

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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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)





	Backend User
MAINTAIN JOB	JPA

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

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

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

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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.

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Outcome: A new Job Object has been saved.

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ASSIGN JOB TO	Backend User
POSITION	JPA

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

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

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		Save Cancel



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.

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Outcome: A new Relationship has been saved.

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MAINTAIN	Backend User
QUALIFICATION GROUP	JPA

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

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

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

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

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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.

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

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



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

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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.

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

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

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Outcome: A new Qualification Group has been saved.

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MAINTAIN	Backend User
QUALIFICATION	JPA

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

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

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

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

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

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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.**

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

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



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

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- 6. Fill the Qualification Name.
- 7. Click on the **Proficiencies** tab.

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

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- 8. Click on [] to choose default proficiencies for the Qualification (if needed).
- 9. Click on the Addit. (Additional) Data tab.

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

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10. Choose Depreciation Meter or Validity (if needed).

11. Fill Years or Months (if needed).

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Note:

- Depreciation Meter: Qualification Proficiency will decrease following those dates.
- Validity: Qualification Validity will follow those dates.
- 12. Click on

to add alternative qualification.

Note: Alternative qualification is used to represent more than one qualification.

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

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13. Select a Qualification Alternative.

Note: Choose alternative Qualification with the same Proficiency.

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

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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.**

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Outcome: A new Qualification has been saved.



MASS UPLOAD QUALIFICATION GROUP	Backend User
	JPA

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

1. Enter **ZHCMSP001_MASS** in the search bar.

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> 🗅 Favorites		
✓ [™] SAP Menu		
> 🗀 Connector for Multi-Bank Connectivity		
> 🗅 Office		
> 🗀 Cross-Application Components		
> 🗀 Logistics		
> 🗀 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
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Note: Mass Upload Qualification Catalog will be displayed.

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		Execute



2. Choose Qualification Group.

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Qualification Group:	
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3. Click on the **Lookup** icon.

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Note: List of Document will be displayed.

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

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

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

SAP GUI Security	×
The system is trying to access the file	
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Do you want to grant access to this file?	
Remember My Decision	
<u>A</u> llow <u>D</u> eny	<u>H</u> elp



6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS_UPLOAD_QUALIFICATION_CATALOG.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
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Note: List of Qualification Group will be displayed.

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7. Tick the Qualification Group desired to be added.

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8. Then click the Export button.

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

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MASS UPLOAD	Backend User
QUALIFICATION	JPA

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

1. Enter **ZHCMSP001_MASS** in the search bar.

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> 🗀 Favorites	
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> 🗅 Office	
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Note: Mass Upload Qualification Catalog will be displayed.

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2. Choose Qualification.

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

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Note: List of Document will be displayed.	

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

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

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

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Do you want to grant access to this file?	
<u>R</u> emember My Decision	
<u>A</u> llow <u>D</u> eny	Help



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

SAP GUI Security	×
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Note: List of Qualification will be displayed.

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~	Exp 02 Experience 02 02.01.1900	31.12.9999 50085136 0 0	



7. Check the Qualification Group desired to be added.

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

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

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ASSIGN QUALIFICATION	Backend User
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Log into SAP GUI (Back End) and proceed with the following steps.

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

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Note: Change Profile Page will be displayed.

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

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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.**

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

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

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Note: Job Requirement Page will be displayed.

7. Click on the Create Icon.

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

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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.**

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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.

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Note: Proficiency scale list of the qualification will be displayed

13. Select a Proficiency.

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

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- 15. Tick on Checkbox to define the qualification as Mandatory (Optional).
- 16. Click on the **Save** button.

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V 🖹 Job		Requ	irements						
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> Organizational	l unit		Qualification group	Name	S	Proficiency	Ess	Start	End Date
> 8 Task			Nationality	Pruncian	Ŭ	Vor	200	29 05 2022	31 12 999(
> 😒 Requirements	profile (LO)	-	Pendetahuan tentang kerasmian	Pendetahuan tentang kerasmian		Ves		29.05.2022	31, 12, 999
Hit list		1	Performance Annraisal	Performance Result (2 years ago)		A - Cemerland		29.05.2022	31, 12, 999
₽ Q =			renormance Appraisa	renomance nesati (z years ago)		A Gentertang			
Name	Code ID Valid from Valid 1								
Superscale A	Superscale A C 20000000 01.01.2010 Unlim								
Superscale B	Superscale B C 20000001 01.01.2010 Unlim								
Superscale C	Superscale C C 20000002 01.01.2010 Unlim								
Kumpulan 1	Kumpulan 1 C 20000003 01.01.2010 Unlim				<	>			< > ~
Kumpulan 2	Kumpulan 2 C 20000004 01.01.2010 Unlimi	9	注記 [] ⑦ 1 5 A	- N C					
Kumpulan 3	Kumpulan 3 C 20000005 01.01.2010 Unlim								
PGU.4	PGU.4 C 20000006 01.01.2010 Unlim								
PGU.3	PGU.3 C 20000007 01.01.2010 Unlim	~							
					_				
								Save Co	ontinue Cancel



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.

	> GHQ (1) 210 🕨 🔓 🔔 🗖	×
SAP asy Access		
PPPM 🗸 📧 🖝 🚠 🖧 Other menu 🜟 🏂 🥒 V 🔺 📧 Create role More V	Q, Q ⁺ (7) Exi	t
> Favorites > Connector for Multi-Bank Connectivity > Consector for Multi-Bank Connectivity > Maccounting > Information Systems > Service > Tools > WebClient UI Framework		

Note: Change Profile Page will be displayed.

=			> GHQ (1) 210	• 6 _	- 🗗 ×
< SAP	User: Change Profile (29.05.2022 - 31.12.9999)				
Scareer Planning 🏾 🍄 Current Position	Nore ~			đ	Exit
$\leftarrow \rightarrow [\bigstar] \bigstar [\bigstar] \heartsuit] \bigotimes$	$\leftarrow \rightarrow$	29.05.2022	to: 31.12.9999		
Find by					
> 28 Person					
> III User					
> Applicant					
> 8 Position					
Plan version 'Current plan' was set			Save	Continue	Cancel



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

≡	> GHQ (1) 210 🗈 🔓 📃 🗗 🗙
< SAP	User: Change Profile (29.05.2022 - 31.12.9999)
✓ & Career Planning ⊕ Current Position More ✓	(광 Exit
Find by Find by Serson Search term Organizational unit A Task	20.05.2022 to: 31.12.9999
	Save Continue Cancel

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.

≡			> GHQ (1) 210 🕨 🔓 🔔 🗖 🗙
<	SAP User: Change Profile (29.05.2022 - 31.12.9999)		
	✓ I Career Planning		🗇 Exit
	Find Position × →	29.05.2022	to: 31.12.9999
	With name:		
	Assigned:		
	Object:		
	l Find 83		
			Save Continue Cancel



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

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

≡		> GHQ (1) 210 🕨 🔓 📃 🗇 🗙
< SAP	User: Change Profile (29.05.2022 - 31.12.9999)	
Sector Planning 🔹 Current Position More V		🔁 Exit
$\begin{array}{c c} \leftarrow \rightarrow & \\ \hline \bigstar & \bigstar & \\ \hline \bigstar & \bigstar & \\ \hline \leftarrow \rightarrow & \\ \hline \end{array}$	1 29.05.202	2 to: 31.12.9999
Find by		
> 🙈 Person 🗘		
> 📧 User		
> 🔒 Applicant		
✓ A Position		
Q Search term		
Q Structure search		
> E JOD		
Hit list		
Icon Existence Name		
& KET.PEMB.TEKNIK		
8 PEMELIHARA KAWASAN		
8 PEMBANTU PEJABAT		
8 PEN.KET.PEG.B/SUKAN		
8 PEN.PEG.PERHUBUNGAN AWAM		
		Save Continue Cancel

Note: Position Requirement Page will be displayed.

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

=				> GHQ (1) 210 🕨 🔓 🔔 🗇 🗙
BI⊻ < SAP	Position: Change	Profile (29.05.2022 - 31.12.9999)		
Succession Planning 🌵 Curre	nt Holder More \sim			🗇 Exit
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \bigotimes \bigotimes$	← →		29.05.2022	to: 31.12.9999
Find by				
> A Person	Position: PEMBANTU PE	JABAT		
> III User	Start: 01.01.1900	- 31.12.9999		
> & Applicant	Holder			
V & Position	notael.			
C Search term	Org. unit: JABATAN BELI	A DAN SUKAN		
	Requirements			
> Organizational unit				
> 8 Task	Qualification group	Name	St Proficiency	Ess Start End Date @
Hit list	Nationality	Bruneian	Yes	01.01.2010 31.12.999!0
	Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.2010 31.12.9999
Icon Existence Name				
A KET.PEMB.TEKNIK				
A PEMELIHARA KAWASAN				
A PEMBANTU PEJABAT				
A PEN.KET.PEG.B/SUKAN				
A PEN.PEG.PERHUBUNGAN AWAM			\leftrightarrow	<>♀
A PEMBANTU PEJABAT	Q ≦ ≝ 1 ■ 1 5 ▲	₹ * C		
A PEMELIHARA KAWASAN				
PEKERJA TINGKAT V O/V				
A PENJUAL TIKET U/V	· _			
				Save Continue Cancel



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

≡							> GHC	2 (1) 210 🕨	×⊡_ 3
\sim	< SAP		Position: Chang	e Profile (29.05.2022 - 31.12.9999)					
	= 0	8 ation (1)	×						🗇 Exit
	S: Search Term T: Structure Se	arch C: Abbreviat	tion and Name R: Searc >						
\leftarrow	Search Term: 🔯 📔				29.05.20	22	to: 31.12.999	9	
Find by									
> 28 Per				JABAT					
> 🖭 Use		A Start Soarch	Multiple Selection UClose	- 31.12.9999					
✓ 8 Pos	lion	Start Search	A Mutuple Selection Close						
Q S	earch term		Org. unit: JABATAN BEL	IA DAN SUKAN					
QS	tructure search	Re	equirements						
> 🗉 Job	anizational unit								
> 8 Tas	k	0	Qualification group	Name	St	Proficiency	Ess	Start	End Date
Hit list		1	Nationality	Bruneian		Yes		01.01.2010	31.12.999!
v			Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian		Yes		01.01.2010	31.12.999
Icon Existe	ence Name								
8	KET.PEMB.TEKNIK	0							
8	PEMELIHARA KAWASAN								
8	PEN.KET.PEG.B/SUKAN								
8	PEN.PEG.PERHUBUNGAN AWAM				\bigcirc				
8	PEMBANTU PEJABAT	6	२. ं ः ः ि च ⊥ 5 ≞	₹ # 0					
8	PEMELIHARA KAWASAN								
Å	PERERJA TINGKAT V 0/V PENJUAL TIKET 0/V	~							
		Ÿ			_	_			
								Save Co	ontinue Cancel

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.

≡						> GHQ (1) 210 🕨	6 _ Ə ×
R	E Choose Qualific	ation	×	- 31.12.9999)			
							C Evit
	Name	ID	Code				E. CVI
←	9 ualifications catalog (complete)		0		20.05.2022	to: 31 12 0000	
	〜 ビ Government Of Brunei Darussalam	QK 50085100	Goverment O		20.00.2022	(0. J1.12.0000	
Find	∼ 🗗 General	QK 50085101	General				
> 83	> 🗀 Education	QK 50085104	Education				
> 📧	🗀 Experience Skim Perkhidmatan	QK 50085105	Experience S				
> 88	> 🗀 Experience Salary Scale	QK 50085106	Experience S				
~ 8	> 🗀 Performance Appraisal	QK 50085107	Performance				
	> 🗀 Nationality	QK 50085108	Nationality				
	> 🗅 CEP	QK 50085109	CEP				
> 🖹	> 🗀 CSLP Flagship Program	QK 50085110	CSLP Flagshi				
> 🔳	> 🗀 Language	QK 50085115	Languange				
	> Calle Pool	QK 50085402	CSLP Pool		St Proficiency	Ess Start	End Date 💿
Hit lis	√ <mark>r⊴ 10</mark> ksaan	QK 50085403	Peperiksaan		Yes	01.01.2010	31.12.999!0
	🕌 🗹 Peperiksaan Jabatan	Q 50085486	Peperiksaan	ng kerasmian	Yes	01.01.2010	31.12.9999
loop l	Peperiksaan peraturan Am 1961	Q 50085487	Peperiksaan				
COTT	🕌 🗌 Peperiksaan peraturan Kewangan	Q 50085488	Peperiksaan				
ă	> 🗀 Peperiksaan Perkhidmatan Pentadbiran	QK 50085404	Peperiksaan				
8	> 🗀 Pengetahuan tentang kerasmian	QK 50085405	Pengetahuan				
8	> 🗀 Bachelor Degree	QK 50085457	Bachelor Deg				
8	> 🗀 Sijil	QK 50085460	Sijil				^
8	> 🗅 Grade	QK 50085464	Grade		\odot		<> <
8	> 🗀 Kertas Kerja	QK 50085465	Kertas Kerja				
8	> 🗀 Kursus Mandatori	QK 50085470	Kursus Manda				
8	> 🗀 Tempoh Memangku	QK 50085476	Tempoh Mem 🗘				
8	11	\bigcirc	$\langle \rangle$				
			🖬 🕸 🐰 🔍 💥			Save Co	ontinue 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 the Lookup icon.

=					> GHQ (1) 210 🕨 🔓	_ 🗇 ×
<u>⊪∽</u> < SAP		Position: Change	Profile (29.05.2022 - 31.12.9999)			
Succession Planning	Current H	Holder More \sim				🗟 Exit
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \heartsuit \bigotimes$		$\leftarrow \rightarrow$		29.05.2022	to: 31.12.9999	
Find by						
> 28 Person	0	Position: PEMBANTU PEJ	IABAT			
> 📧 User		Start: 01.01.1900	- 31, 12, 9999			
> 🖧 Applicant	_	Helder				
✓ & Position	-71	Holder.				
C Search term		Org. unit: JABATAN BELIA	DAN SUKAN			
	- 1	Requirements				
Organizational unit						
> 8 Task	¢	Qualification group	Name	St Proficiency	Ess Start En	d Date 💿
Hit list		Nationality	Bruneian	Yes	01.01.2010 31	.12.999!0
		Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.2010 31	.12.999
Icon Existence Name		Peperiksaan	Peperiksaan Jabatan	1	29.05.2022 31	.12.999
A KET.PEMB.TEKNIK	0					
8 PEMELIHARA KAWASAN						
A PEMBANTU PEJABAT						
PEN.KET.PEG.B/SUKAN						0
PEN.PEG.PERHUBUNGAN AWAM				\bigcirc		↔ ×
8 PEMBANTU PEJABAT		< 2 = = 1 = 1 = = = = = = = = = = = = = =	- N C			
	~					
	×					
					Save Contin	ue Cancel

Note: Proficiency scale list of the qualification will be displayed

- 13. Select a Proficiency.
- 14. Click on the **Tick** icon.

≡			> GHQ (1) 210 🕨	6 _ 🗗 ×
	Position: Change Profile (29.05.2022 - 31.12.9999)			
V 🎝 Succe	ssion Planning $ _{ m I\!P} $ Current Holder $$ More $ \! \! \! $			🗟 Exit
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \rangle $	← →	2022 to:	: 31.12.9999	
Find by				
> 🙈 Person	C Position: PEMBANTU PEJABAT			
> 🗷 User	Start: 01.01.1900 - 31.12.9999			
> 🙈 Applicant				
✓ A Position	Scale: Lulus/Tidak Lulus ×			
Q Search term				
C Structure search	Proficiency			
> 🖾 Job	Tidak Lulu 13			
> Companizational unit	Lulus	D. C.I.	5	5-15-1 O
> 8 Task	St	Proficiency	Ess Start	End Date
Hit list		Yes	01.01.2010	31.12.999
		Yes	01.01.2010	31.12.999
Icon Existence Name			29.05.2022	2 31.12.9999
& KET.PEMB.TEKNIK				
B PEMELIHARA KAWASAN				
PEMBANTU PEJABAT				
PEN.KET.PEG.B/SUKAN				
PEN.PEG.PERHUBUNGAN	(\circ)	>		~ Ŷ
A PEMBANTU PEJABAT				
B PEMELIHARA KAWASAN				
PEKERJA TINGKAT V O/V				
A PENJUAL TIKET O/V				
	✓ Description %		Save	Continue Cancel



- 15. (Optional) Tick on Checkbox to define the qualification as Mandatory.
- 16. Click on the **Save** button.

=				> GHQ (1) 210 🕨 🔓 🔔 🗖	×
<u>⊪∽</u> ≺ sap	Position: Change F	Profile (29.05.2022 - 31.12.9999)			
V 🛃 Succession Planning 🏾 🏝 Cur	rrent Holder More \checkmark			ලි Exit	it
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \heartsuit \bigotimes$	$\leftarrow \rightarrow$		1 29.05.2022 t	to: 31.12.9999	
Find by					
> 🔒 Person	C Position: PEMBANTU PEJ	ABAT			
> 📧 User	Start: 01.01.1900	- 31, 12, 9999			
> 🖧 Applicant					
∨ & Position	Holder:				
Q Search term	Org. unit: JABATAN BELIA	DAN SUKAN			
Structure search	Requirements				
> 🖹 Job					
> Organizational unit			a. Burt-laur	5	~
	Qualification group	Name	St Proticiency	Ess Start End Date	0
	Nationality	Bruneian	Yes	15	~
	Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.2010 31.12.9999	
Icon Existence Name	Peperiksaan	Peperiksaan Jabatan	Lulus	29.05.2022 31.12.999	
& KET.PEMB.TEKNIK					
8 PEMELIHARA KAWASAN					
8 PEMBANTU PEJABAT					
A PEN.KET.PEG.B/SUKAN					
A PEN.PEG.PERHUBUNGAN AWAM			\bigcirc	()	.0
A PEMBANTU PEJABAT	Q 22 82 1 1 1 1 5 ≞ =	7 * C			
A PEMELIHARA KAWASAN					
PEKERJA TINGKAT V O/V					
8 PENJUAL TIKET O/V	<u></u>			16	
				Save Continue Cano	cel

Outcome: Position Requirement has been saved.

≡								>	GHC	(1) 210 🕨	6 _	⊡ ×
B⊻ < SAP	Image: SAP Position: Change Profile (29.05.2022 - 31.12.9999)											
Succession Planning 🏻 🐥 Cur	rrent	t Ho	older More 🗸								6	Exit
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \bigotimes \bigotimes$			← →		2	9.05.20)22	to: 31.12	2.999!	9		
Find by												
> 🙈 Person	0		Position: PEMBANTU PEJ	ABAT								
> III User			Start: 01.01.1900	- 31,12,9999								
> 🙈 Applicant												
	. 1		Holder:									
Q Search term			Org. unit: JABATAN BELIA	DAN SUKAN								
Q Structure search	_	R	Requirements									
> 自 Job		-										
> Organizational unit	~		Qualification many	Nama		C 1	Destisioner		F	Chard	Fad Dat	- 0
> 8 Task	-	1.	Qualification group	Name		St	Proficiency		ESS	Start	End Date	e ©
		1	Nationality	Bruneian			Yes			01.01.2010	31.12.9	999!
			Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian			Yes			01.01.2010	31.12.9	9999
Icon Existence Name			Peperiksaan	Peperiksaan Jabatan			Lulus			29.05.2022	31.12.9	999:
A KET.PEMB.TEKNIK	0											
8 PEMELIHARA KAWASAN												
A PEMBANTU PEJABAT												
8 PEN.KET.PEG.B/SUKAN												
A PEN.PEG.PERHUBUNGAN AWAM						\sim						~ Û
A PEMBANTU PEJABAT			Q /= E f m 1 5 = =	7 8 2								
A PEMELIHARA KAWASAN												
PEKERJA TINGKAT V O/V												
A PENJUAL TIKET O/V	0											
		i.										
										Save Co	ntinue	Cancel



MASS ASSIGN	Backend User
QUALIFICATION TO PERSON	JPA

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

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

=		< 6 🗆 🗖 ×
	SAP Easy Access	
000M 🗸 🗷 🖻 🕹 🔓 Other menu 🗚 🏄		Q, Q ⁺
> 🗅 Favorites		
V 🗂 SAP Menu		
> 🗀 Connector for Multi-Bank Connectivity		
> 🗀 Office		
> 🗀 Cross-Application Components		
> 🗀 Logistics		
> 🗀 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
> 🗅 Service		
> 🗀 Tools		
> 🗀 WebClient UI Framework		

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

≡						< 🖻 🗌	- 6	×
< SAP		Qualifications	Profile: Mass D	ata Maintenar	nce			
✓ More ∨							Exit	
Profile for								0
User v								
Calcuted Object Tures					0			I
Selected Object Type	Nome			Object ID				I
Object type	Name			Object ID				I
								I
					~			I
				\sim	> ~			I
¥= 8= (-)								I
Qualifications								I
Name	Proficiency	Start	End Date	Liser Name	0			I
	Tronciency	Start	End Date	ober Hume				
								n
								~
								-
Plan version 'Current plan' was set						Save Refresh	Cance	l



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

≡					< 6	i _ I
< SAP		Qualificatio	ons Profile: Mass	Data Maintenance		
~ ·	More ~					
Profile for	2					
Person	× 0					
				~		
Object type	Name			Object ID		
				\leftrightarrow \vee		
ualifications						
Name	Proficiency	Start	End Date	User Name 💿		
				~		
	< >			$\langle \rangle$ \checkmark		
					Save Re	efresh

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

≡					< 6 – 5
< SAP		Qualification	ns Profile: Mass	Data Maintenance	2
· · · ·	More 🗸				Exi
Profile for					
Person	→ D				
Selected Object Type				6	
Object type	Name			Object ID	
Qualifications					
Name	Proficiency	Start	End Date	User Name 💿	
	$\langle \rangle$			⇔°	
					Save Refresh Car



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

number.

E Person (1)	× GHQ (1) 200 🕨 🗗 📜 🗃 ×
S: Search Term T: Structure Search N: Last name - First na B: PD	> e: Mass Data Maintenance
Search Term: 🔯 *	Exit
	0
	Object ID
	A
	Start End D®
Start Search 🚯 Multiple Selection 🗵	Close
	0.0
	Save Refresh Cancel

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

Person (1)	× GHQ (1) 200 🕨 🗗 📜 🗗 ×
S: Search Term T: Structure Search N: Last name - First na B: PD	> e: Mass Data Maintenance
Search Term	Exit
	0
	Object ID
	0 °
	Start End D©
Start Search 🚯 Multiple Selection	Close
	0
	Save Refresh Cancel



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

number.

■ Person	(1) 6 Entries found	×			> GHQ (:	1) 220 🕨 🖻 🔔 🗖 🗙
S: Search Term T: Structur	re Search N: Last name - First na	C: P >	Profile Matchup			
						Exit
Object abbr. [▲] Object name	SI	art End Dat	te			
	29	.08.1983 31.03.20	0.			
	24	.04.2021 31.12.99	91			
	06	.03.2009 31.12.99	9:			
	02	.08.2018 31.12.99	91			0
	01	.01.1985 31.12.99	91	Object ID		
	01	.01.1985 31.12.99	91			
6 Entries found						Refresh
o Encles Iounu		A	(

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

	=		Person (1)	6 Entries found		×			> GHQ (1)	220 🕨 🗗 🛛	_ 8 ×
		S: Search Term	T: Structure Sea	rch N: Last name - First	t na C: P		Profile Matchup				
				~							To b
5	~	🗵 Q Q* 🗶		80							EXIT
		Object abbr.	Object name		Start	End Date					
5					29.08.1983	3 31.03.20					
					24.04.202	1 31.12.99	* I I				
					06.03.2009	9 31.12.99					
					02.08.2018	8 31.12.99					۲
					01.01.198	5 31.12.99		Object ID			
					01.01.198	5 31.12.99					
											^
											<> ~
	\sim			1	L	$\langle \rangle$					Defresh
	6	Entries found				4					Refresh

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

≡						< 6 –	⊡ ×
< SAP		Qualifications I	Profile: Mass Da	ata Maintena	ince		
✓ More ✓							Exit
Profile for							Û
Person V]0						
Selected Object Type					0		
Object type	Name			Object ID			
Person				100			
				<	, ¢		
Qualifications							
Name	Proficiency	Start	End Date	User Name	0		
	$\langle \rangle$			<	, û		0
						Save Refresh	Cancel

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

shown below:

≡						< 6 _ 7 ×
< SAP		Qualification	ns Profile: Mass	Data Maintenan	ice	
→ More →	/					Exit
Person						0
Selected Object Type					0	
Object type	Name			Object ID		
Person				100		
				$\langle \rangle$	0	
i i i o						
Qualifications						
Name	Proficiency	Start	End Date	User Name	0	
6	<>			\sim	0	
	≞ ₹ C					
						Save Refresh Cancel



Note: Qualification will be displayed.

Qualification (1)						
	S: Search Term	T: Structure Search	C: Abbreviation a	nd Na	R: S	>
	Search Te	erm: 💌 \star				
		v Sta	rt Search 🛛 💠 Multipl	e Select	ion 💌	Close

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

≡	7.1	tion (1)	×	
S: Search Term	T: Structure Search	C: Abbreviation and Na	R: S >	
Search Term: 💽 *				
	√ Sta	rt Search 🚯 🚯 Multiple Select	tion 🗵 Close	

7.2 Navigate to Government of Brunei Darussalam and select the desired Qualification

in the desired Ministry.

me	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.

E Ch	oose Qualification		
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.
Geology	Q 50073016	Geology	01.01.
Language 8.1	Q 50073021	MMM	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 1		

Note: The chosen Qualification will then be displayed..

Qualifications					
Name	Proficiency	Start	End Date	User Name	٢
Language		23.05.2	022 22.05.2023		
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Q I I I I I I I I I I I I I I I I I I I					

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

beside the column.

Qualifications					
Name	Proficiency	9 Start	End Date	User Name	0
Language		23.05.2022	22.05.2023		
				<	, û





Note: Scale: Points will then be displayed.

≡	Scale: Points Scale (1-3)		×
Proficiency			
Sufficient			
Good Very Good		r L	
< >		<	>
	Ś	Description	×

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

≡	Scale: Points Scale (1-3)		×
Proficiency			
Sufficient 10.1 Very Good			۲ د
$\langle \rangle$		10.1	$\langle \rangle$
		✓ Desc	ription 🔀

Note: The chosen Proficiency will then be displayed.

Q	Qualifications					
	Name	Proficiency	Start	End Date	User Name	0
	Language	Very Good	23.05.2022	22.05.2023		
						<u> </u>



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

=						< (5 _
< SAP		Qualifications	Profile: Mass D	ata Maintenan	ce		
~	More ~						
Person	~						
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Object type	Name			Object ID	0		
✓ Person				100			
•				<>	0		
ualifications							
Name	Proficiency	Start	End Date	User Name	0		
✓ <u>Teamwork</u>	Skilled	05.2022	31.12.9999				
					^		
Q % # ∩ m ⊥	5 1 2 0			<>	~		
						11	
						Save	Refresh

Outcome: Mass qualification has been successfully assigned to person.



MASS ASSIGN Backend User QUALIFICATION TO JOB

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

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

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SAP 1	SAP Easy Access	
ZHCMSP002_MASS 🗸 🗷 🖻 🍰 🖁 Other menu 🖈 🏂		Q, Q ⁺ 🗃 Exit
Favorites Gane Menu Gonnector for Multi-Bank Connectivity Office Gross-Application Components Logistics Accounting Human Resources Information Systems Service Tools WebClient UI Framework		

Note: Mass Upload Assign Qualification will be displayed.

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< SAP	Mass Upload Assign Qualification	
∽ 🔚 Save as Variant More∽	Exit	
Mass Upload Assign Qualification		
Person (P):		
Position (S): O		
Job (C): 🔘		
File:		
	_	-
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2. Choose Job.

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< SAP	Mass Upload Assign Qualification	
└── 🖾 Save as Variant More ∨	E	xit
Mass Upload Assign Qualification		
Person (P): O Position (S) 2 Job (C): G File:		
	Ev	ecute

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

the textbox.

≡		_ 🗗 ×
< SAP	Mass Upload Assign Qualification	
✓ 🗑 Save as Variant More ∽		Exit
Mass Upload Assign Qualification		
Person (P): O Position (S): O Job (C): O File:	3	
		Execute



		Open			×
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		Mass Assign Qualificatio	n to Job Docition	Derector	<>
	File <u>n</u> ame:	Mass Assign Qualificatio	IT to JOD-POSILIOII-		Open
	Files of type:	All Files (*.*)		\sim	Cancel

Note: List of Document will be displayed.

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

		Open		×
Look in	Documents	; v ©) 📂 🔜	
	Name		Status	Dat Ŷ
Quick access				
Desktop	📲 Mass Assi	gn Qualification to Job-Position-Person v2		5/23/20
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This PC				
				
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	File <u>n</u> ame:	Mass Assign Qualification to Job-Position-I	Perso 🗸	<u>O</u> pen
	Files of type:	All Files (*.*)	\sim	Cancel



5. Once uploaded, click the Execute button.

=		< 6 _ 5 ×
< SAP	Mass Upload Assign Qualification	
Save as Variant	More ~	Exit
Mass Upload Assign Qualification		
Person (P): 🔾		
Position (S): 🔘		
Job (C): 🔘		
File: [\OneDrive - Dynamik Te.	
		5
		Execute

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

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V2.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
<u>A</u> llow <u>D</u> eny	<u>H</u> elp



6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V2.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
Allow	Help

Note: List of Qualification and Job will be displayed.

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	<	SAP							Ma	ass Upload	Assign Q)uali	fication												
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Indi	cator S	tatus Obj. type I	D rel.obj	Job Des	c	Object II	D Qual De	sc Start	date	End Date	Profici	ien.	vlsg. Var	Msg. V	/ar. I	Msg. Va	r. Msg	. Var.							
Ę	7	c	20000000	Supersc	ale A s	5008511	1 CEP	01.0	1.1900	31.12.999	9	3	-	-		-									



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

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< SAP Mass Upload Assign Qualification				
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8. Then click the Export button.

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C 20000000 Superscale A 50085111 CEP 01.01.1900 31.12.9999 3			



Outcome: Mass qualification has been successfully assigned to Job.

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< SAP	Mass Upload Assign Qualification			
✓ Q, ≜ ₹ 7 [x [v ↓	⊞ EXPORT More ∨	٩	7	Exit
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MASS ASSIGN QUALIFICATION TO POSITION

<mark>Backend User</mark> JPA

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

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

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> 🗅 Favorites			
√ □ SAP Menu			
> 🗀 Connector for Multi-Bank Connectivity			
> 🗅 Office			
> Cross-Application Components			
> 🗀 Logistics			
> 🗀 Accounting			
> 🗀 Human Resources			
> 🗀 Information Systems			
> 🗅 Service			
> 🗀 Tools			
> 🗅 WebClient UI Framework			

Note: Mass Upload Assign Qualification will be displayed.

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K SAP Mass Upload Assign Qualification			
✓ ☑ Save as Variant More ∨	Exit		
Mass Upload Assign Qualification			
Person (P):			
Position (S): 🔿			
Job (C): 🔿			
File:			
	Execute		



2. Choose Position.

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< SAP	Mass Upload Assign Qualification		
~	E Save as Variant More ✓	Exit	
Mass Upload Assign Qualification			
r L	Person (P) 2 Position (S): Job (C): File:		
	• 15		
		Execute	

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

the textbox.

E	< 🗄 🗌 🗖 🗙		
K SAP Mass Upload Assign Qualification			
✓ ☑ Save as Variant More ✓	Exit		
Mass Upload Assign Qualification			
Person (P): O Position (S): O Job (C): 3 File:			
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Look in	👔 📔 Documents		✓ ©∲₽™∕]
-	Name		Status	Dat Ŷ
Quick access				
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Desktop				
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		Mass Assign Qualification t	o Job-Position-Perso 🗸	<u>O</u> pen
	File <u>n</u> ame:	r labo / looigir qualification e		

Note: List of Document will be displayed.

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

		Open		×
Look <u>i</u> n:	Documents	\sim	6 👂 📂 🔜	
	Name		Status	Dat 🗘
Quick access				
	🛛 Mass Assig	gn Qualification to Job-Position-Per	son v1 🖯	5/23/20
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	File <u>n</u> ame:	Mass Assign Qualification to Job-Po	osition-Perso 🗸	<u>O</u> pen
	Files of type:	All Files (*.*)	\checkmark	Cancel



5. Once uploaded, click the Execute button.

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< SAP	Mass Upload Assign Qualification			
Save as Variant	More ~			Exit
Mass Upload Assign Qualification				
Person (P):				
Position (S): (
Job (C):				
File:	Assign Qualification to Job-Position-Person v1.xlsx			
				5
				Execute

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

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V1.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
<u>A</u> llow <u>D</u> eny	Help



6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V1.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
6	
<u>A</u> llow <u>D</u> eny	<u>H</u> elp

Note: List of Qualification and Position will be displayed.

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<	SAP						Mass Upload	l Assign (Qualifica	tion								
		~ @	2 ≞	₹ 7	í× í	ý <u>↓</u> ∉	EXPORT	More∨							Q	Ŧ	Exit	
Indica	or Status Of	oj. type ID rel.ob	j Pos Dese	c Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var	. Msg. V	ar. Msg. Va	r. Msg. Va	r.					
	s	300316	78 KERANI	50085135	Bruneian	01.01.1900	31.12.9999	3										



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



8. Then click the Export button.

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< SAP Mass Unload Assign Qualification			
✓ Q ≜ च V I I EXPORT More ∨	Q	7	Exit
Indicator Status Obi, type ID rel.obi Pos Desc. Object ID Qual Desc Start date End Date Proficien, Msg, Var, Msg, Var, Msg, Var, Msg, Var,			
S 30031678 KERANI 50085135 Bruneian 01.01.1900 31.12.9999 3			



Outcome: Mass qualification has been successfully assigned to Position.

Ξ	< 6	- I _	∃ ×
K SAP Mass Upload Assign Qualification			
✓ Q、 点 〒 ▽ 「x 「w 上 備 EXPORT More ~	۹	7	Exit
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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.

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SAP 1	SAP Easy Access	
ZHCMSP002_MASS 🗸 🗷 💽 💽 🛓 🛔 Other menu 🍂 🏂		२, Q ⁺ 🖶 Exit
> 🗅 Favorites		
✓ [™] SAP Menu		
> 🗀 Connector for Multi-Bank Connectivity		
> 🗀 Office		
> 🗀 Cross-Application Components		
> 🗀 Logistics		
> 🗀 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
> 🗀 Service		
> 🗀 Tools		
> 🗀 WebClient UI Framework		

Note: Mass Upload Assign Qualification will be displayed.

=	<	6 _ 🗗 ×
< SAP	Mass Upload Assign Qualification	
Save as Variant	More Y	Exit
Mass Upload Assign Qualification		
Person (P): Position (S): Job (C): File:		
		Execute



2. Choose Person.

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< SAP	Mass Upload Assign Qualification	
✓ 🔄 Save as Variant More∨		Exit
Mass Upload Assign Qualification 2 Person (P): • 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.

≡	< 6 _ 7 ×
K SAP Mass Upload Assign Qualification	
✓ 🖫 Save as Variant More ∨	Exit
Mass Upload Assign Qualification	
Person (P):	
Position (S): 🔿	
Job (C): O	
File:	
	Execute



Note: List of Document will be displayed.

		Open		×
Look <u>i</u> n:	Documents	\checkmark	◙ į⊅ ⊨>	
	Name		Date modified	¢
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I				
Network	$\langle \rangle$	_		<
	File <u>n</u> ame:	Mass Assign Qualification to Job-Posi	ition-Perso V	en
	Files of type:	All Files (*.*)	Can	icel

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

		Open	
Look in	Documents		
-	Name		Date modified
Quick access			
	Mass Assi	gn Qualification to Job-Position-Person v0	5/23/2022 10:53 AM
	_		
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	File <u>n</u> ame:	Mass Assign Qualification to Job-Position-	Perso ∨ <u>O</u> pen



5. Once uploaded, click the Execute button.

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< SAP	Mass Upload Assign Qualification	
Save as Variant	More ~	Exit
Mass Upload Assign Qualification		
Person (P): Position (S):		
Job (C): O File:	ssign Qualification to Job-Position-Person v0.xlsx	
		_
		5 Execute

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

6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V0.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
6 Allow	Help



Note: List of Qualification and Person will be displayed.

<	K SAP Mass Upload Assign Qualification																			
		\sim 0	2 ≞	Ŧ	V 🖸	ſw	5	÷ ۵	EXPORT	More	\sim						C	२ (Ē	Exit
Indicate	or Status Obj	j. type ID rel.ob	j Full Nan	ne		Obje	Qual	Desc	Star	t date	End Date	Proficien	. Msg. Var	. Msg. Var	. Msg. Va	. Msg. Var.				
	Р	100				500			01.0	01.1900	31.12.9999	1	1							



7. Select the Qualification desired to be assigned.

K SAP Mass Upload Assign Qualification							
\checkmark Q \equiv \equiv ∇ (x	🕼 🔄 🌐 EXPORT More	~	Q 🖶 Exit				
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P 100	500 01.01.1900	31.12.9999 1					

8. Then click on the Export button.

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Outcome: Mass qualification has been successfully assigned to Person.

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Success P 100 500851 Bruneian 01.01.1900 31.12.9999 1			



ASSIGN QUALIFICATION Backend User
Department HR Development

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

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

	> Gł	IQ (1) 210			. 🗗 🗙
SAP Easy Access					
PA30 📧 🕼 🔮 Other menu 🛪 🏂 🧷 V 🔺 🗷 Create role More 🗸			a, at	ð	Exit
Image: Section of the section of th			~ u	Ξ,	Los

Note: Maintain HR Master Data Page will be displayed.

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< SAP	Maintain HR Master Data		
✓ □ Ø 63 ⑤	C 🖹 🖬 More ->		Exit
	Personnel no.:		0
Find by			
∨ as Person			
Collective Search Help			
Q Search Term			
Q Free search			
	Basic personal data		
	Infotype Text: S Period Actions • Period Personal data • Form: To: Addresses • Today. Currweek. Aldresses • All. Current month Basic Pay • From currdate Last week. Bank Details • To Current Date Last month Current Period Current Year Monitoring of Tasks • Choose Formity Member/Dependents • Choose		
	Direct selection		
			0



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

Note: The Personnel's details will be displayed.

≡			> GHQ (1) 210 🕨 🔓 📃 🗗 🗙
<u>⊪∽</u> < <mark>sap</mark>		Maintain HR Master Data	
✓ 1 2 63 1	🛱 🖬 More 🗸	2	Exit
$\leftarrow \rightarrow \not \Rightarrow \not \Rightarrow $	Personnel no.:		0
Find by V 🔊 Person Q Collective Search Help Q Search Term Q Free search	Name: EE group: 1 Permanent EE subgroup: 04 Division IV Basic personal data	Pers.area: SA Prime Minister's Office Cost Center:	
	Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks Family Member/Dependents Education Direct selection	S Period Period From: To: To: To: Current month From curr.date Last week To: Current Pariod Current Period Current Year Choose To:	
	Infotype:	STy	^ ~

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

keyboard.

=			> GHQ (1) 210 🕨 🔓 📋 🗖 🗙
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✓ 1 2 63 1	🛱 🖬 More 🗸		Exit
← → 1 ★ ★ 1 ♥ ★ Find by ∨ B Person Q Collective Search Help Q Search Term	EE group: 1 Permanent EE subgroup: 04 Division IV Basic personal data	Pers.area: SA Prime Minister's Office Cost Center:	÷
Q Free search		Period	
	Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks Family Member/Dependents Education Direct selection	Current Period From: To: To: Today Current month From curr.date Last week To Current Date Current Vear Current Period Current Vear Current Sate Sty	
			•



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

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

≡		> GHQ (1) 210 🕨 🔓 📃 🗇 🗙
<u>⊪∽</u> < <mark>ऽश्र•</mark> 4	Maintain HR Master Data	
V 🗋 🖉 60 🗐	🛱 🖬 More 🗸	Exit
← → ★ ★ ★ ♥ ♠ Find by ∨ ℬ Person Q. Collective Search Help Q. Search Term	EE group: 1 Permanent Pers.area: SA Prime Minister's Office EE subgroup: 04 Division IV Cost Center: Basic personal data	\$
Q. Free search	Infotype Text S Period Actions ✓ Period Organizational assignment ✓ Personal data ✓ Addresses ✓ Planned Working Time ✓ Bank Details ✓ Recurring Payments/Deductions ✓ Additional Payments/Deductions ✓ Family Member/Dependents ✓ Direct selection NOTE Infotype Qualifications STy	

Note: Person: Change Profile Page will be displayed.

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

=								> GHQ (1) 210		_ 🗗 ×
sap		Person:	Change Profile	(01.01.1800 -	31.12.99	199)				
Sareer	Planning 🏾 🏚 Current Position	More ~							ē	Exit
Personnel No: EE group: 1 Permanent EE subgroup: 04 Division IV Qualifications Potentials Pre	Name: Pers.area: SA Pr Cost Center: eferences Dislikes Appra	ime Minister's Office	Appraisals W	/here Appraiser	Indi	vidual develop	ment >			
Oualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed ©			
5 Q:# 11 0 = = =	70	0					0.	5	ve Continue	Cancel



Note: Search Window will be displayed.

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

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<u>⊪</u> ≺ SAP	Person: C	Change Profile (I	01.01.1800 - 3:	1.12.99	99)							
□ = C 6 ation (1)	×										a	Exit
S: Search Term T: Structure Search C: Abbreviation and Nar	me R: Searc >											
Search Term: 🔯 🔋	Selection I Close	Appraisals Wh	ere Appraiser	Indiv	idual developn	nent >	000					
Qualification group Name	Proficiency	Start	End Date	Note	User Name	Changed	۲					
							0					
	\bigcirc					0	0					
									Sa	ve Co	ntinue	Cancel

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**.

= ,				_				> GHQ (1) 210		_ 8	×
P	Choose Qualification		×	- 31.1	12.9999)						
	7	ID	Code							e, exit	
	alifications catalog (complete)		0								
	〜 🗇 Government Of Brunei Darussalam	QK 50085100	Goverment O								
	√ ⁽¹⁾ General	QK 50085101	General								
	> 🗅 Education	QK 50085104	Education								
	Experience Skim Perkhidmatan	QK 50085105	Experience S								
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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.



Note: Proficiency list of the specific Qualification will be displayed

- 11. Select a **Proficiency**.
- 12. Click on the **Tick** icon.

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	Person: Change Profile (01.01.1800 - 31.12.9999)	
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		Save Continue Cancel



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

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Outcome: Person qualifications has been saved.

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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.

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Favorites SAP Menu Sorrector for Multi-Bank Connectivity Cross-Application Components Cross-Application Components Cross-Application Components Sorrector Sor		

Outcome: Catalog: Display Qualification(s) will be displayed. Users may click on the

dropdown icon beside the qualification group to view the qualifications.

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<u>⊪∼</u> < SAP	Catalog: Display Qualification(s)	
✓ Q, ^{™L} S S → ■ Position	→≣ Segment 10 More ~	्, Find Next 🗟 Exit
Catalog 01.01.1900 - 31.12.9999	01 Current plan	0
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 Backend User

 JPA and SPA

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

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

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> 🗀 Information Systems		
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Note: Career Maintenance page will be displayed.

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< SAP	Career Maintenance	
Save as	/ariant More ~	Exit
Plan Kr	Version: 01] 7 Py Date: 30.05.2022	
Plan version 'Current plan' was set		Execute



2. Fill in the Plan Version.

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Plan Version: 01		
Plan version 'Current plan' was set		Execute

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

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< SAP	Career Maintenance	
✓ 🖾 Save as Variant More ∽		Exit
Plan Version: 01 3 Key Date: 30.05.2022		
Plan version 'Current plan' was set		Execute



4. Then click the **Execute** button.

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< SAP	Career Maintenance	
Save as Variant More	\vee	Exit
Plan Version: 01	.2022	
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5. Click the Create Icon.

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6. Enter a name for the Career Path.

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7. Click the name of the Career Path.

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8. Click the Edit Icon.

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Note: Edit Career Path will be displayed.





9. Click the Job Icon.

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10. Then add the Blue Icon into the structure.

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

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Note: The new Job has been added

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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.

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New career item defined						GHQ 754 R/3

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

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New career item defined	GHQ 754 R/3



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

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New career item defined		GHQ 754 R/3



EDIT CAREER PATH

Backend User

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

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

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> Cross-Application Components		
> 🗀 Logistics		
> 🗅 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
> 🗅 Service		
> 🗀 Tools		
> 🗀 WebClient UI Framework		

Note: Career Maintenance page will be displayed.

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2. Fill in the Plan Version.

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Plan Version: 01] Key Date: 30.05.2022		
Plan version 'Current plan' was set		Execute

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

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< SAP Career Maintenance	
✓ 図 Save as Variant More ✓	Exit
Plan Version: 01 3 Key Date: 30.05.2022	
Plan version 'Current plan' was set	Execute



4. Then click the **Execute** button.

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Save as Variant More V		Exit
Plan Version: 01 3 Key Date: 30.05.2022		
Plan version 'Current plan' was set		4 Execute

5. Click the name of the Career Path.

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6. Click the Edit Icon.

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Note: Edit Career Path will be displayed.





7. Click the Create Icon.

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8. Then add the Blue Icon into the structure.

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

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Note: The new Job has been added

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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.

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

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New career item defined	GHQ 754 R/3



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

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New career item defined		GHQ 754 R/3


 Backend User

 JPA and SPA

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

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

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> [] Favorites > [] SAP Menu > [] Connector for Multi-Bank Connectivity > [] Office		
Cross-Application Components D Logistics C Accounting		
> Human Resources > Information Systems > Service		
C Tools D WebClient UI Framework		

Note: Career Maintenance page will be displayed.

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Plan Version: 01 Key Date: 30.05.2022	
Plan version 'Current plan' was set	Execute



2. Fill in the Plan Version.

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Plan Version: 01		
Plan version 'Current plan' was set		Execute

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

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✓ 図 Save as Variant More ✓	Exit
Plan Version: 01 3 Key Date: 30.05.2022	
Plan version 'Current plan' was set	Execute



4. Then click the **Execute** button.

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Career Maintenance	
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Plan Version: 01 Key Date: 30.05.2022	
Plan version 'Current plan' was set	4 Execute

5. Click the name of the Career Path.

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6. Click the Rename Icon.

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

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Outcome: Career Path name has been successfully renamed.

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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.

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C Service C Tools		
> 🗋 WebClient UI Framework		

Note: Display Profile Matchup will be displayed.

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	✓ ⊕ More ∨					Exit
Profile Matchup						
User	~		Position	~		
Qualifications pro	file of	۲	Requirement	s profile of		۵
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Editing Options						
Generate Training	Proposals					
Qualification Deficit	ts Only					
	* Key date: 19.05.202	2				
						Refresh



Note: Navigate to Profile Matchup.

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

< SAP				Display Profile Matchu	qı	
	✓ (Ç More ∨					Exit
Profile Matchup Person	2	3 []	Position	~		
Qualifications pr	rofile of	0	Requirements	s profile of		۵
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Editing Options						
Generate Training	g Proposals					
Qualification Defi	cits Only					
	* Key date: 25.07	2.2022				
		_				Refresh

Note: Search window will be displayed.

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

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S: Search Term	T: Structure Search	h C: Abbreviatio	on and Na R: Se	> Profile Matchup		
Search	n Term: 🗷 *	-				Exit
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Qualifications	profile of	0	Requirements pro	file of		۵
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	*Key date: 06	6.07.2022				
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Note: Choose Person Page will be displayed.

5. Select a Person under STAFF ASSIGNMENTS ALONG ORGANIZATIONAL.

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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** lcon.

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- 8. Select the option **Position** from the dropdown.
- 9. Click on the **Lookup icon** to select Position(s).

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Profile Matchup Person	~	Position	8	9 [1]	
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Qualification Defic	cits Only				
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Note: Search window will be displayed.

10. Click on the T: Structure Search tab.

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S: Search Term	T: Structure Sear	ch C: Abbreviatio	on and Na R: Se.	> Profile Matchup			
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Qualification Defic	cits Only						
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Note: Choose Position Page will be displayed.

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

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	> MINISTRY OF FINANCE AND ECONOMY			1000	
	> MINISTRY OF FOREIGN AFFAIRS			1000	
	> MINISTRY OF HOME AFFAIRS			-	
	> MINISTRY OF RELIGIOUS AFFAIRS				
	> MINISTRY OF PRI RESOURCES AND TOURISM			-	
	> MINISTRY OF HEALTH			1000	
	MINISTRY OF DEVELOPMENT			1000	
15	> MINISTRY OF EDUCATION			10.00	
	> MINISTRY TRANSPORT INFOCOMMUNICATIONS			10.00	
-	> MINISTRY OF CULTURE, YOUTH AND SPORTS			10.00	
Editin	> MINISTRY OF ENERGY			10.00	
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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** lcon.

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

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	✓ 🕞 More \	/			Exit
Profile Matchup					
Person	~	Position	~		
Qualifications pro	ofile of	Requirem	nents profile of		۲
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Ealting Options					
Generate Training	g Proposals				
Qualification Defic	cits Only				
	* Key date: 25	.07.2022			
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Additional: Navigate to Editing Options and click on the Qualification Deficits Only checkbox to generate a Profile Matchup report with deficits qualification only.

< SAP				Display Profile Matchup		
	✓ ⊕ More ✓					Exit
Profile Matchup						
Person	\sim		Position	~		
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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.

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Favorites SAP Menu Connector for Multi-Bank Connectivity Office Office Cross-Application Components Logistics Accounting Human Resources Information Systems Service Tools WebClient UI Framework		

Note: Career Planning Page will be displayed.

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< SAP	Career Planning	
✓ I More ✓		Exit
Career Planning for		
Person V	ס	
Planning Criteria	Reporting period	
🗌 🕌 Include qualifications	* Key date: 25.05.2022	
i Include preferences		
Include potentials		
🛛 🦅 Include designations		
Respect Dislikes		
🗌 🗸 Include career		
Additional career:		
Plan version 'Current plan' was set		



- 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.

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K SAP	Career Planning	
✓ 🕃 Kore ✓		Exit
Career Planning for 2		
Person	2	
Planning Criteria	Reporting period	
🗌 🞇 Include qualifications	*Key date: 04.07.2022	
Include preferences		
Include potentials		
🗌 🏏 Include designations		
Respect Dislikes		
□ 🖁 Include career		
Additional career:		
Plan version 'Current plan' was set		

5. Select the planning Criteria by clicking on the checkbox beside the criteria.

6. Click the Tick icon.

Career Planning		> GHQ (1) 220 🕨 🖻 📕 🚽
< SAP	Career Planning	
V 🗘 More V		Exit
Career Planning for		
Person V		
Planning Criteria	Reporting period	
Planning Criteria ×	*Key date: 06.07.2022	
5 ✓ Include qualifications i Include preferences ii Include potentials ✓ Include designations ● Respect Dislikes ii Include career Additional career:		



Note: Career Planning Page will be displayed.

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Career Planning				
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HeaderData Personnel No. Rame EE group EE group Cost Center Career plan Key date: 03.06.2022 62,105 Targets found Regawai Latihan Lon Lon Lon Lon Lon Lon Lon Lon Lon Lo				
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- 7. Select one of the Qualifications.
- 8. Click on the **Profile** button.

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Career plan Key date: 03.06.2022	62,105 Targets found				
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Outcome: Position: Display Profile Page will be displayed.

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Position: Pegawai Latihan Start: 01.01.1900 Holder: Pegawai Latihan Org. unit: Pegawai Latihan	- 31.12.9999								0
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Nationality Pengetahuan tentang kerasmian	Bruneian Pengetahuan tentang kerasmian		Yes		01.01.2010	03.06.2022		· · · · ·	
		\bigcirc						<	
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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.

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SAP 1	SAP Easy Access	
PPSP 🗸 🗷 🖻 🍰 🖧 Other menu 🗚 🛧		Q, Q ⁺
> Favorites > SAP Menu > Connector for Multi-Bank Connectivity > Office > Cross-Application Components > Logistics > Accounting > Human Resources > Information Systems > Service > Tools > WebClient UI Framework		

Note: Succession Planning Page will be displayed.

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< SAP	Succession Planning	
✓ (E) ## 送 More ✓		Exit
Succession Planning for		
Position V]0	
Planning Criteria	Reporting Period	
Include qualifications	* Key date: 26.05.2022	
i Include preferences		
Include potentials		
V Include designations		
Respect Dislikes		
□ 🔏 Include career		
Additional career:		
Plan version 'Current plan' was set		



- 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 lcon to execute.

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C More V		Exit
Succession Planning for 2 Position	3 [9]	
Planning Criteria	Reporting Period	
 Include qualifications Include preferences Include potentials respect Dislikes Include career Additional career: 	*Key date: 04.07.2022	
The action was canceled		

Note: Succession Overview for Organization Unit will be displayed.

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Succession Planning for	
Position	
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i Include preferences	
Include potentials	
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- 4. Select the Planning Criteria by clicking on the checkbox beside the criteria.
- 5. Click the Tick icon.

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Note: Ranking list of Candidate has been displayed.

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Succession plan Key date: 03.06.2022 188 Candidates found		
ABUUL 2012MI ISMMALI Ahmad Faiz AHMAD HUMAIZI AMPUAN NURZAIDAH		< > Refresh



- 6. Select one of the Personnel.
- 7. Click on the **Profile button**.

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Note: Person: Display Profile Page has been displayed.

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Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed or	n©
Education	HEALTH	Bachelor Degree	01.01.2005	31.12.9999		HCMSP1	16.05.2	0
Nationality	Bruneian	Yes	01.01.2010	31.12.9999		HCMSP1	14.05.2	
Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.2010	31.12.9999		HCMSP1	14.05.2	
UAT Testing Data	Experience 01	Average	01.01.2010	31.12.9999		HCMSP1	16.05.2	
UAT Testing Data	Experience 02	Very High	01.01.2015	31.12.9999		HCMSP1	16.05.2	
		2 Tahun	16.05.2022	31.12.9999		HCMSP1	16.05.2	
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		6 Tahun	16.05.2022	31.12.99999		HCMSP1	16.05.2	.0

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



GENERATESUCCESSION 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.

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S_PH9_46000017 🗸 🗷 🕞 📩 🗸 Other menu 🗚 🏂	✓ ∧ E Create role More ∨	Q, Q ⁺	
> 🗅 Favorites			
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> 🗀 Connector for Multi-Bank Connectivity			
> 🗀 Office			
> 🗀 Cross-Application Components			
> 🗀 Logistics			
> 🗅 Accounting			
> 🗀 Human Resources			
> 🗀 Information Systems			
> 🗅 Service			
> 🗀 Tools			
> 🗀 WebClient UI Framework			
			_

Note: Display Succession Overview will be displayed.

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< SAP Succession Overview	
✓ 🗑 Save as Variant More ✓	Exit
Organizational Unit	
Organizational Unit:	
Reporting Period	
Key Date: 26.05.2022 Suitability Analysis:	
	Execute



2. Click on the Lookup icon for Organizational Unit.

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< SAP Succession Overview	
── G Save as Variant More ~	Exit
Organizational Unit 2 Organizational Unit: 0 Search Term:	
Reporting Period	
Key Date: 26.05.2022 Suitability Analysis:	
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3. Select Structure Search.

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Search Te	erm:		Exit
	🖋 Start Search 🚯 Multiple Selection 🗵 Clos	e	
	Search Term:		
Reporting Period			
	Key Date: 08.07.2022		
	Suitability Analysis:		
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4. Select the Organizational Unit under GOVERNMENT OF BRUNEI.

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	✓ (Organizational structure	+										
	GOVERNMENT OF BRUNEI	_										
	> PRIME MINISTER OFFICE	-										
	> III MINISTRY OF DEFENSE											
Repor	MINISTRY OF FINANCE AND ECONOMY	_										
	> MINISTRY OF FOREIGN AFFAIRS	_										
	> MINISTRY OF HOME AFFAIRS	_										
	> MINISTRY OF RELIGIOUS AFFAIRS	_										
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	MINISTRY OF DEVELOPMENT											
	MINISTRY OF EDUCATION											
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- 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.

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< SAP Succession Overview	
✓ ☑ Save as Variant More ∨	Exit
Organizational Unit	
Organizational Unit: ローローローローローローローローローローローローローローローローローローロー	
Reporting Period	
Key Datr 8 . 05.2022 Suitability Analysis	
	9
	Execute

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.

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Suco	cession over	view																						^
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Org	ganizational unit	c	bject ID	Obje	ct nam	ne			Su	table q	ualifica	ation H	as Pote	ential E	xpress	ed pre	ferenc	e Desi	gnations Ca	reers Numb	er of candidate	s fou	nd Su	itability
RA	DIO TELEVISYEN E	RUNEI 3	000214	8 J/TE	RA PN	GWA	S.					0		0			C)	0	0			0	0
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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.