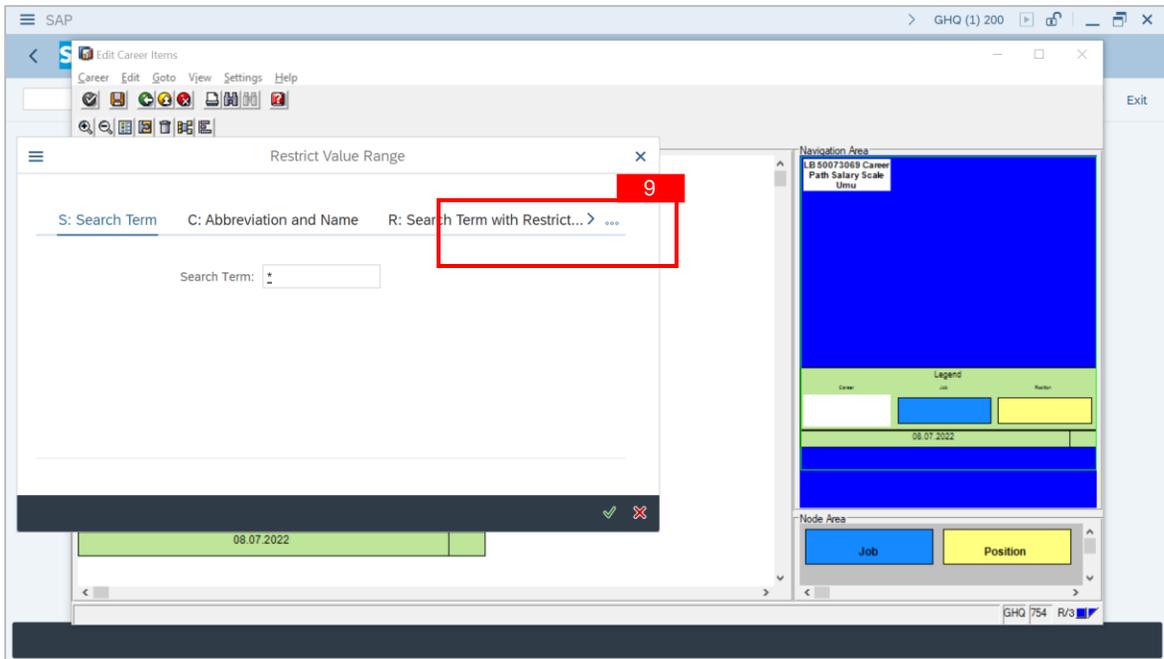
## 7. Click the Create Icon.



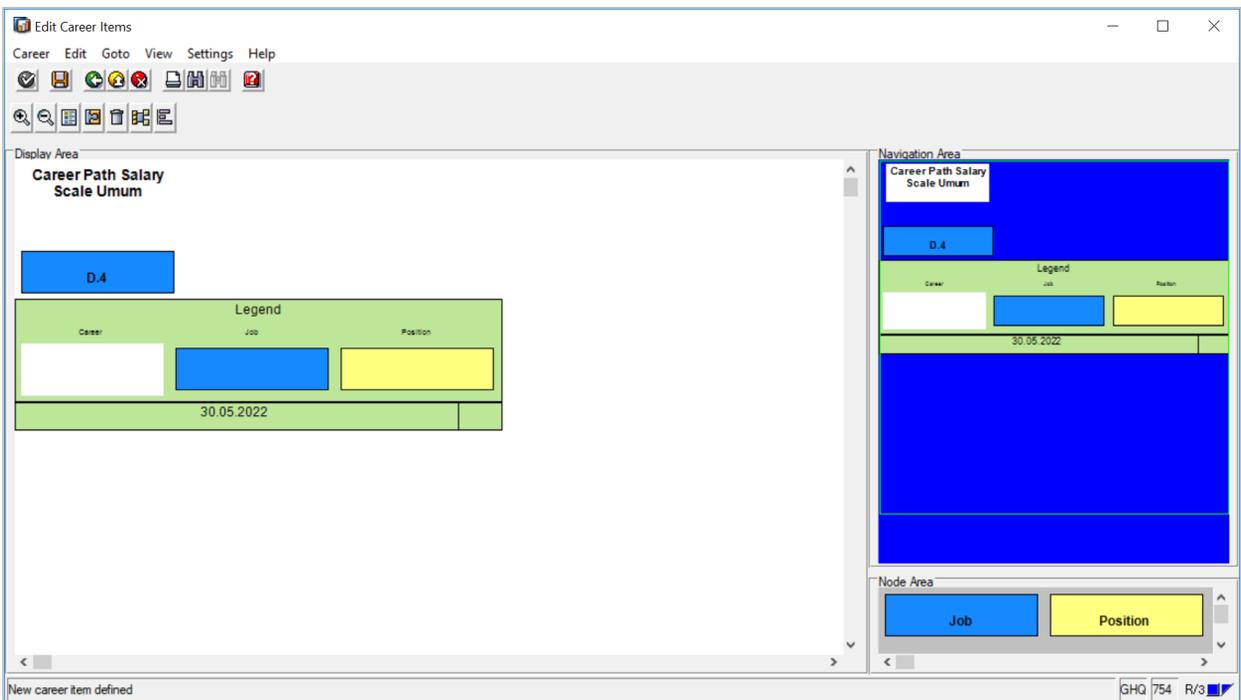
## 8. Then add the Blue Icon into the structure.



## 9. Fill in the Job name or Search with \* then Click the Tick Icon.

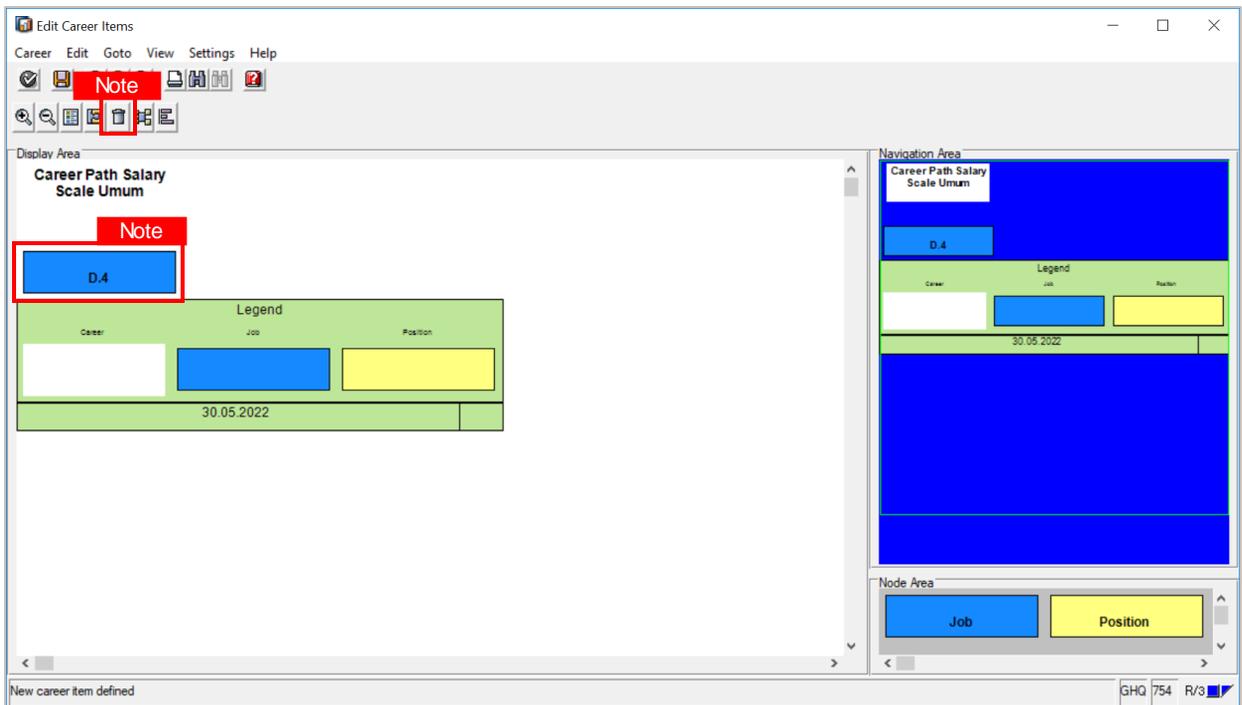


**Note:** The new Job has been added

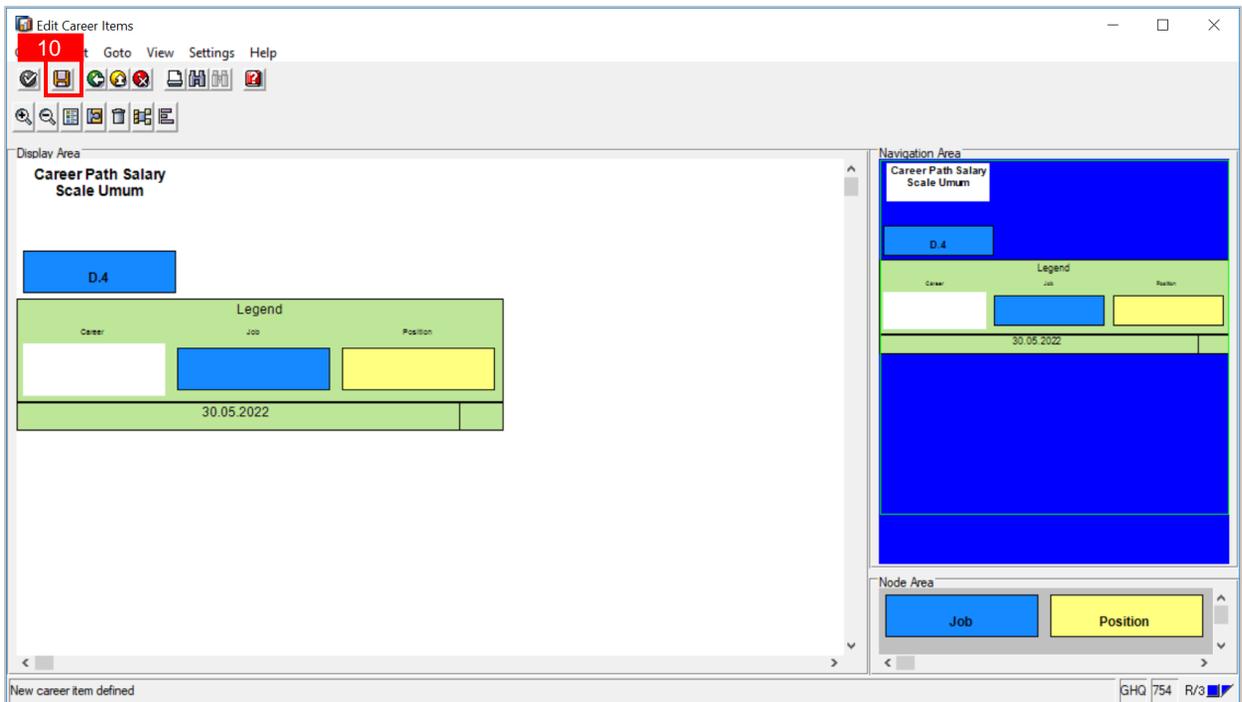


**Note:** Repeat the steps from Step 8-11 by dragging the Job Icon following structure of Career Path.

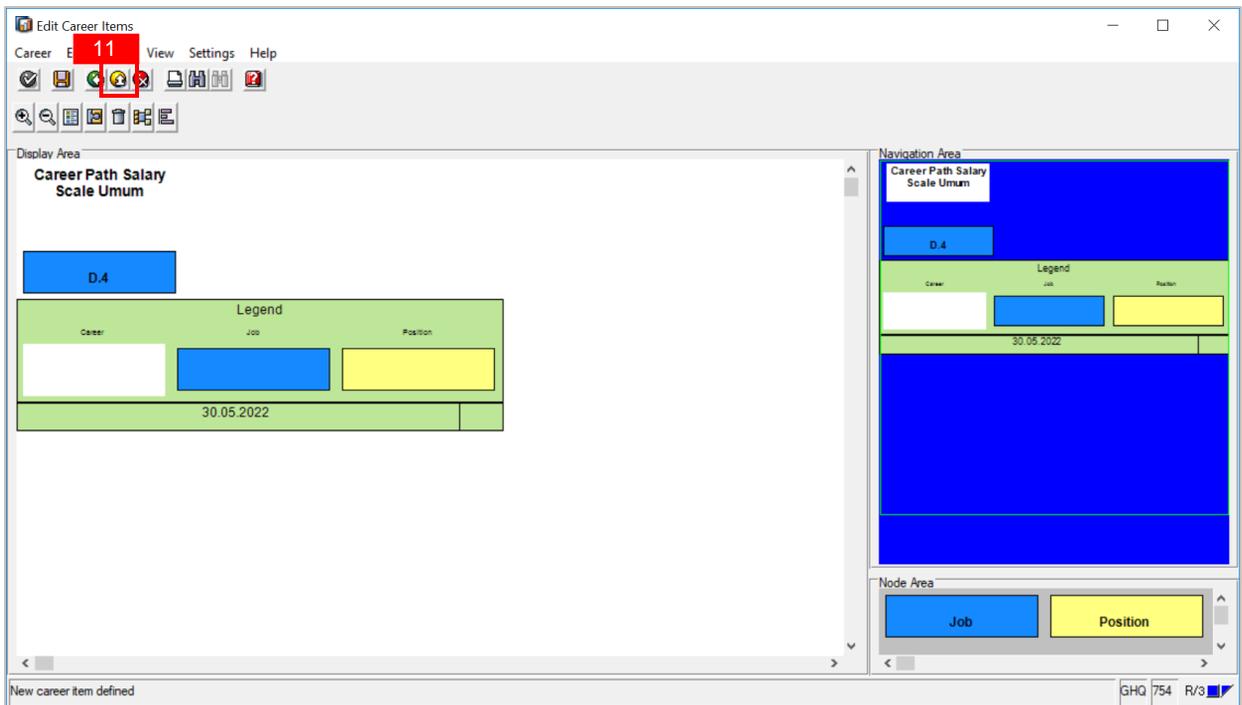
**Note:** To delete the Job Icon, Click the Job Icon and Click the Delete Icon.



**10.** Once the structure is done, Click the **Save** Icon.



## 11. Then Click the Close Icon to close the Career Path Structure.



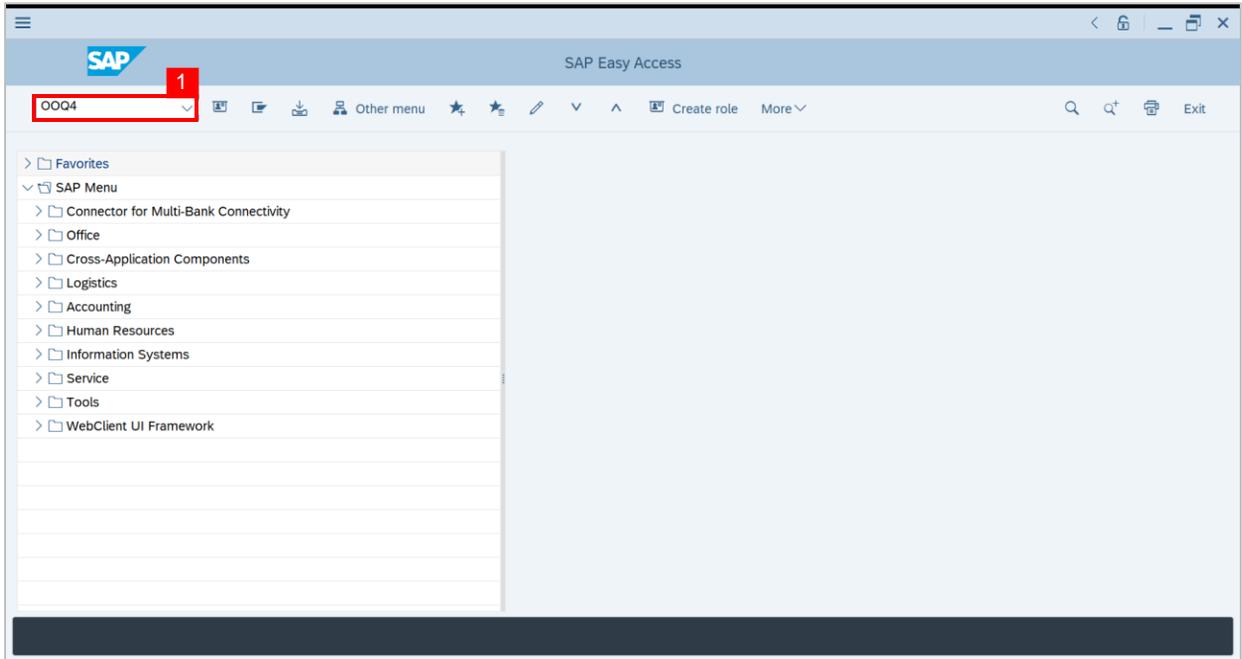
**RENAME CAREER PATH**

**Backend User**

JPA and SPA

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

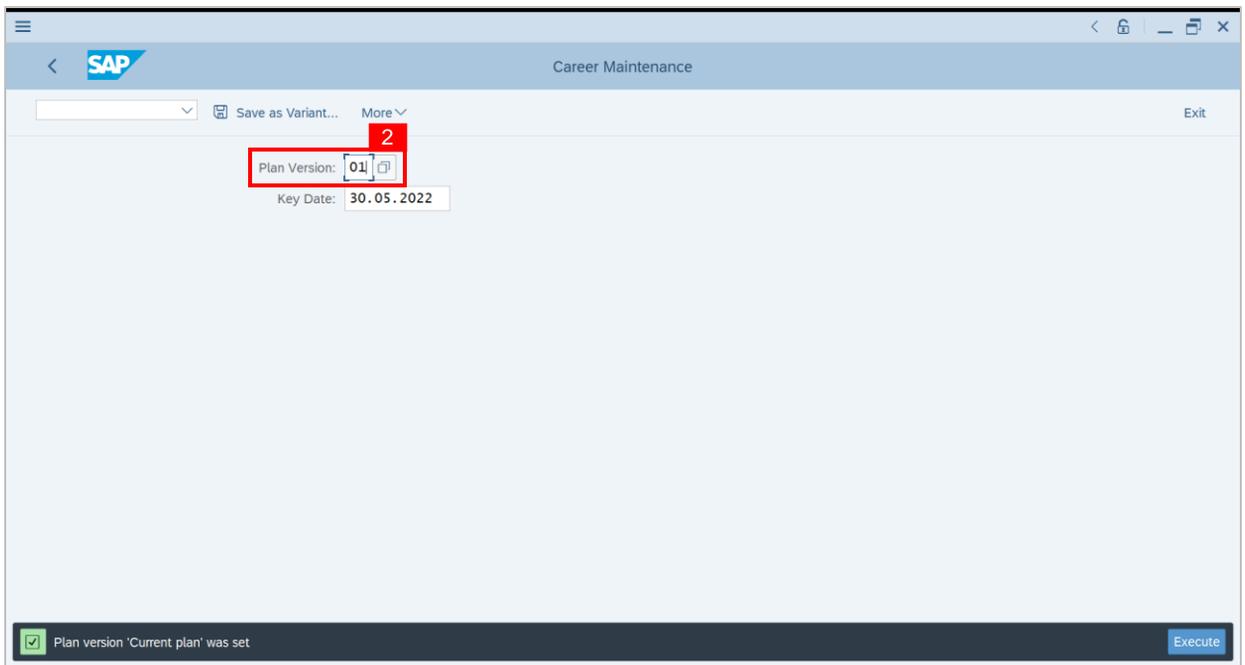
1. Enter **OOQ4** in the search bar.



**Note:** Career Maintenance page will be displayed.

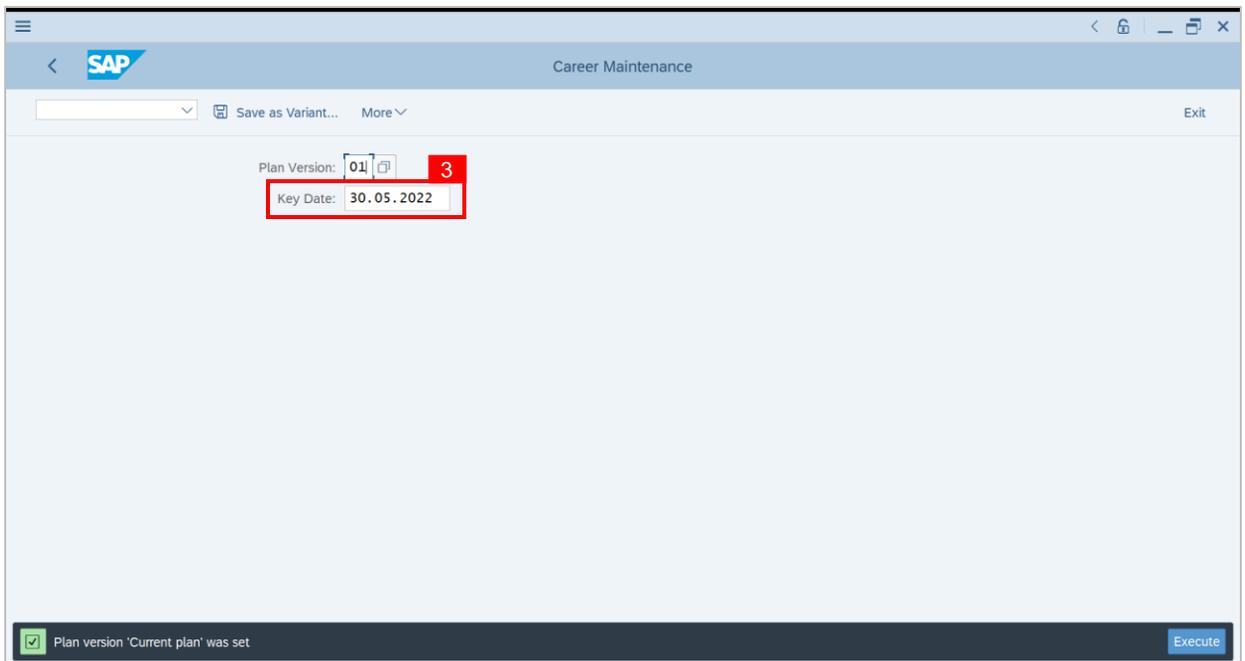


## 2. Fill in the Plan Version.



The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '2' is positioned above the field. The 'Key Date' field contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' and an 'Execute' button is visible.

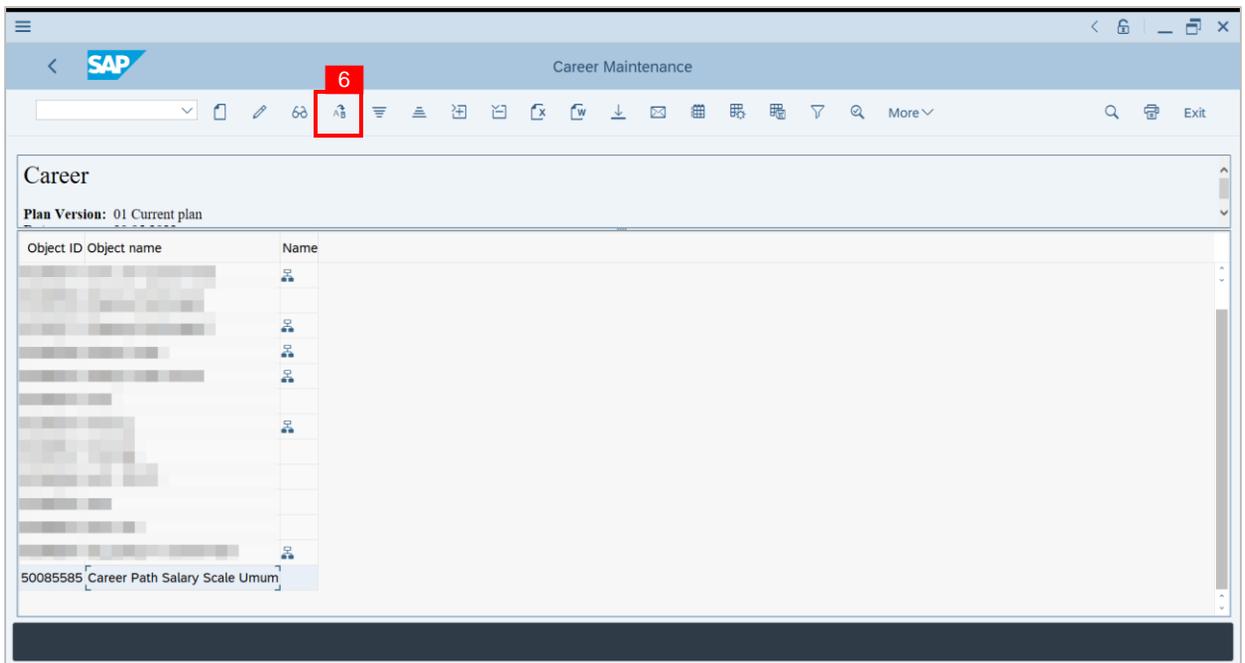
## 3. Fill in the date of desired Career Path to be created.



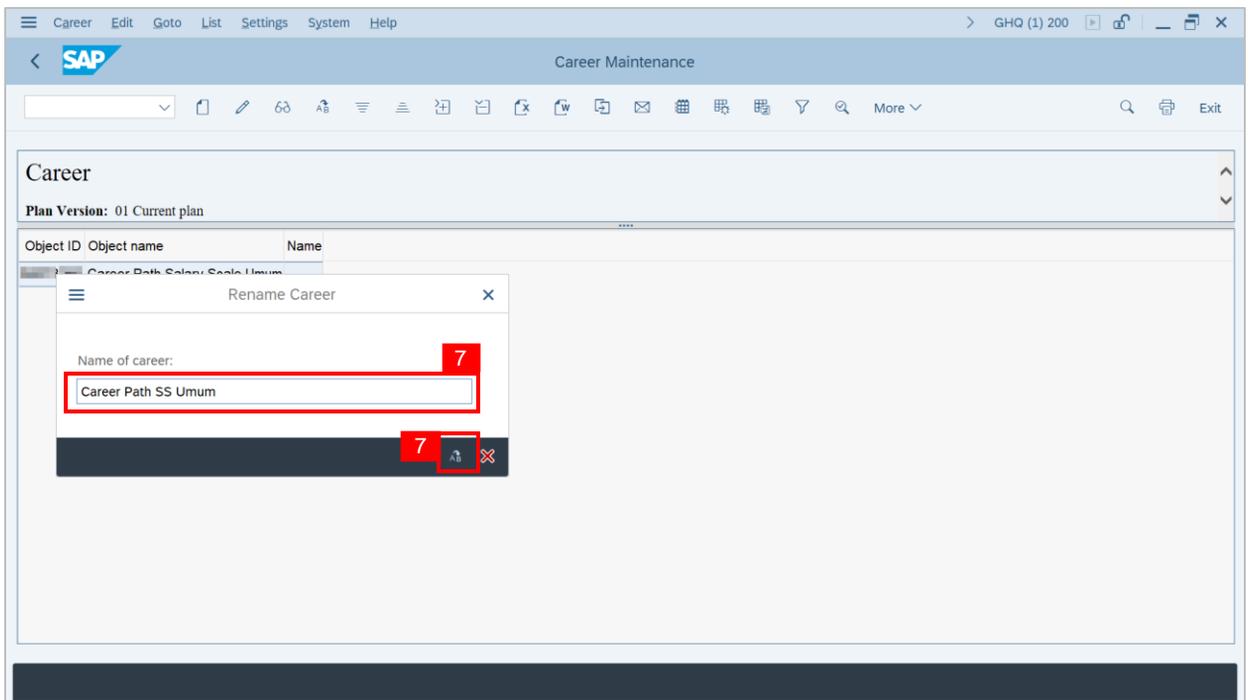
The screenshot shows the SAP Career Maintenance interface. The 'Plan Version' field is highlighted with a red box and contains the value '01'. A red box with the number '3' is positioned above the field. The 'Key Date' field is highlighted with a red box and contains the value '30.05.2022'. At the bottom, a status bar indicates 'Plan version 'Current plan' was set' and an 'Execute' button is visible.



## 6. Click the Rename Icon.



## 7. Rename the Career Path and Click the Rename Icon.





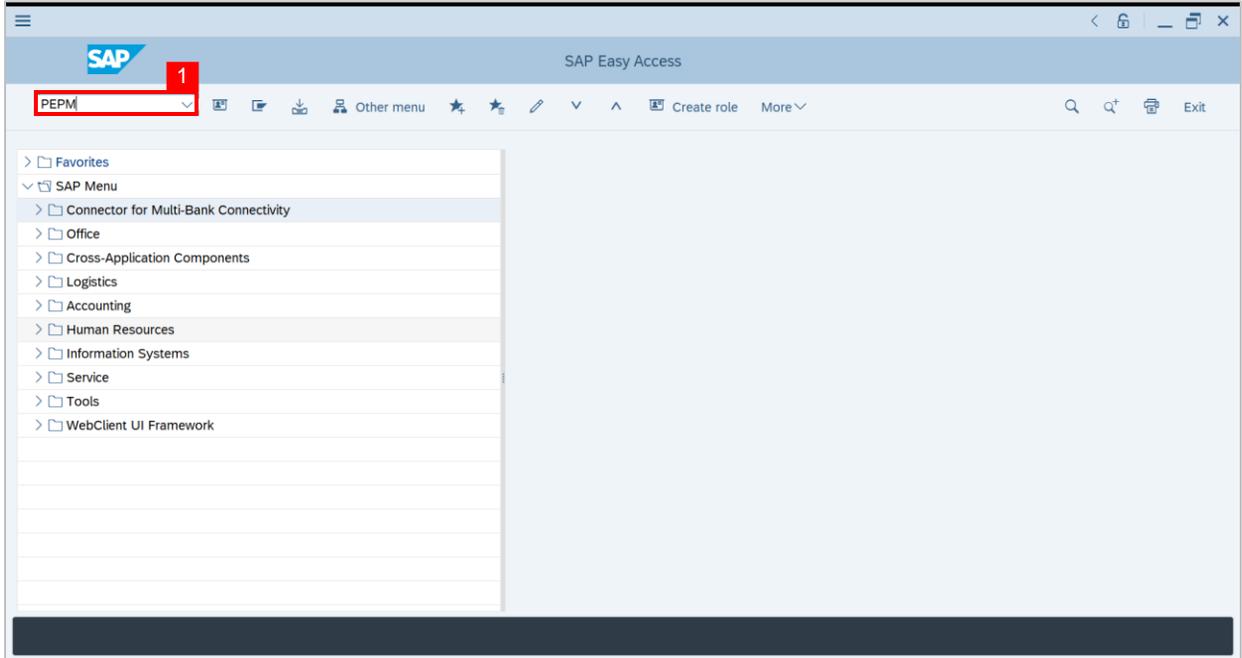
**GENERATE PROFILE  
MATCHUP REPORT**

**Backend User**

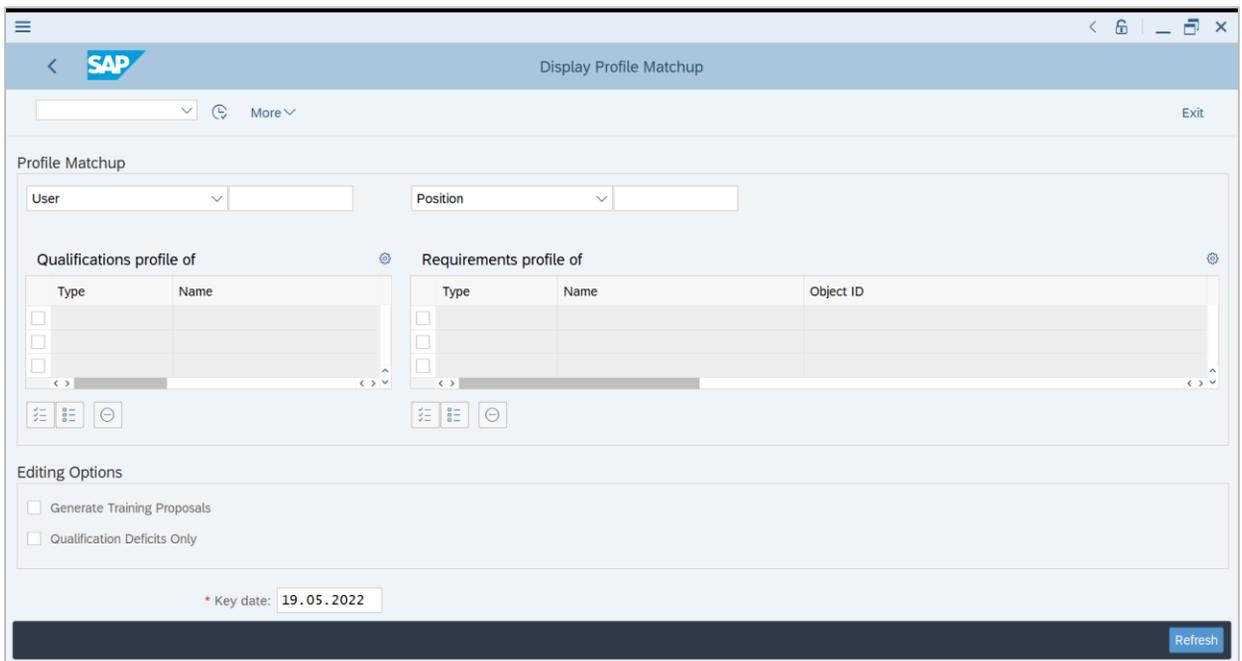
JPA, SPA and Department HR Development

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

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

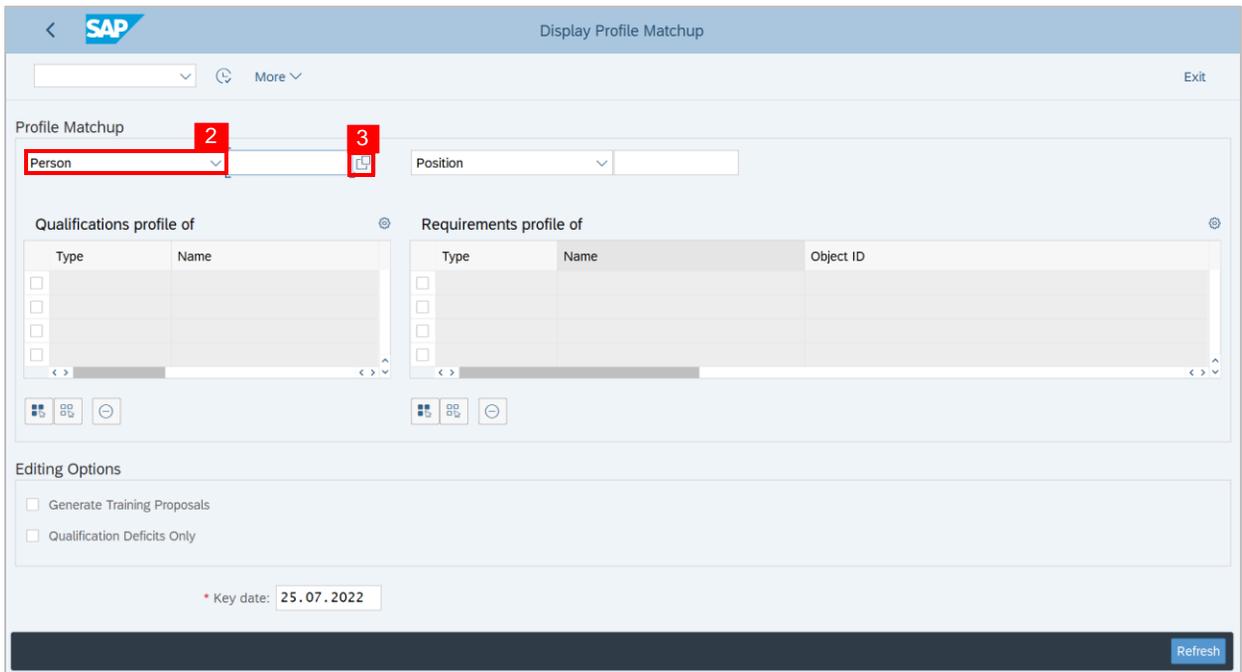


**Note: Display Profile Matchup will be displayed.**



**Note:** Navigate to **Profile Matchup**.

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

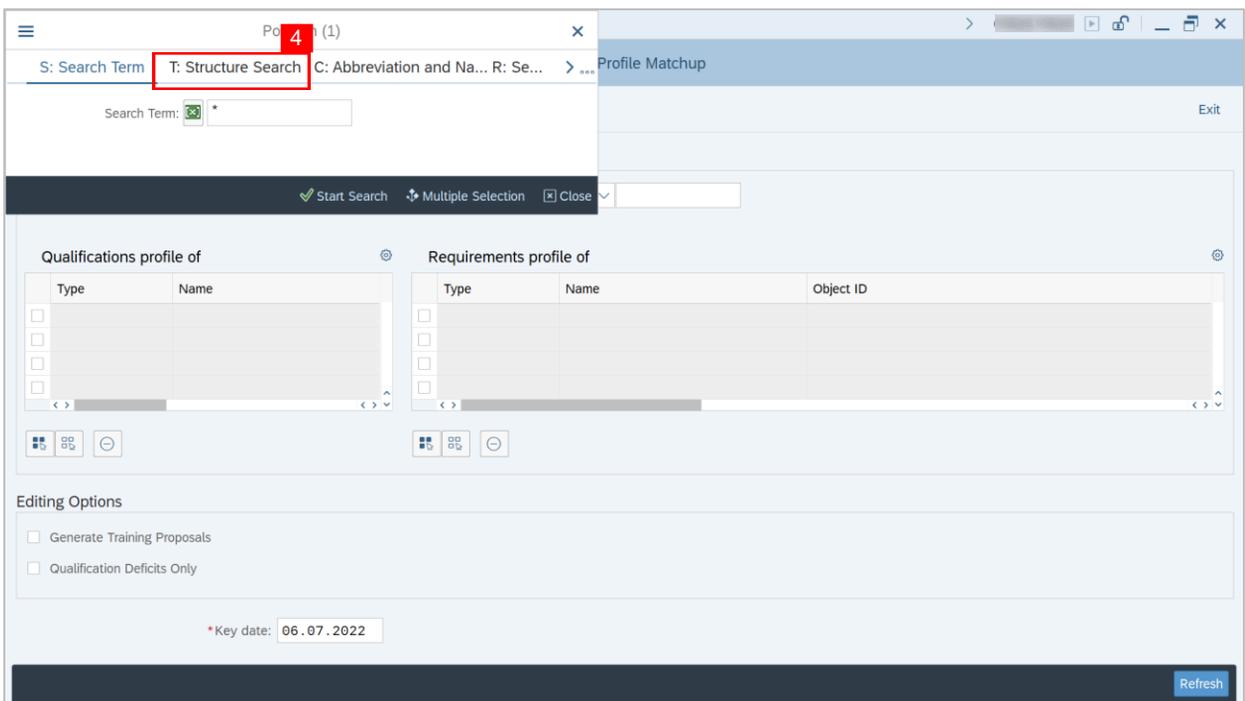


The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and the title 'Display Profile Matchup'. Below this, there is a search bar and a 'More' dropdown. The main area is divided into several sections:

- Profile Matchup:** A dropdown menu is set to 'Person' (highlighted with a red box and number 2). To its right is a 'Position' dropdown and a 'Lookup' icon (highlighted with a red box and number 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.

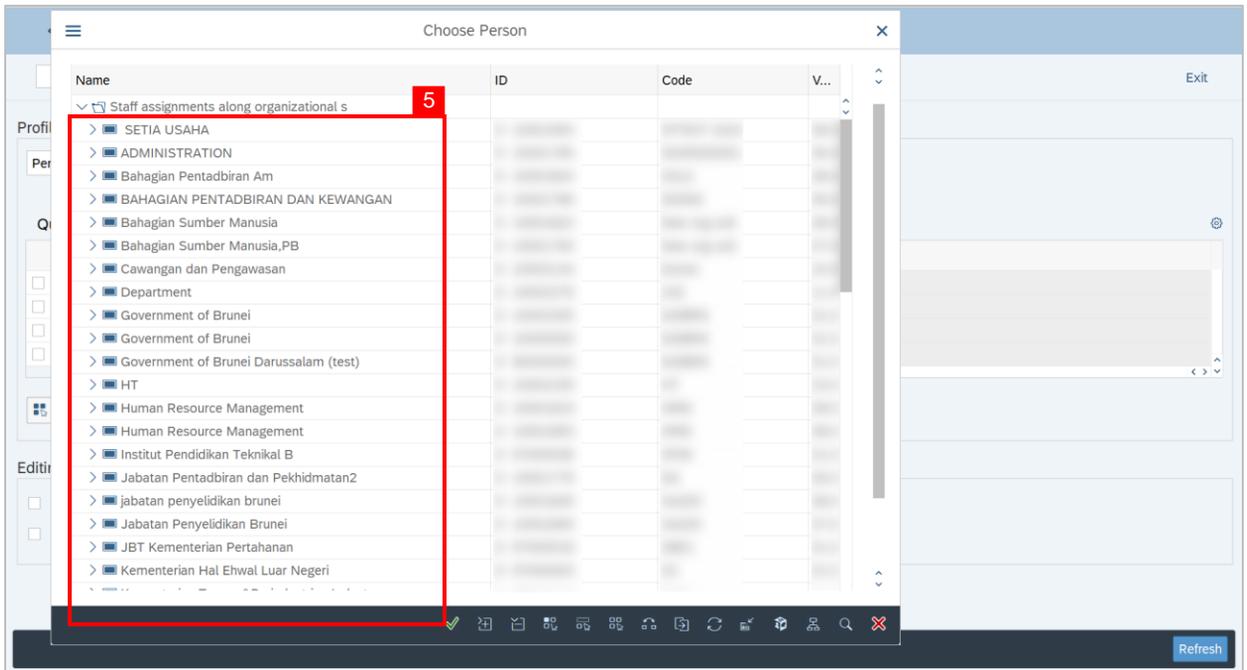
4. Click on the **T: Structure Search** tab



This screenshot shows the same SAP 'Display Profile Matchup' interface as above, but with a search window open. The search window is titled 'Profile Matchup' and has a search bar with a magnifying glass icon. Below the search bar, there are three tabs: 'S: Search Term', 'T: Structure Search' (highlighted with a red box and number 4), and 'C: Abbreviation and Na... R: Se...'. The search window also has a 'Start Search' button, a 'Multiple Selection' button, and a 'Close' button. The main interface below the search window is the same as in the previous screenshot, but the 'Key date' field now contains '06.07.2022'.

**Note:** Choose Person Page will be displayed.

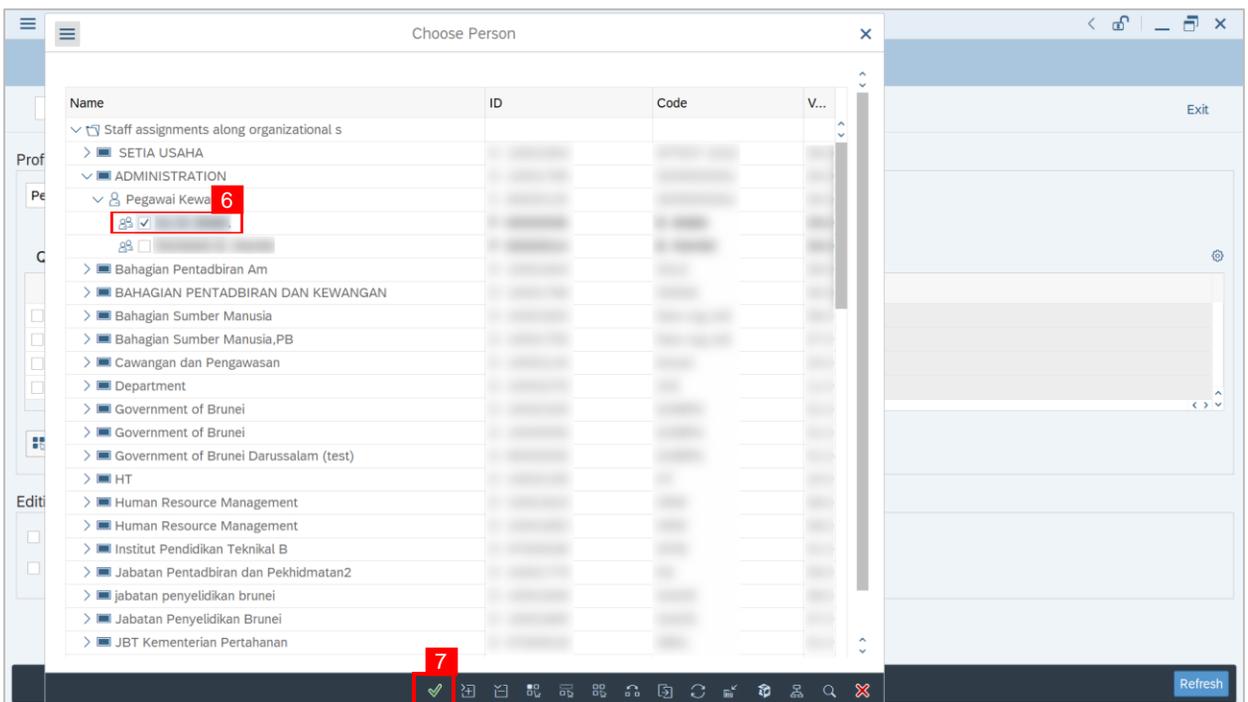
5. Select a **Person** under **STAFF ASSIGNMENTS ALONG ORGANIZATIONAL**.



**Note:** A view page of Person will be displayed.

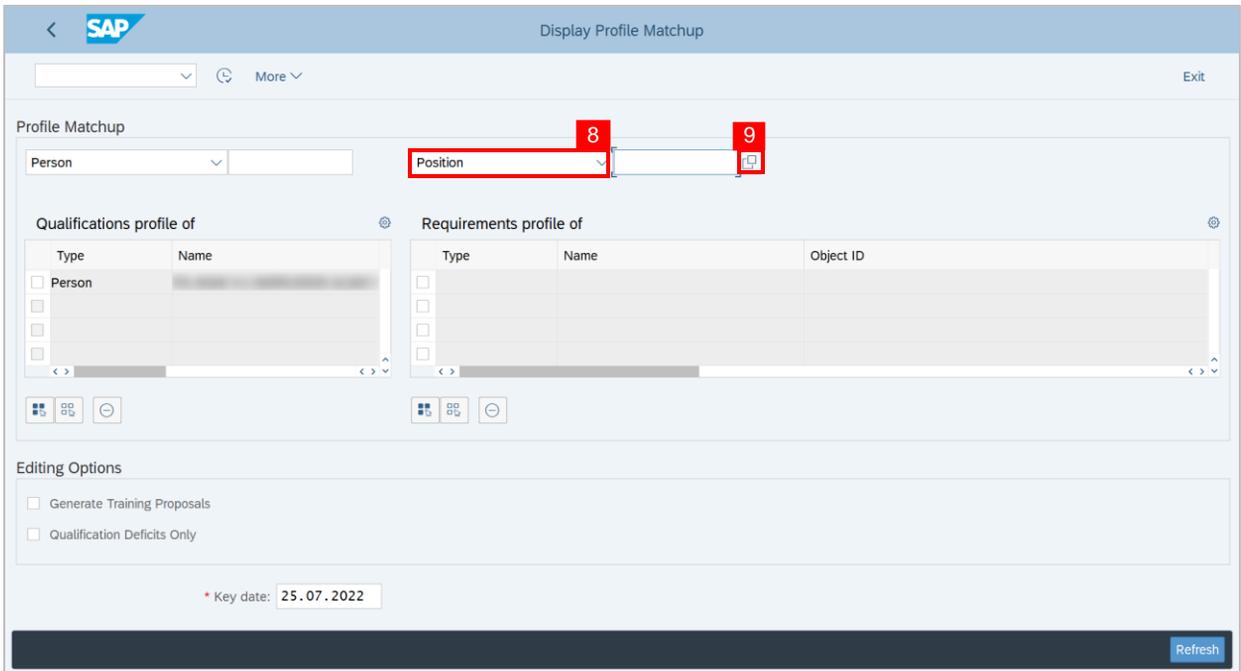
6. Select the **Person** by clicking on the **checkbox** beside the position.

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



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

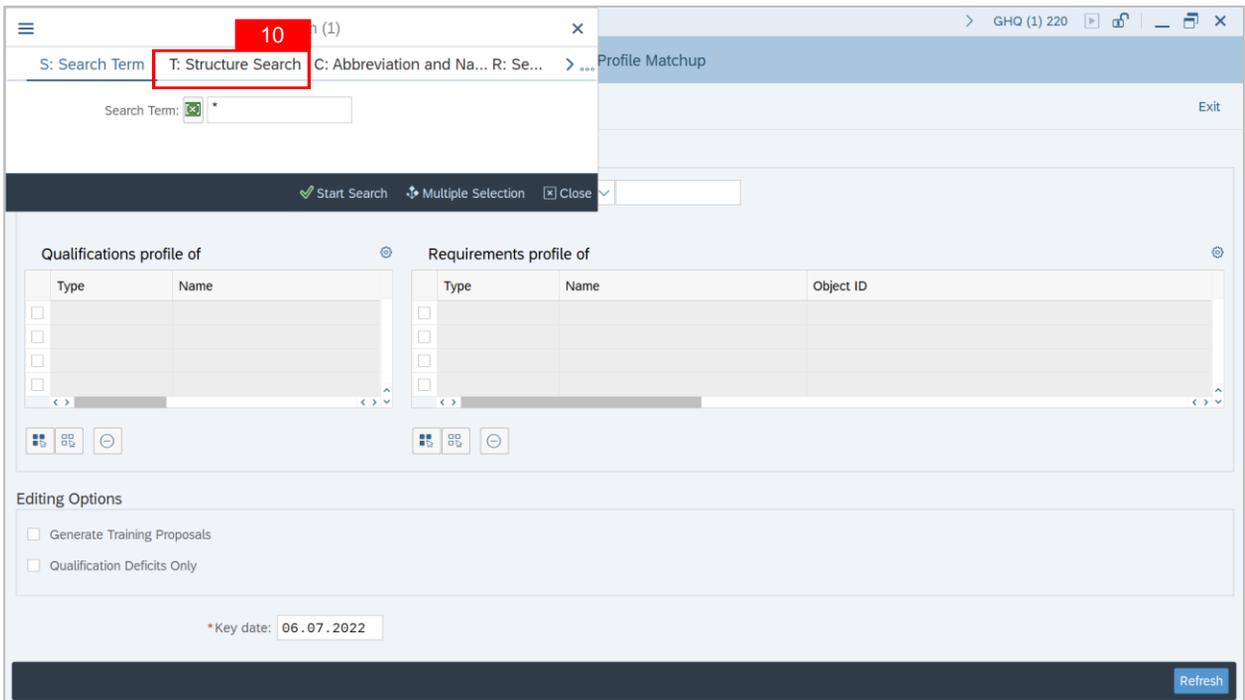
9. Click on the **Lookup icon** to select Position(s).



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 number '8'. To the right of the 'Position' dropdown is a 'Lookup icon' (a magnifying glass with a plus sign), which is also highlighted with a red box and a red number '9'. 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 several icons for editing and refreshing. 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.

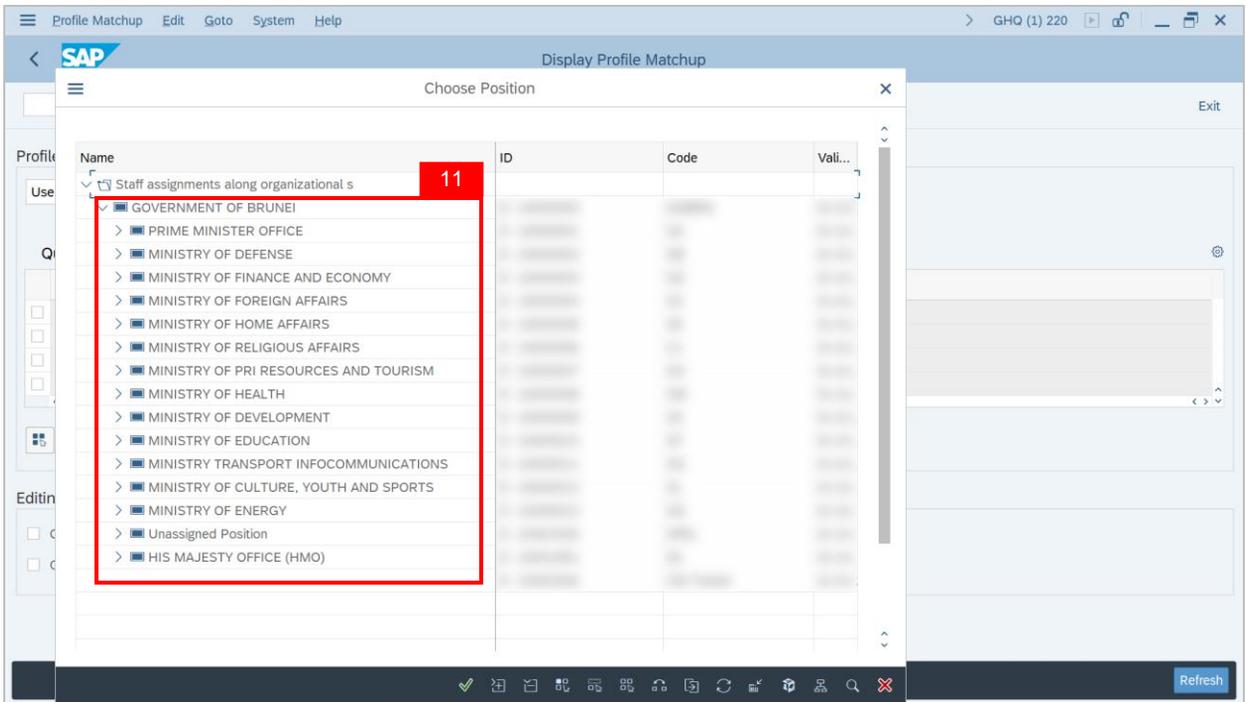
10. Click on the **T: Structure Search** tab.



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 number '10'. The search window also has a 'C: Abbreviation and Na...' tab and an 'R: Se...' tab. The search term is empty. Below the search window, there are buttons for 'Start Search', 'Multiple Selection', and 'Close'. The main interface is partially obscured by the search window. The 'Key date' field now shows '06.07.2022'.

**Note:** Choose Position Page will be displayed.

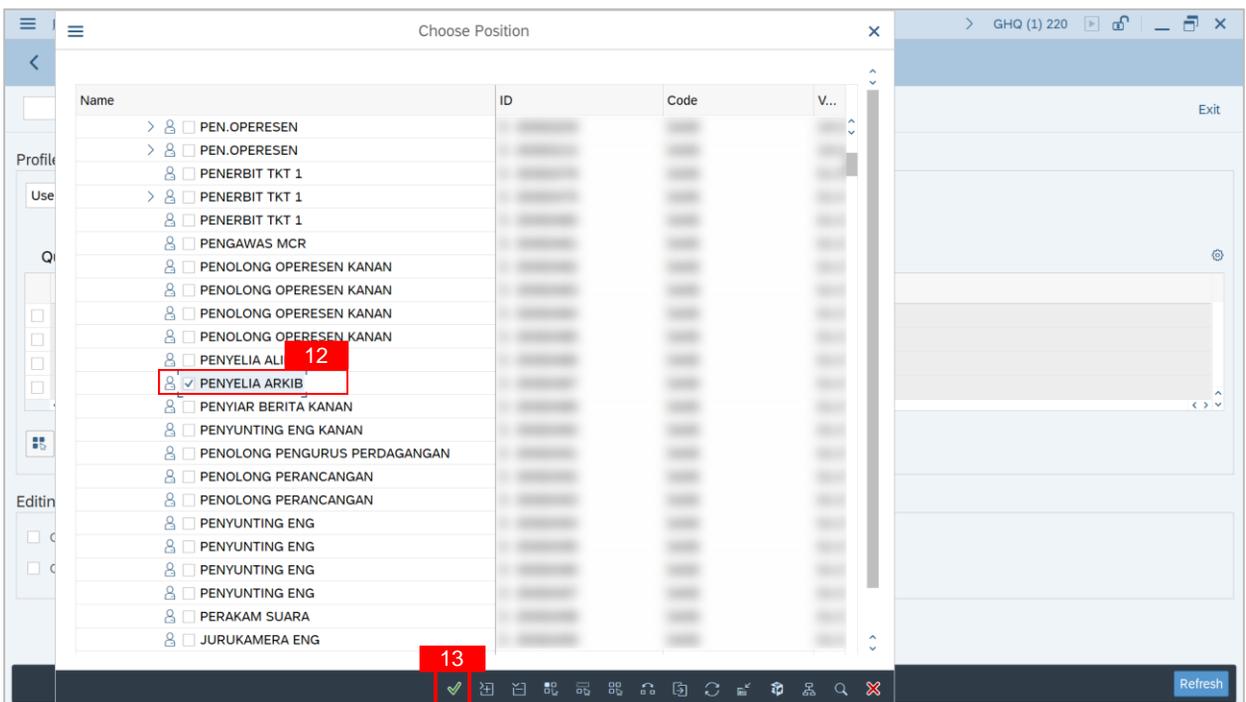
11. Select a **Position** under **GOVERNMENT OF BRUNEI**.



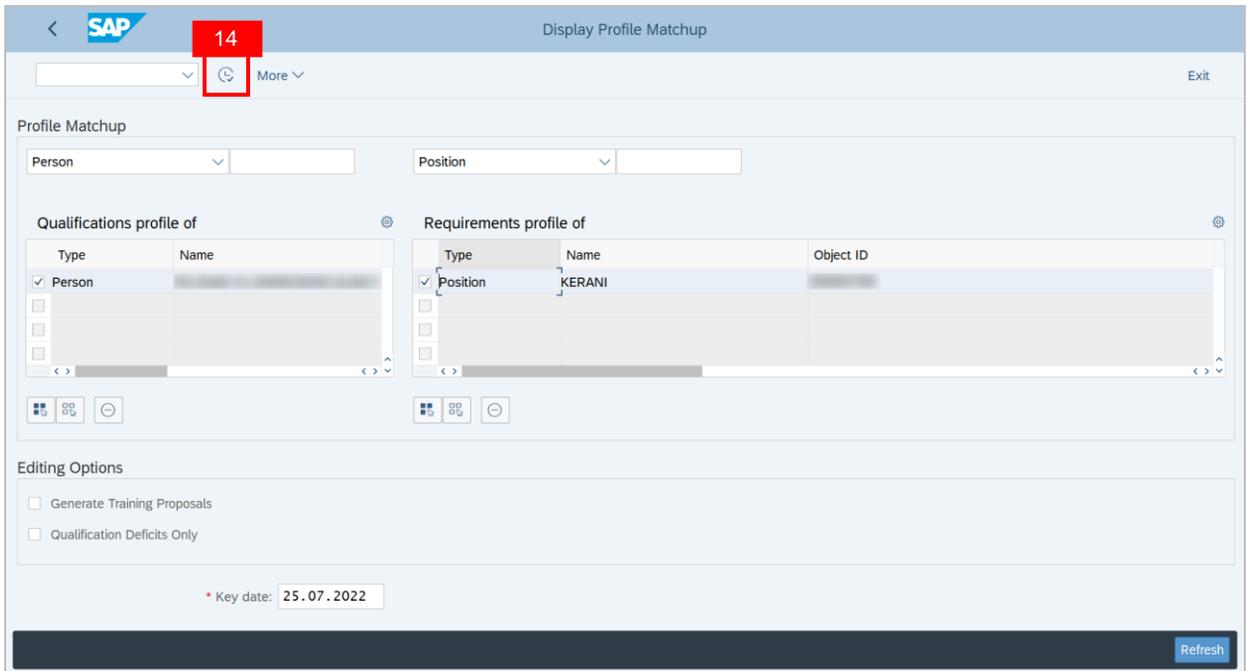
**Note:** A view page of Positions will be displayed.

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

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

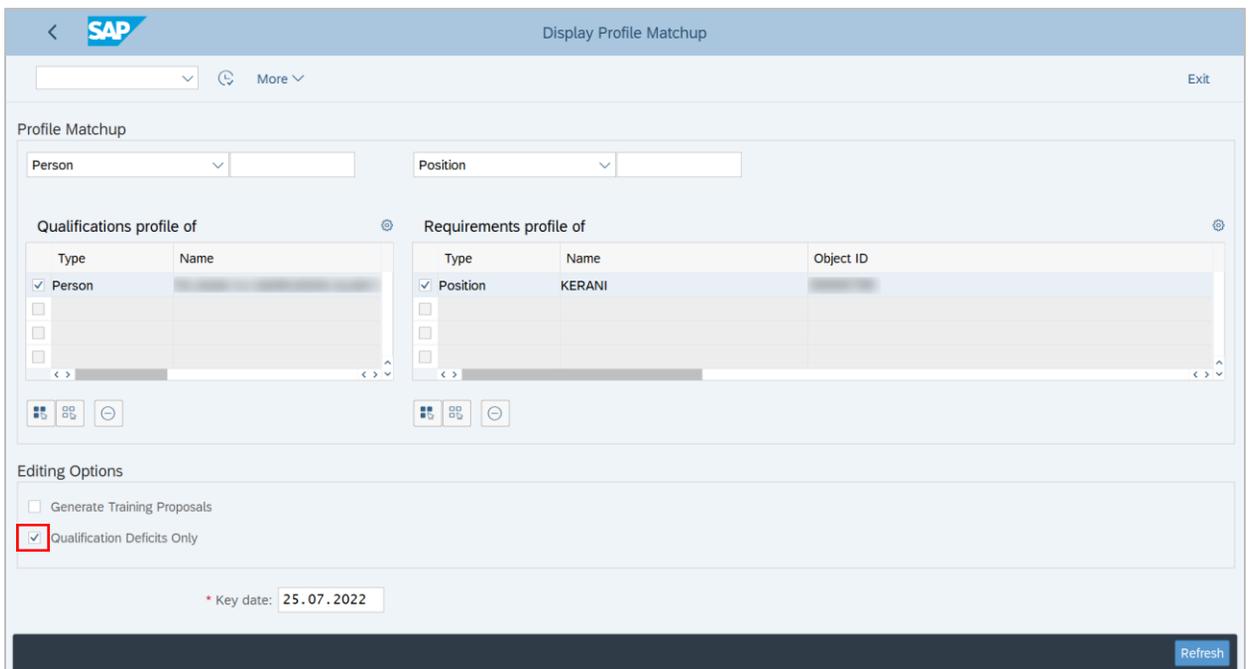


14. Click on the **Execute Icon** to generate the **Profile Matchup** report.



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) in the top navigation bar. 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. The 'Execute' icon in the top navigation bar is no longer highlighted.

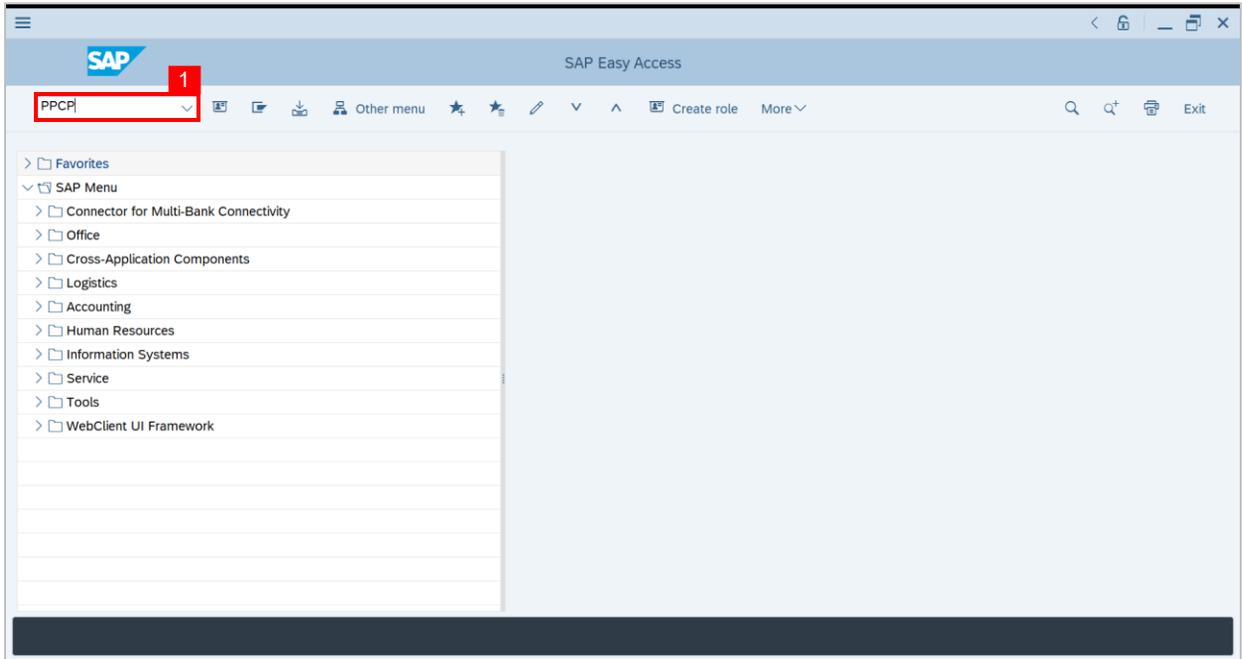
**GENERATE CAREER  
PLANNING REPORT**

**Backend User**

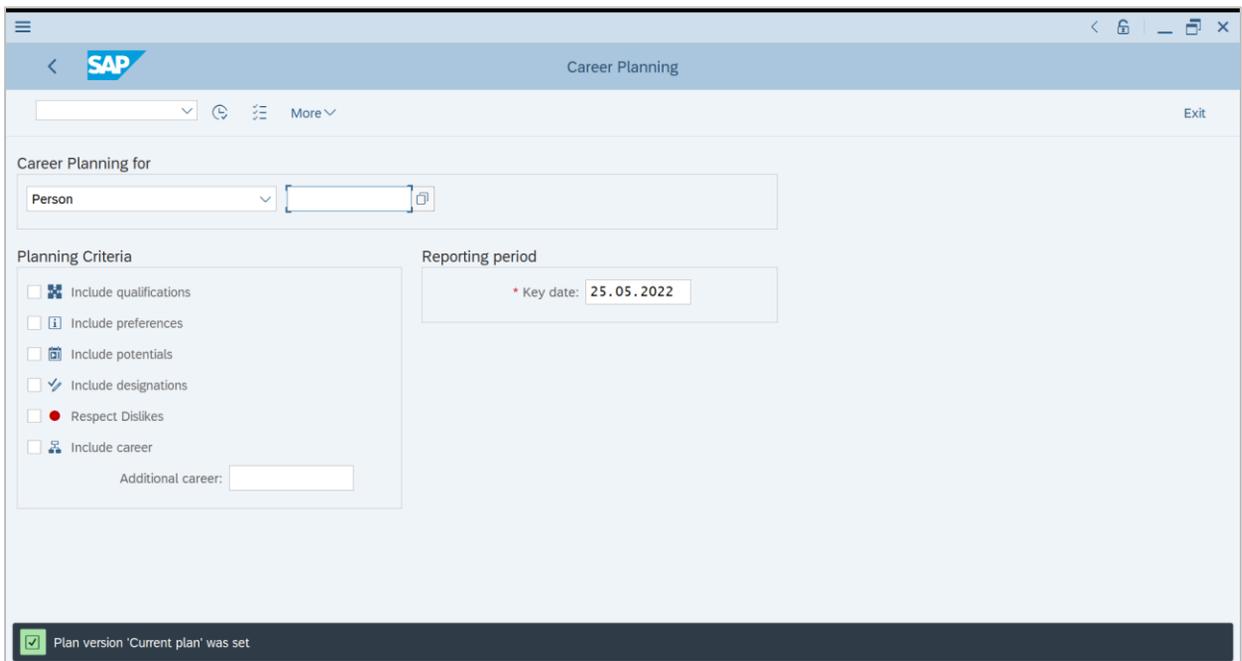
JPA, SPA and Department HR Development

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

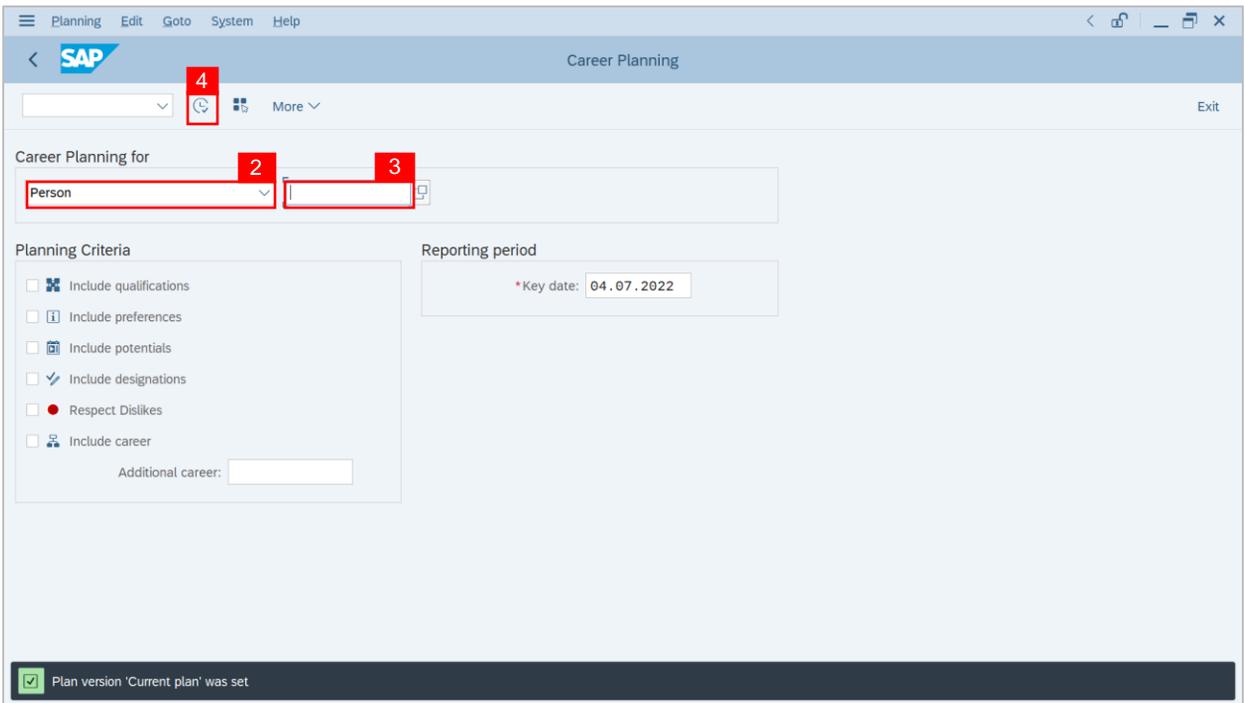
1. Enter **PPCP** in the search bar.



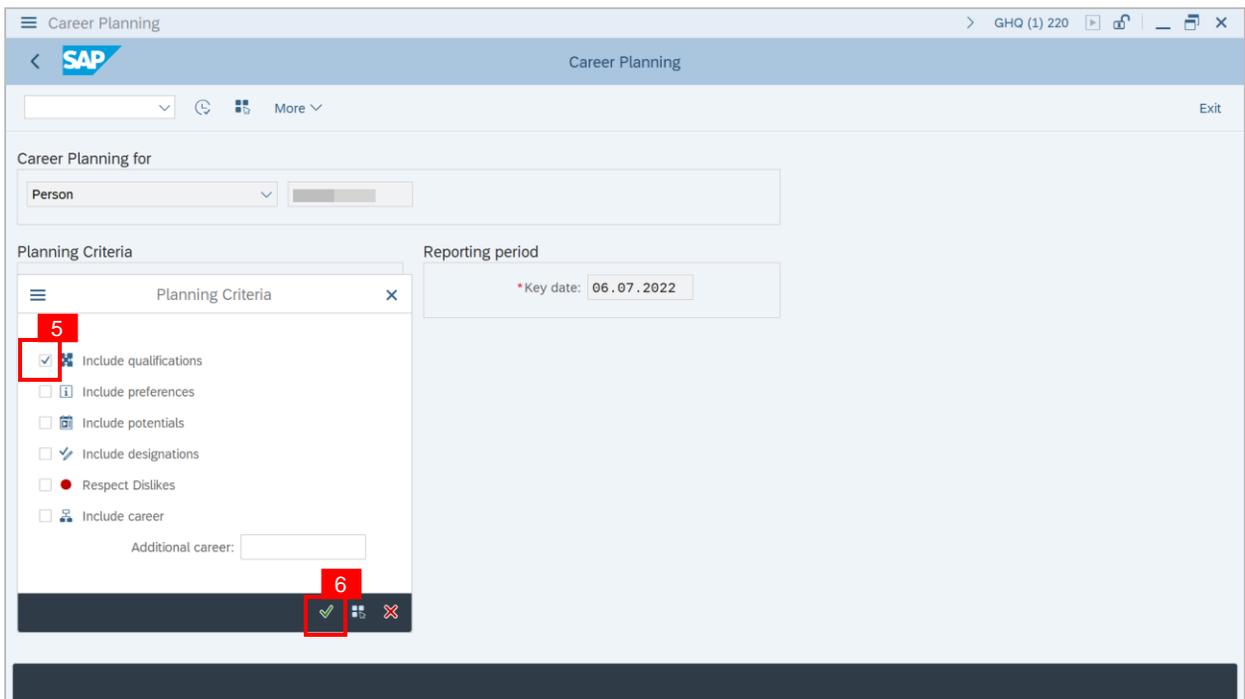
**Note:** Career Planning Page will be displayed.



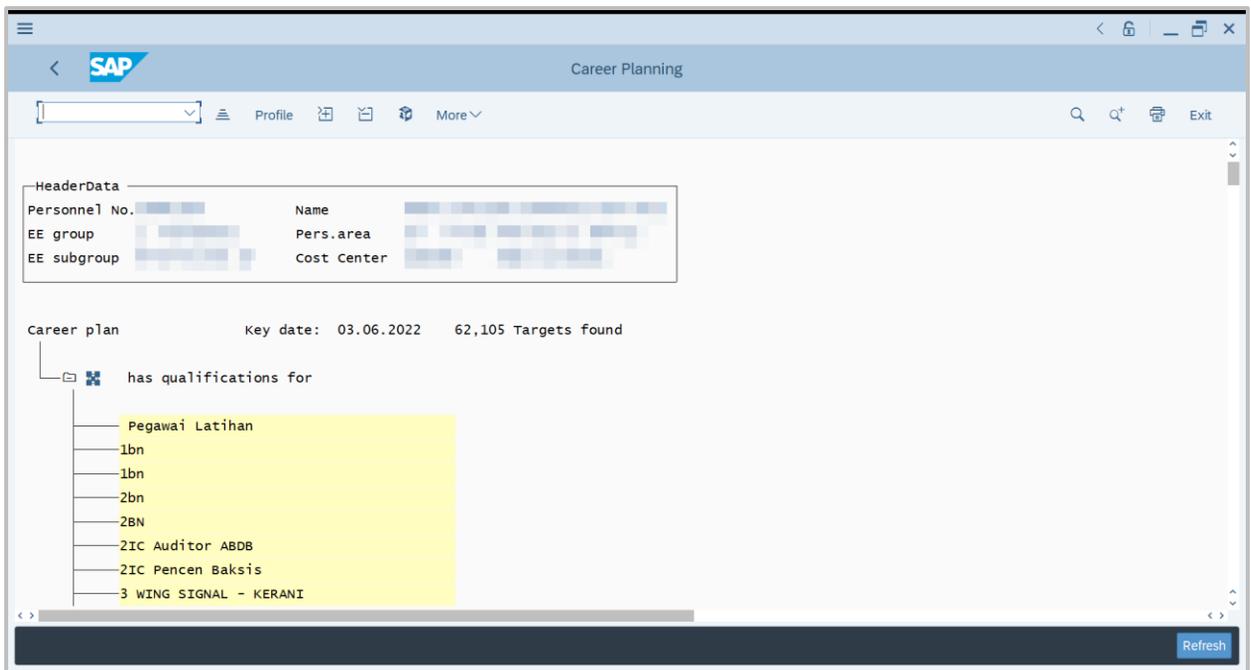
2. Navigate to **Career Planning for**, then select option **Person** from the dropdown.
3. Click on the **Textbox** and enter the **assigned personnel number** in the **data sheet**, then press **Enter** on the keyboard.
4. Click on the **Execute** button.



5. Select the **planning Criteria** by **clicking** on the **checkbox** beside the criteria.
6. Click the **Tick** icon.

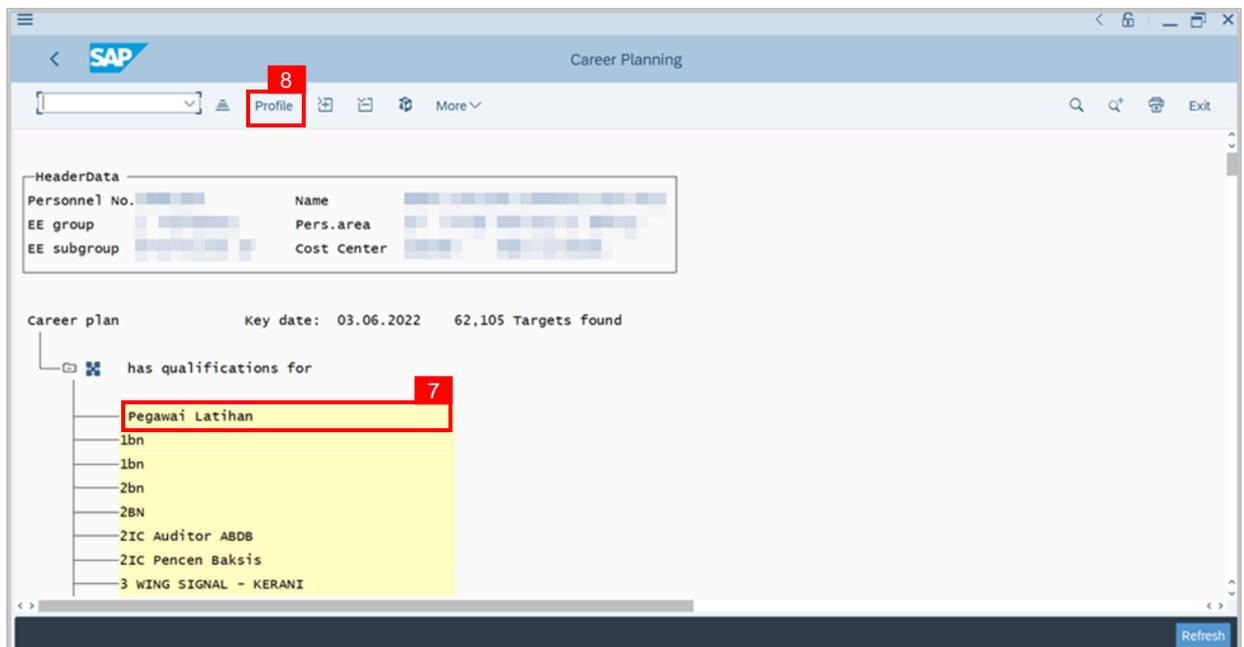


**Note:** Career Planning Page will be displayed.

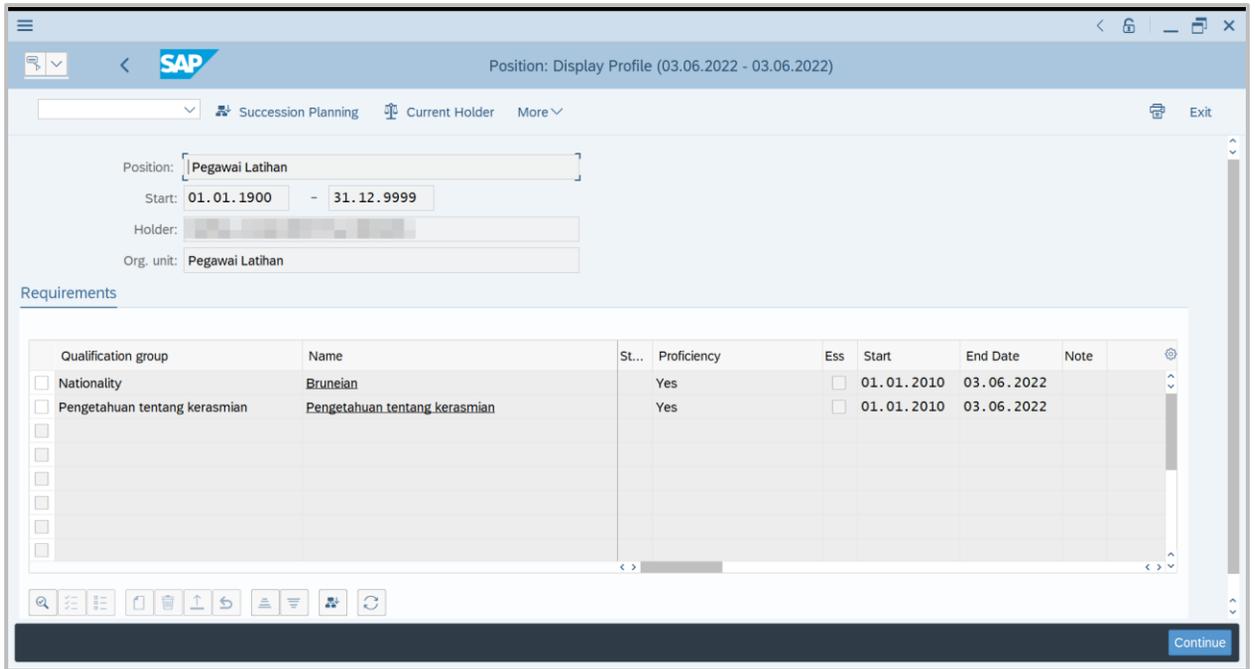


7. Select one of the Qualifications.

8. Click on the **Profile** button.



**Outcome: Position: Display Profile Page** will be displayed.



The screenshot shows the SAP Succession Planning 'Position: Display Profile' page for the position 'Pegawai Latihan'. The page includes a navigation bar with 'Succession Planning', 'Current Holder', and 'More' options. The main content area displays the position details and a table of requirements.

Position: Pegawai Latihan  
Start: 01.01.1900 - 31.12.9999  
Holder: [Redacted]  
Org. unit: Pegawai Latihan

**Requirements**

| Qualification group                                    | Name                          | St... | Proficiency | Ess                      | Start      | End Date   | Note |
|--|-------------------------------|-------|-------------|--------------------------|------------|------------|------|
| <input type="checkbox"/> Nationality                   | Bruneian                      |       | Yes         | <input type="checkbox"/> | 01.01.2010 | 03.06.2022 |      |
| <input type="checkbox"/> Pengetahuan tentang kerasmian | Pengetahuan tentang kerasmian |       | Yes         | <input type="checkbox"/> | 01.01.2010 | 03.06.2022 |      |
| <input type="checkbox"/>                               |                               |       |             |                          |            |            |      |
| <input type="checkbox"/>                               |                               |       |             |                          |            |            |      |
| <input type="checkbox"/>                               |                               |       |             |                          |            |            |      |
| <input type="checkbox"/>                               |                               |       |             |                          |            |            |      |
| <input type="checkbox"/>                               |                               |       |             |                          |            |            |      |

Continue

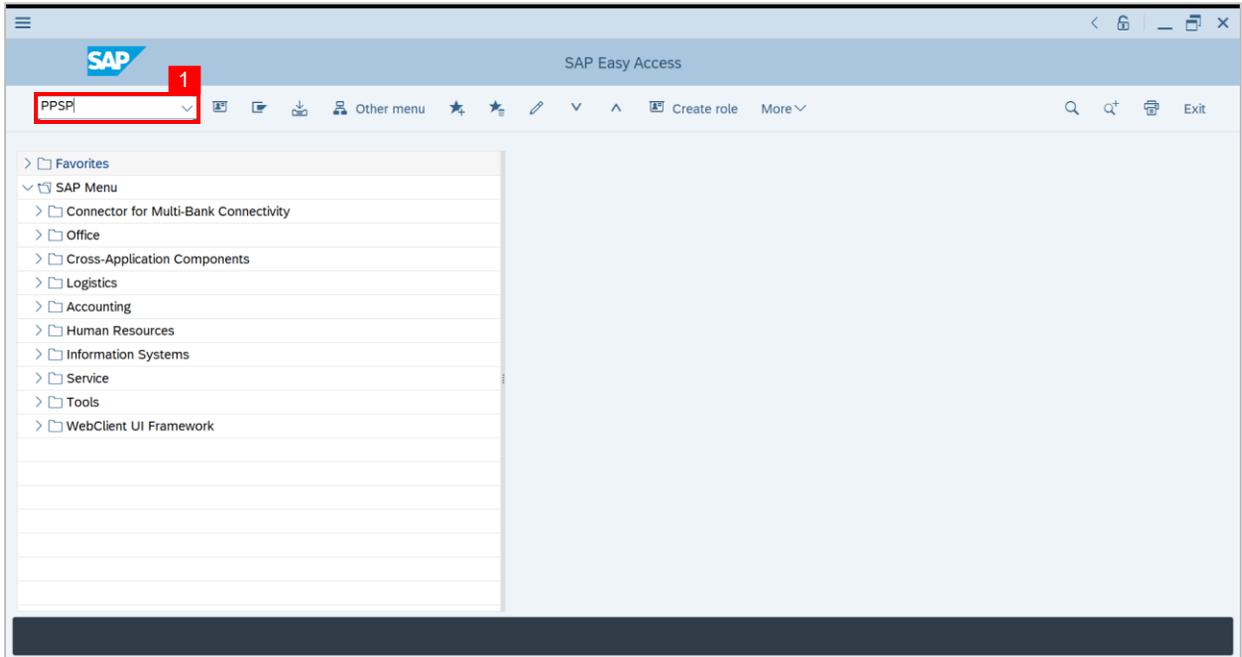
**GENERATE  
SUCCESSION  
PLANNING REPORT**

**Backend User**

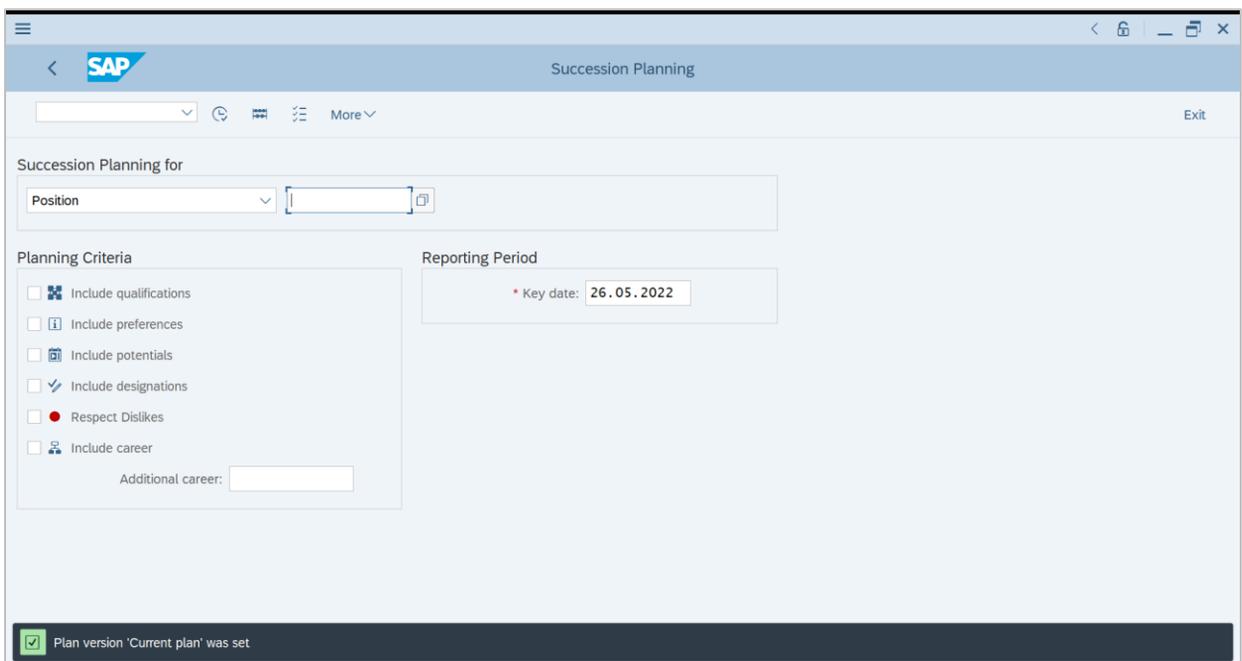
JPA, SPA and Department HR Development

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

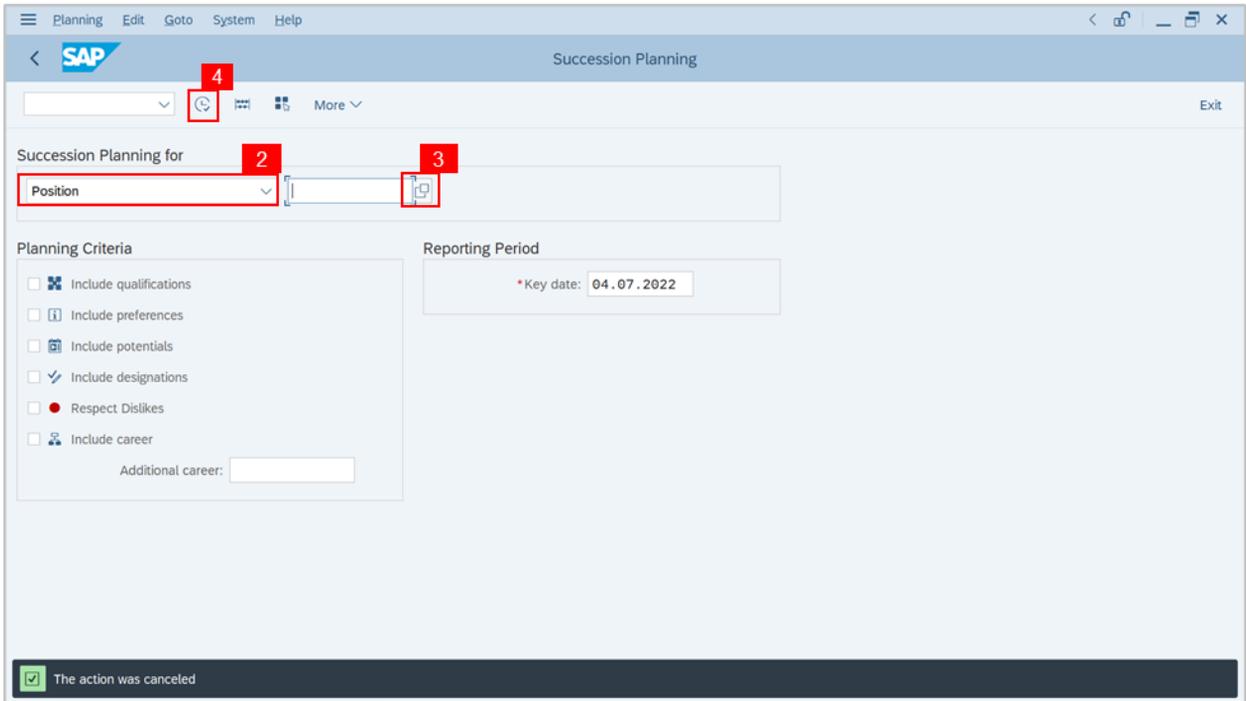
1. Enter **PPSP** in the search bar.



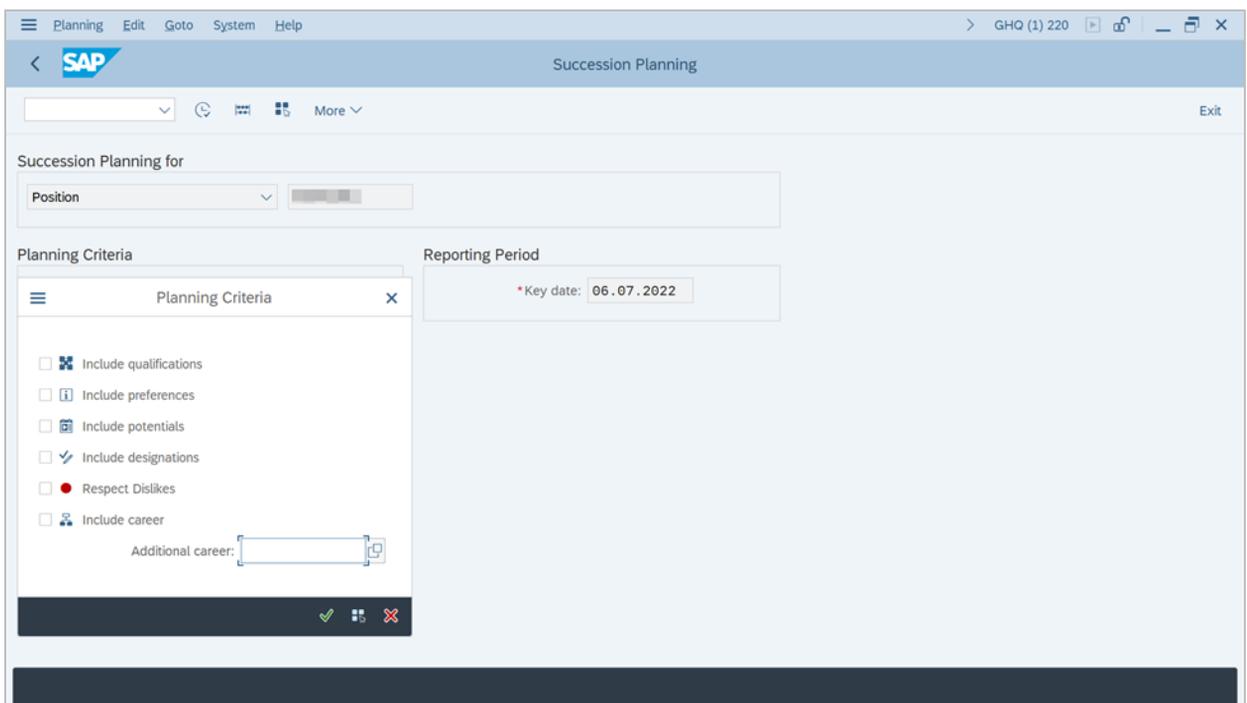
**Note: Succession Planning Page** will be displayed.



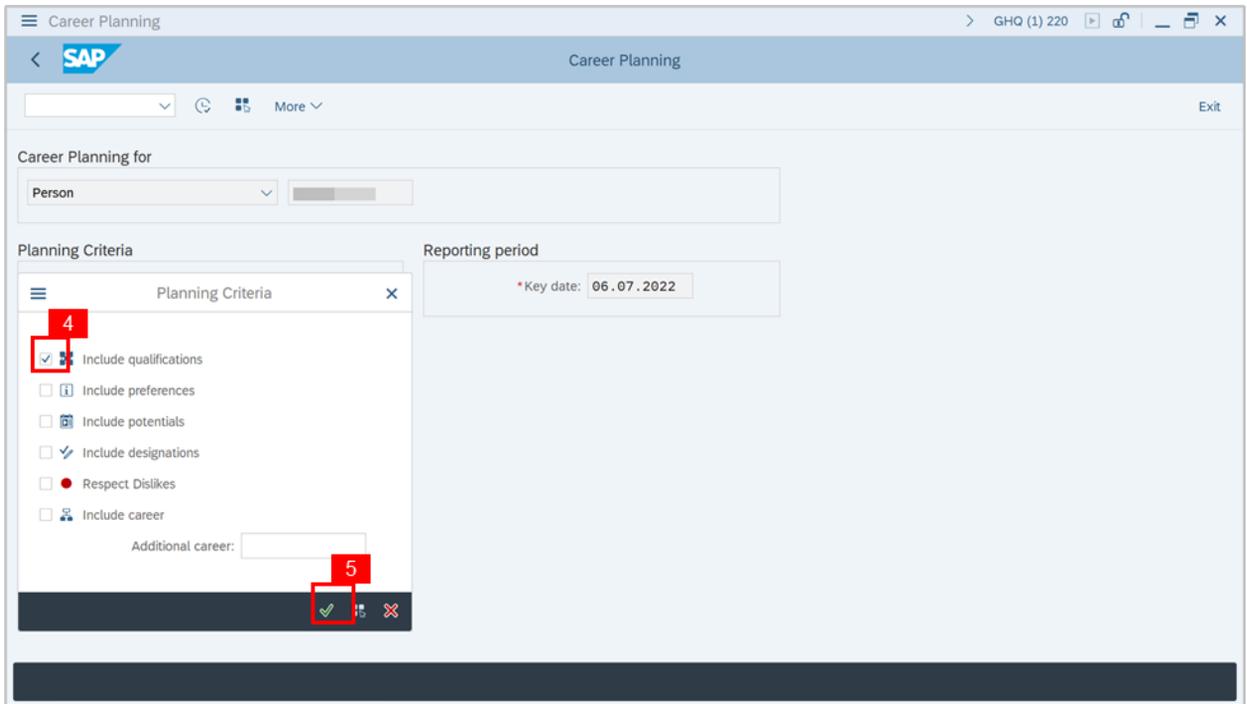
2. Navigate to **Succession Planning** for and select **Position**.
3. Click on the **icon** beside the textbox to choose the **Position**.
4. Click on the **Clock** icon to execute.



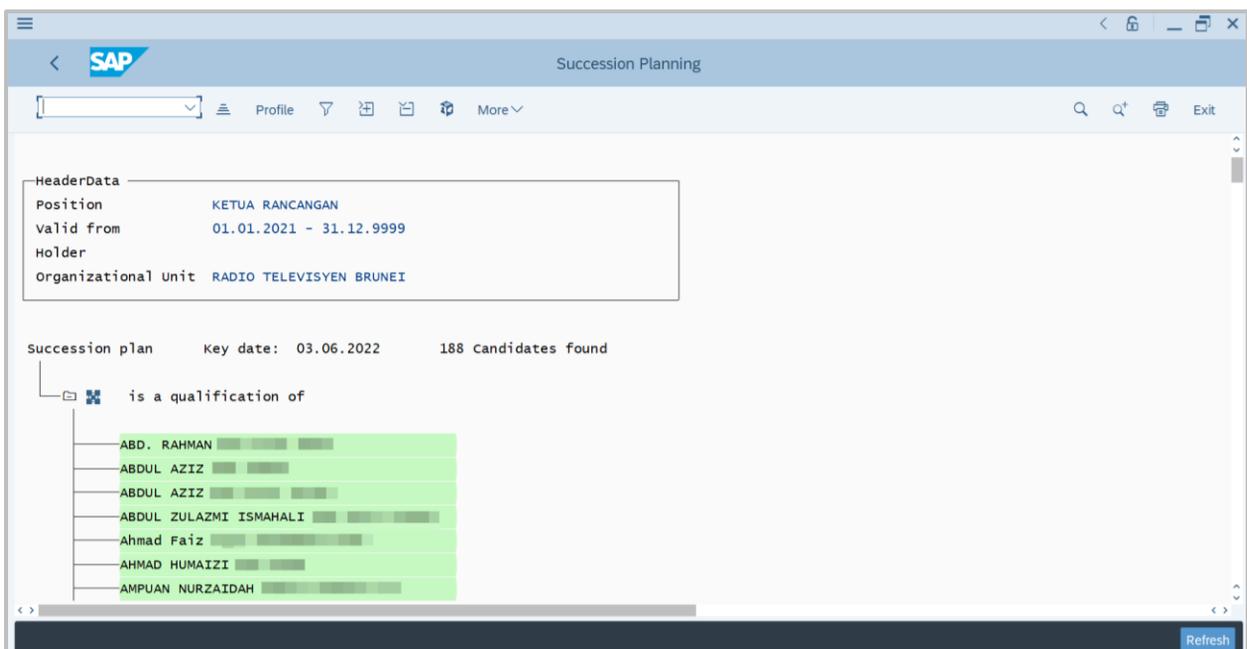
**Note: Succession Overview for Organization Unit** will be displayed.



4. Select the **Planning Criteria** by **clicking** on the **checkbox** beside the criteria.
5. Click the **Tick icon**.

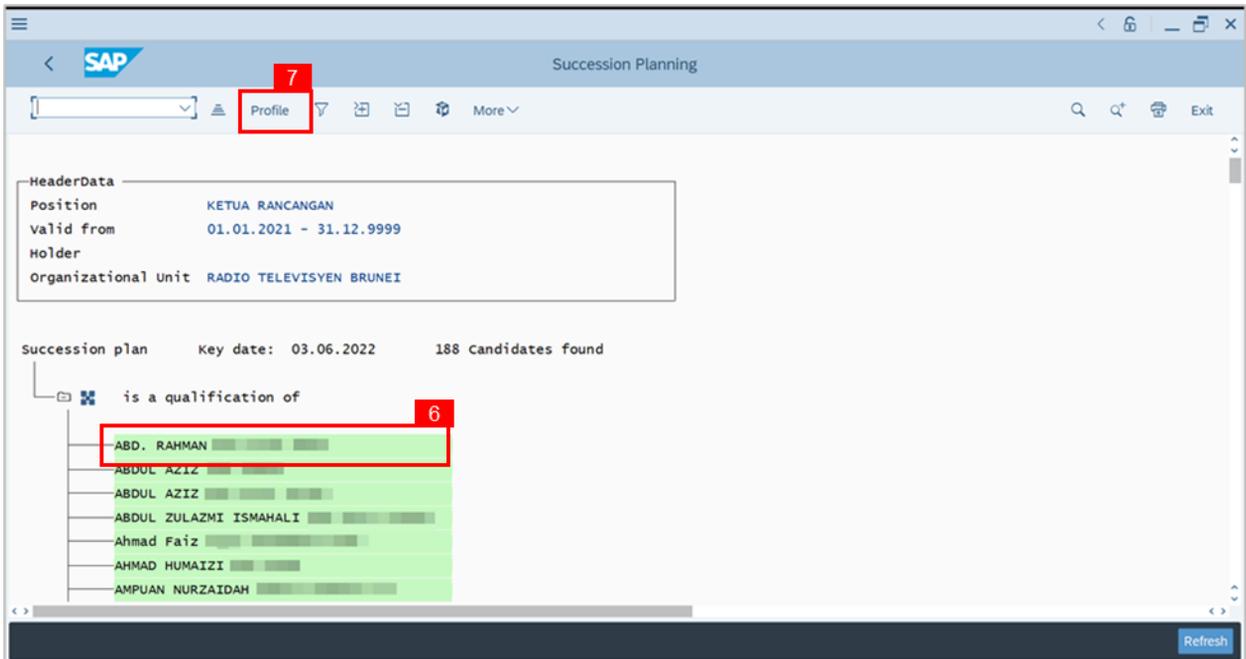


**Note:** Ranking list of Candidate has been displayed.



6. Select one of the Personnel.

7. Click on the Profile button.



HeaderData

Position: KETUA RANCANGAN  
Valid from: 01.01.2021 - 31.12.9999  
Holder:  
Organizational Unit: RADIO TELEVISYEN BRUNEI

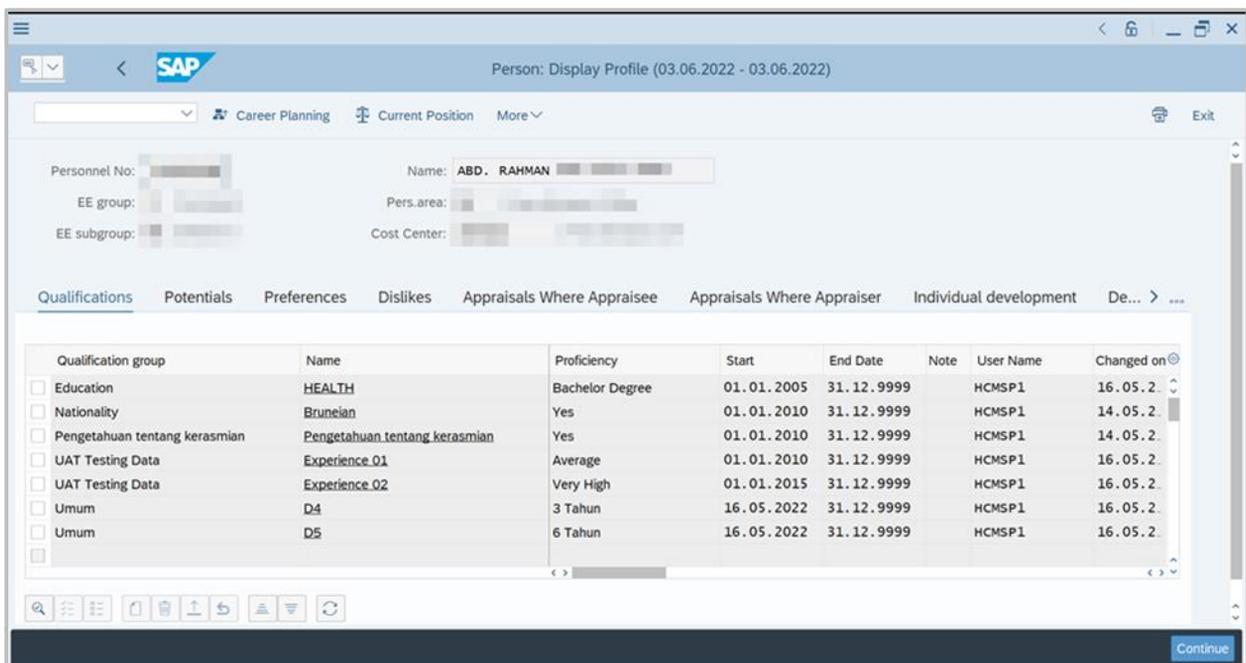
Succession plan Key date: 03.06.2022 188 candidates found

is a qualification of

- ABD. RAHMAN
- ABDUL AZIZ
- ABDUL AZIZ
- ABDUL ZULAZMI ISMAHALI
- Ahmad Faiz
- AHMAD HUMAIZI
- AMPUAN NURZAIDAH

Refresh

**Note:** Person: Display Profile Page has been displayed.



Person: Display Profile (03.06.2022 - 03.06.2022)

Personnel No: [redacted] Name: ABD. RAHMAN [redacted]  
EE group: [redacted] Pers.area: [redacted]  
EE subgroup: [redacted] Cost Center: [redacted]

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

| Qualification group                                    | Name                          | Proficiency     | Start      | End Date   | Note | User Name | Changed on |
|--|-------------------------------|-----------------|------------|------------|------|-----------|------------|
| <input type="checkbox"/> Education                     | HEALTH                        | Bachelor Degree | 01.01.2005 | 31.12.9999 |      | HCMS1     | 16.05.2    |
| <input type="checkbox"/> Nationality                   | Bruneian                      | Yes             | 01.01.2010 | 31.12.9999 |      | HCMS1     | 14.05.2    |
| <input type="checkbox"/> Pengetahuan tentang kemasjian | Pengetahuan tentang kemasjian | Yes             | 01.01.2010 | 31.12.9999 |      | HCMS1     | 14.05.2    |
| <input type="checkbox"/> UAT Testing Data              | Experience.01                 | Average         | 01.01.2010 | 31.12.9999 |      | HCMS1     | 16.05.2    |
| <input type="checkbox"/> UAT Testing Data              | Experience.02                 | Very High       | 01.01.2015 | 31.12.9999 |      | HCMS1     | 16.05.2    |
| <input type="checkbox"/> Umum                          | D4                            | 3 Tahun         | 16.05.2022 | 31.12.9999 |      | HCMS1     | 16.05.2    |
| <input type="checkbox"/> Umum                          | D5                            | 6 Tahun         | 16.05.2022 | 31.12.9999 |      | HCMS1     | 16.05.2    |

Continue

**Outcome:** User is able to view employee's qualification.

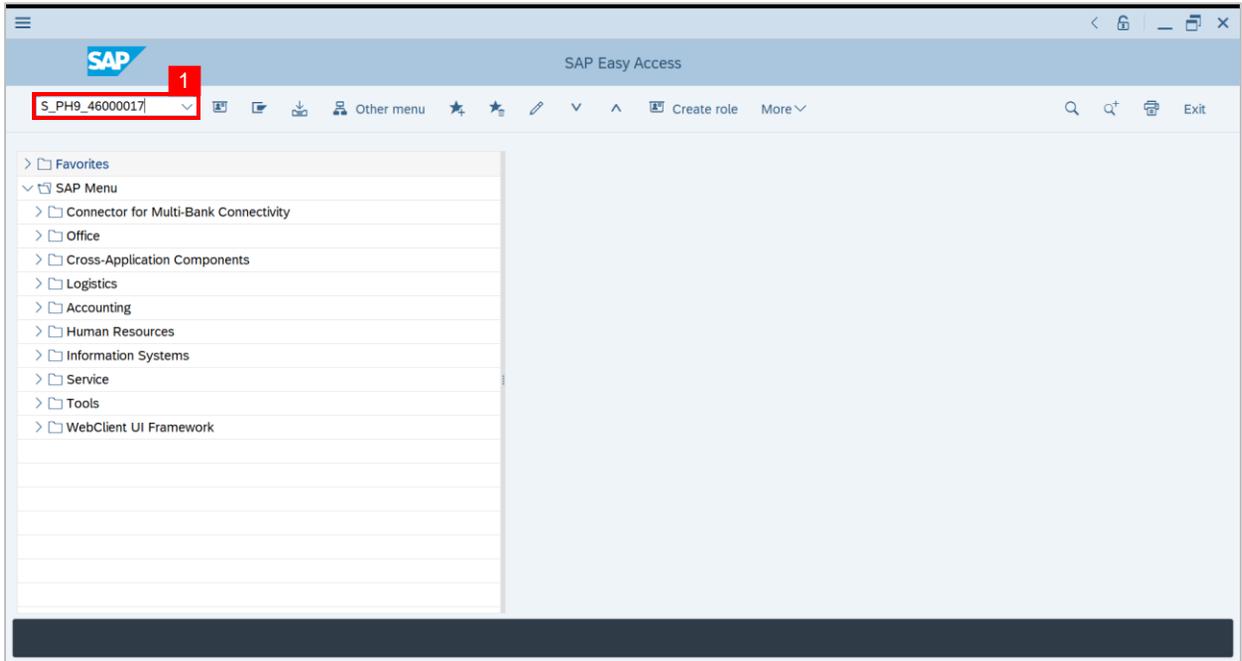
**GENERATE SUCCESSION OVERVIEW FOR AN ORGANISATIONAL UNIT**

**Backend User**

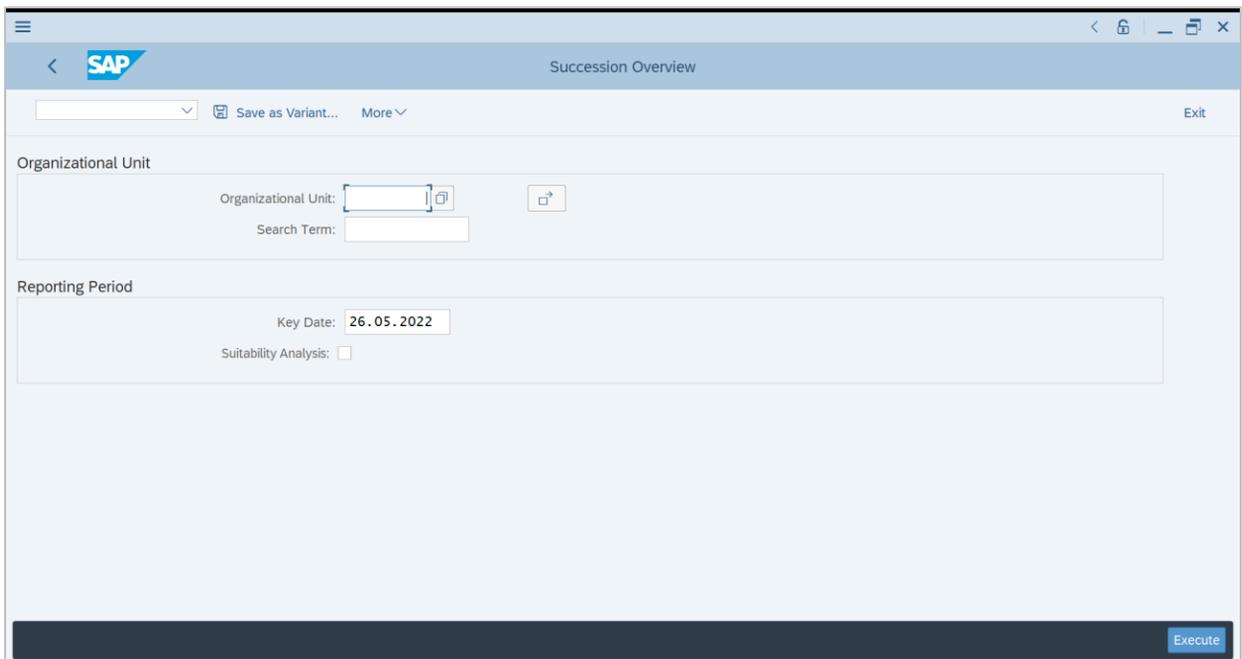
JPA, SPA and Department HR Development

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

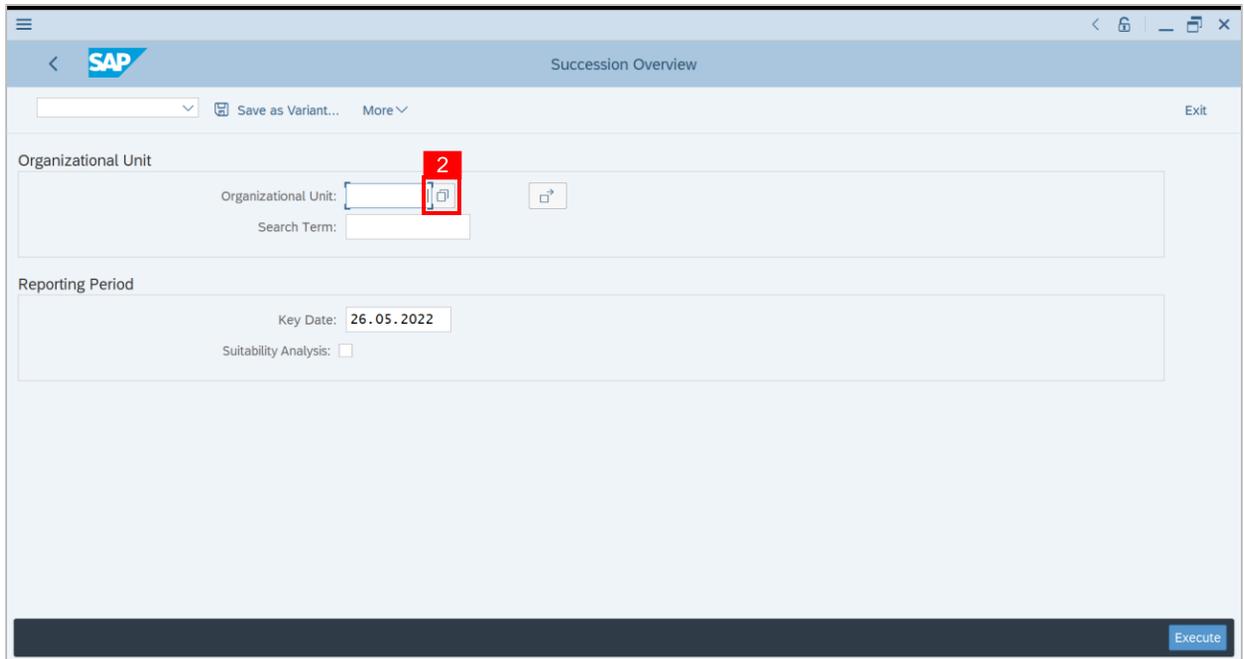
1. Enter **S\_PH9\_46000017** in the search bar.



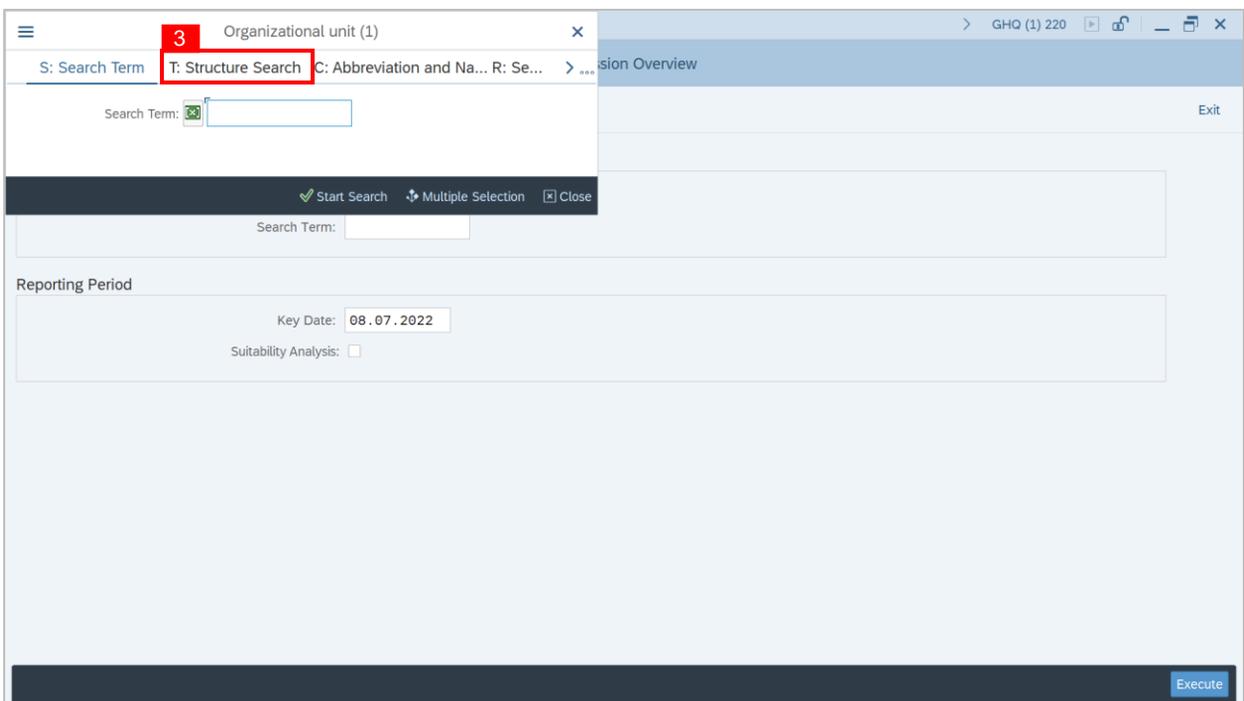
**Note:** Display **Succession Overview** will be displayed.



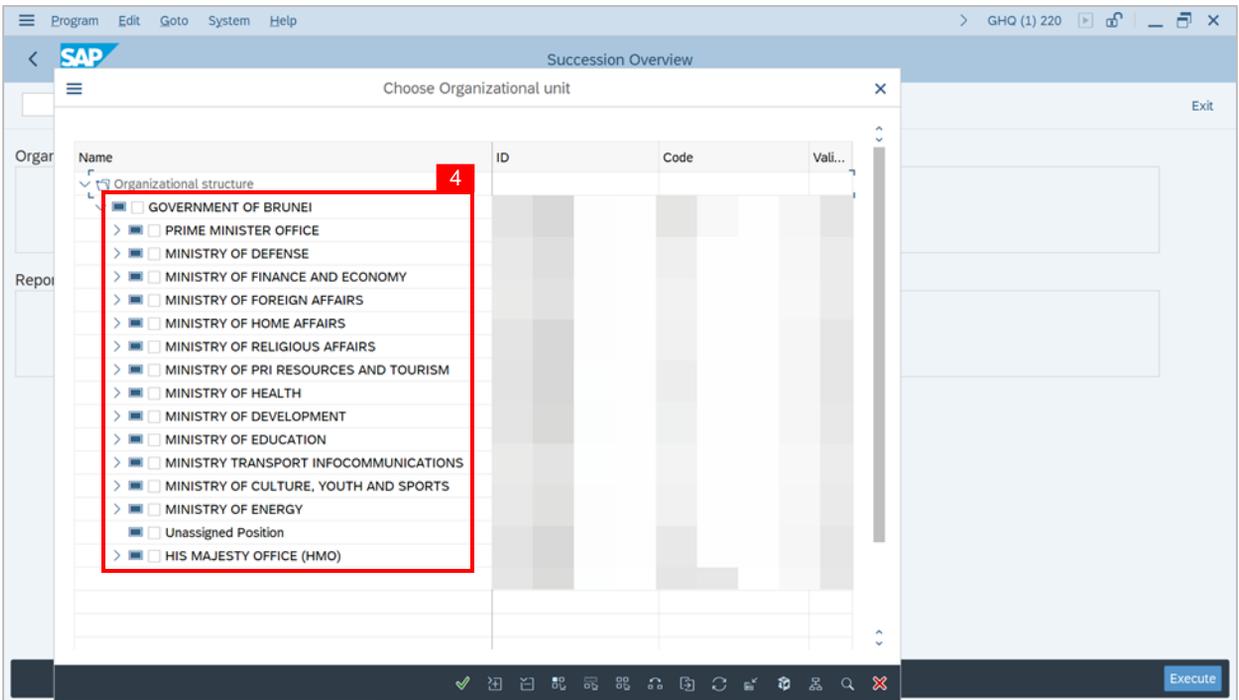
2. Click on the **Lookup** icon for **Organizational Unit**.



3. Select **Structure Search**.



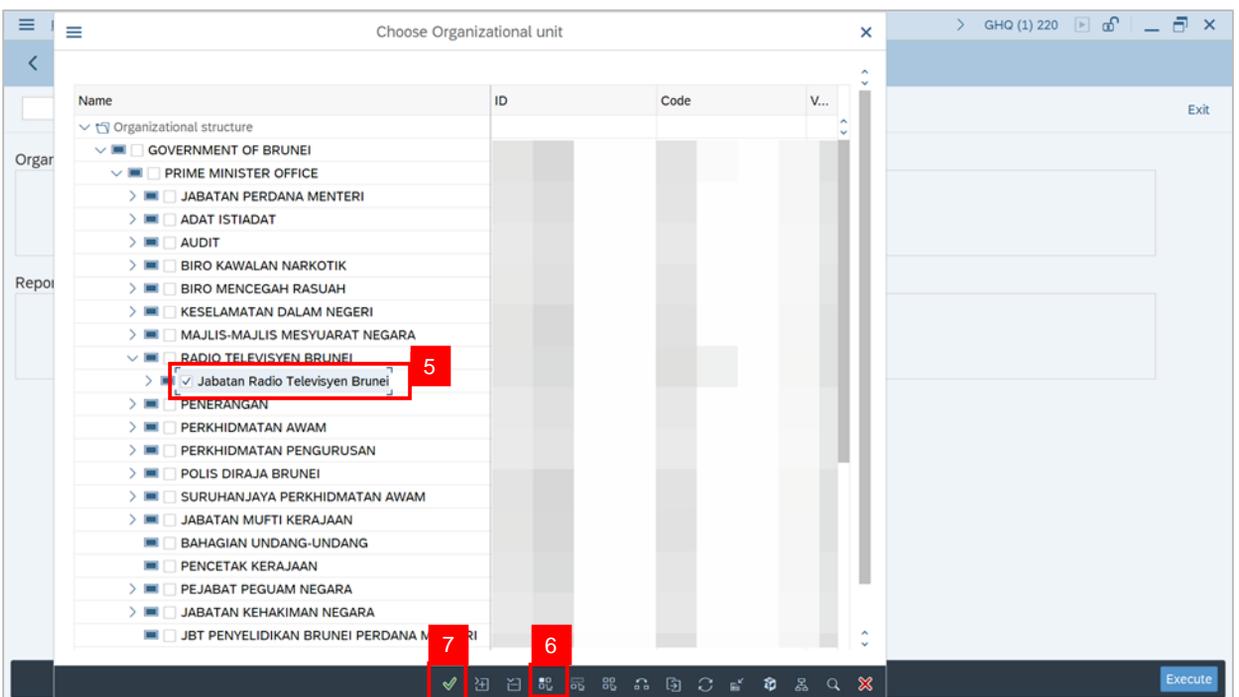
4. Select the **Organizational Unit** under **GOVERNMENT OF BRUNEI**.



5. Select the **Organizational Unit**.

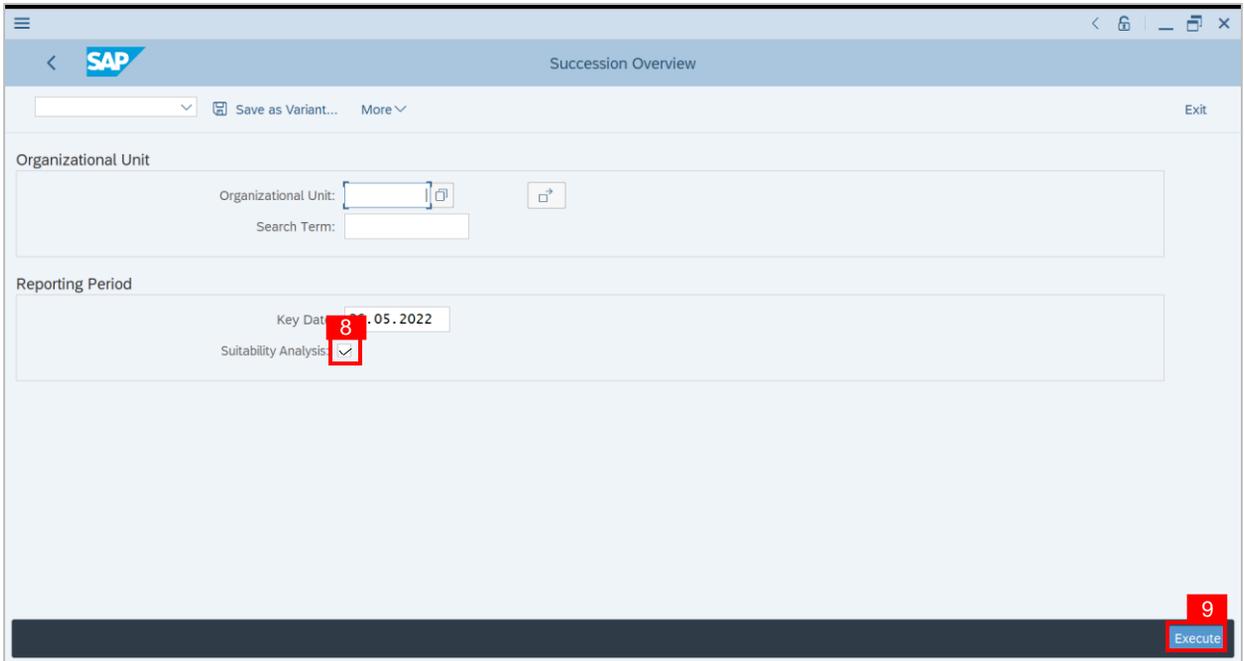
6. Click on the **Select Subtree** Icon.

7. Click on the **Continue** Icon.



8. Navigate to **Reporting Period** and tick on the **Suitability Analysis** box.

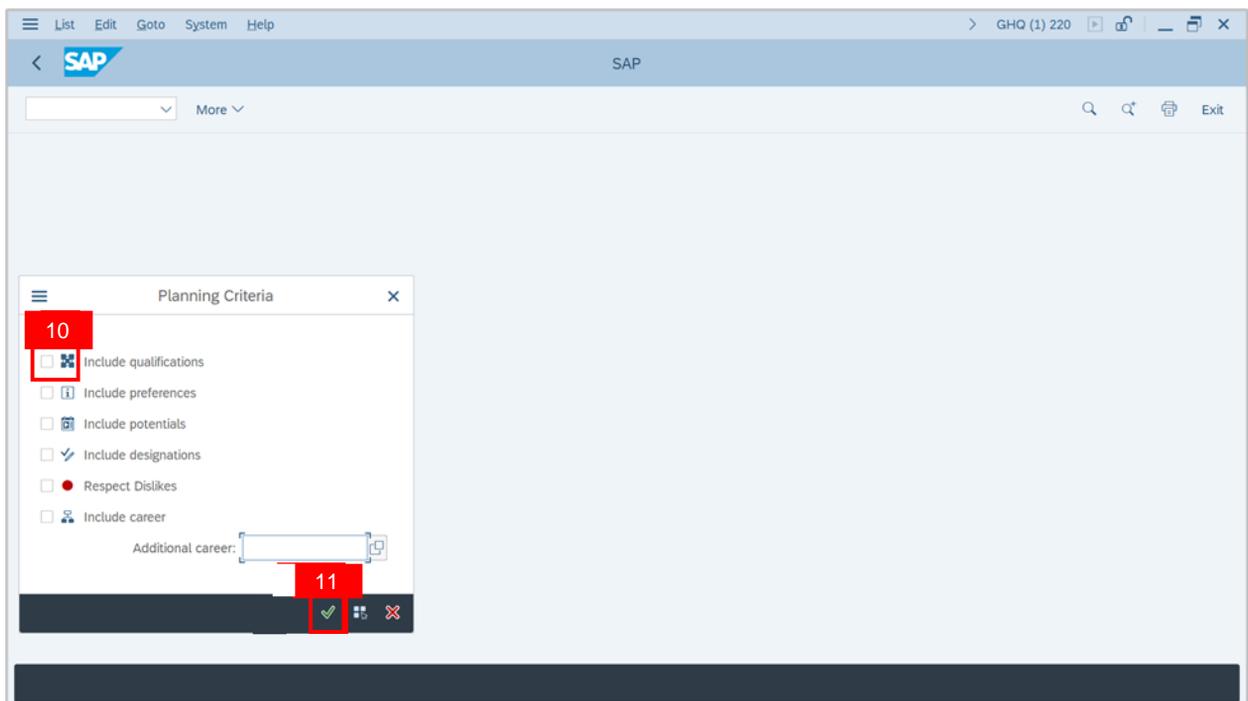
9. Click on the **Execute** button.



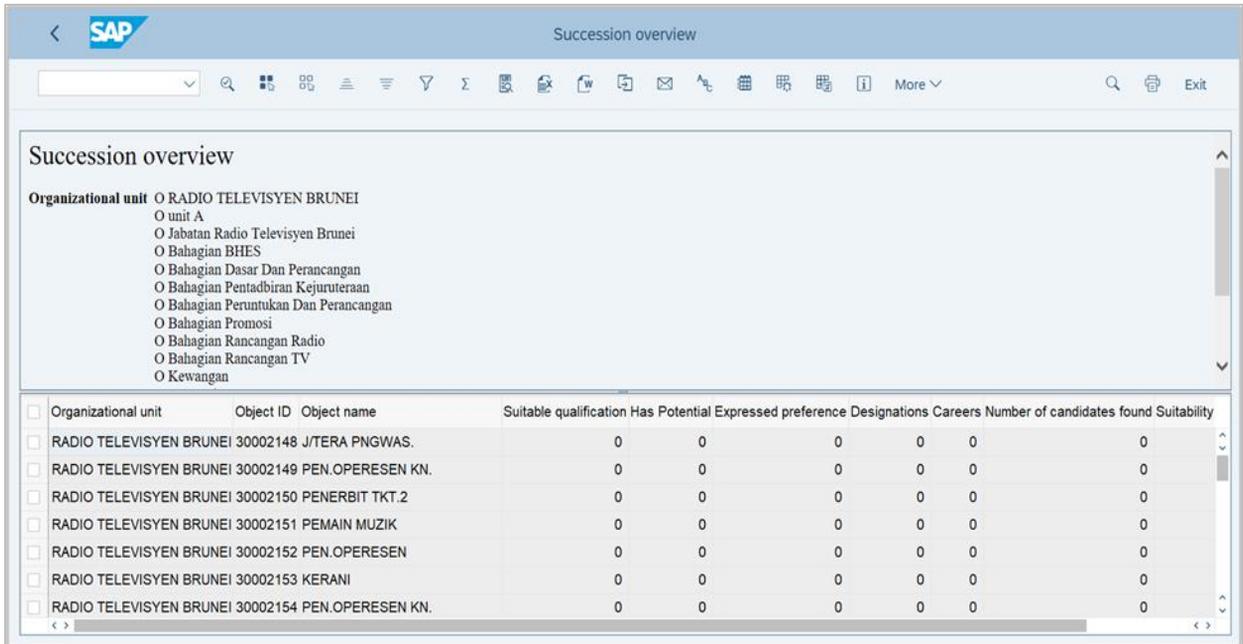
**Note:** A view page for **Planning Criteria** will be displayed.

10. Check the **Planning Criteria** by clicking the **checkbox** beside the criteria then

11. Click the **Tick icon**.



**Outcome: Succession Overview for Organizational Unit** has been successfully generated.



The screenshot shows the SAP Succession Overview interface. At the top, there is a navigation bar with the SAP logo and the title 'Succession overview'. Below this is a toolbar with various icons for search, filter, and other actions. The main content area is titled 'Succession overview' and contains a list of organizational units under the heading 'Organizational unit'. The list includes: RADIO TELEVISYEN BRUNEI, unit A, Jabatan Radio Televisyen Brunei, Bahagian BHES, Bahagian Dasar Dan Perancangan, Bahagian Pentadbiran Kejuruteraan, Bahagian Peruntukan Dan Perancangan, Bahagian Promosi, Bahagian Rancangan Radio, Bahagian Rancangan TV, and Kewangan. Below the list is a table with columns: Organizational unit, Object ID, Object name, Suitable qualification, Has Potential, Expressed preference, Designations, Careers, Number of candidates found, and Suitability. The table contains seven rows of data, all with zero values in the last three columns.

| Organizational unit                              | Object ID | Object name      | Suitable qualification | Has Potential | Expressed preference | Designations | Careers | Number of candidates found | Suitability |
|--|-----------|------------------|------------------------|---------------|----------------------|--------------|---------|----------------------------|-------------|
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002148  | J/TERA PNGWAS.   | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002149  | PEN.OPERESEN KN. | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002150  | PENERBIT TKT.2   | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002151  | PEMAIN MUZIK     | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002152  | PEN.OPERESEN     | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002153  | KERANI           | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |
| <input type="checkbox"/> RADIO TELEVISYEN BRUNEI | 30002154  | PEN.OPERESEN KN. | 0                      | 0             | 0                    | 0            | 0       | 0                          | 0           |

**Note:** Navigate to the table column and double-click the desired column to view the list of employees whose qualification matched with the position in the Organizational Unit.