SISTEM SUMBER MANUSIA

User Guide

For Department HRD Admin

Back End User (SAP GUI)

Training and Event Management (TEM)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for participants that has joined the **Train the Trainer (TTT)** program on how they can use the features for **Training and Event Management.** In this user guide, it will show the users on how to:

1. View Training and Examination Catalogue
2. Nominate Employee to Training and Exam
3. Generate Training and Examination Nomination Report.
4. Generate Training History Report.
5. Generate Examination History Report.

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

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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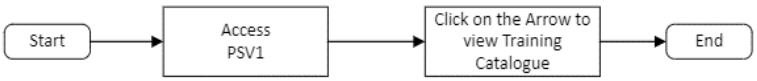
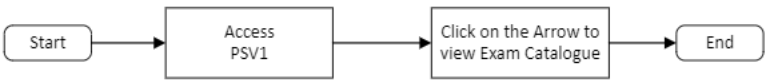
Process Overview

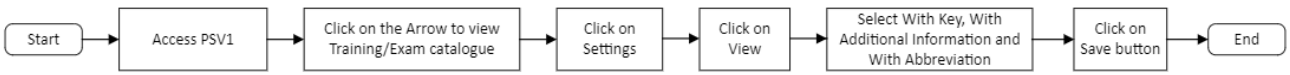
View Training Catalogue (Dept. HRD Admin)



View Exam Catalogue (Dept. HRD Admin)



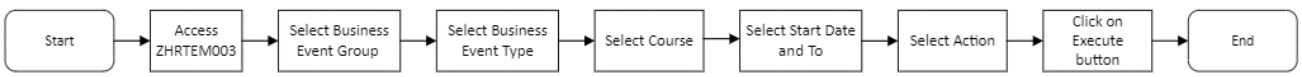
Display Course Code (Dept. HRD Admin)



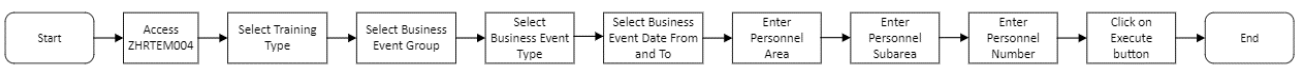
Nominate Employee to Training (Dept. HRD Admin)

Nominate Employee to Exam (Dept. HRD Admin)

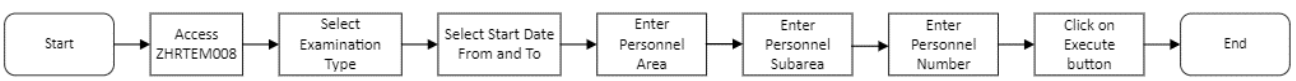
Training Nomination Report (Dept. HRD Admin)



Training History Report (Dept. HRD Admin)



Examination Details History Report (Dept. HRD Admin)



SAP ICONS

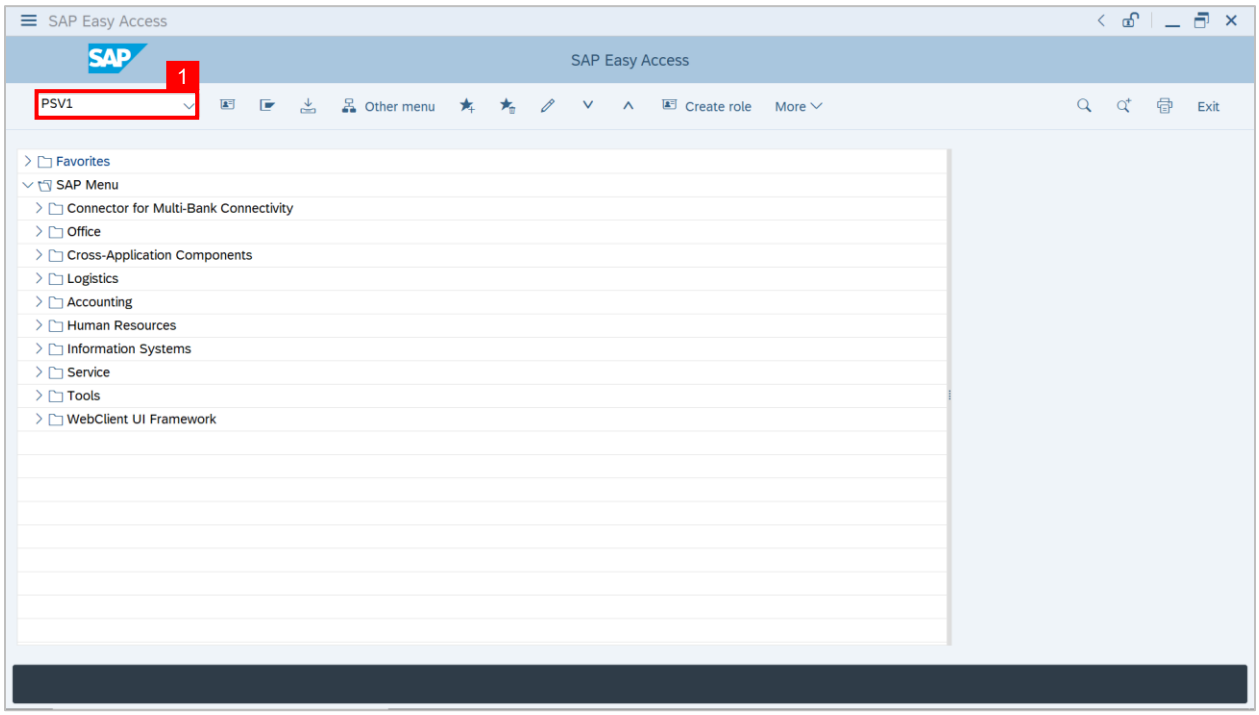
The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

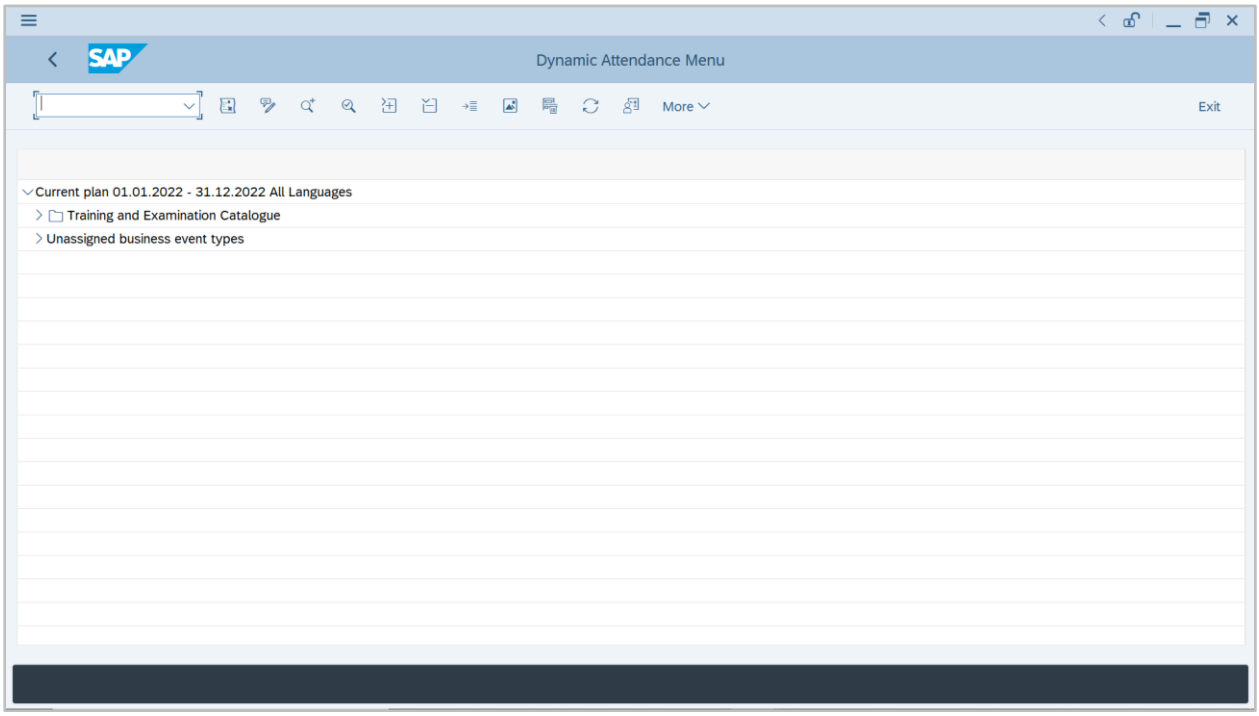
VIEW TRAINING CATALOGUE	Backend User
	Training Organiser and Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.

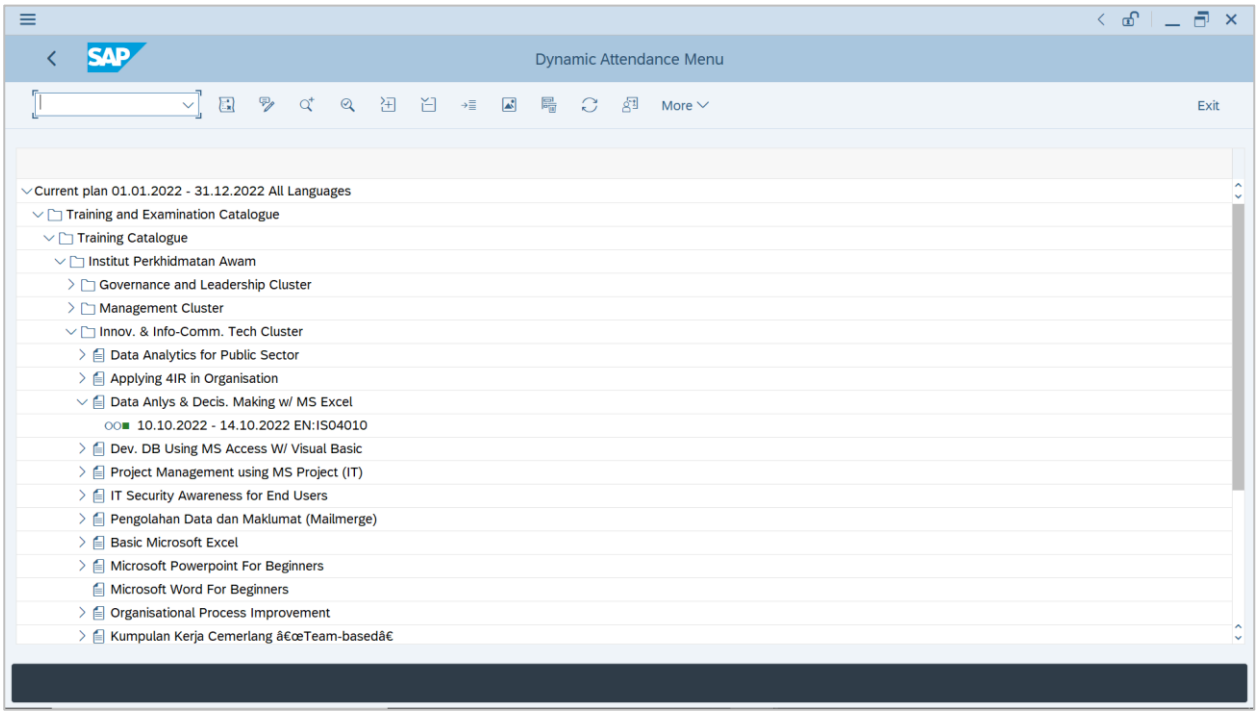


Outcome: Dynamic Attendance Menu page will be displayed.



2. Click on the **Arrow** to open the folder.

Outcome: Catalogue has been **successfully displayed**.

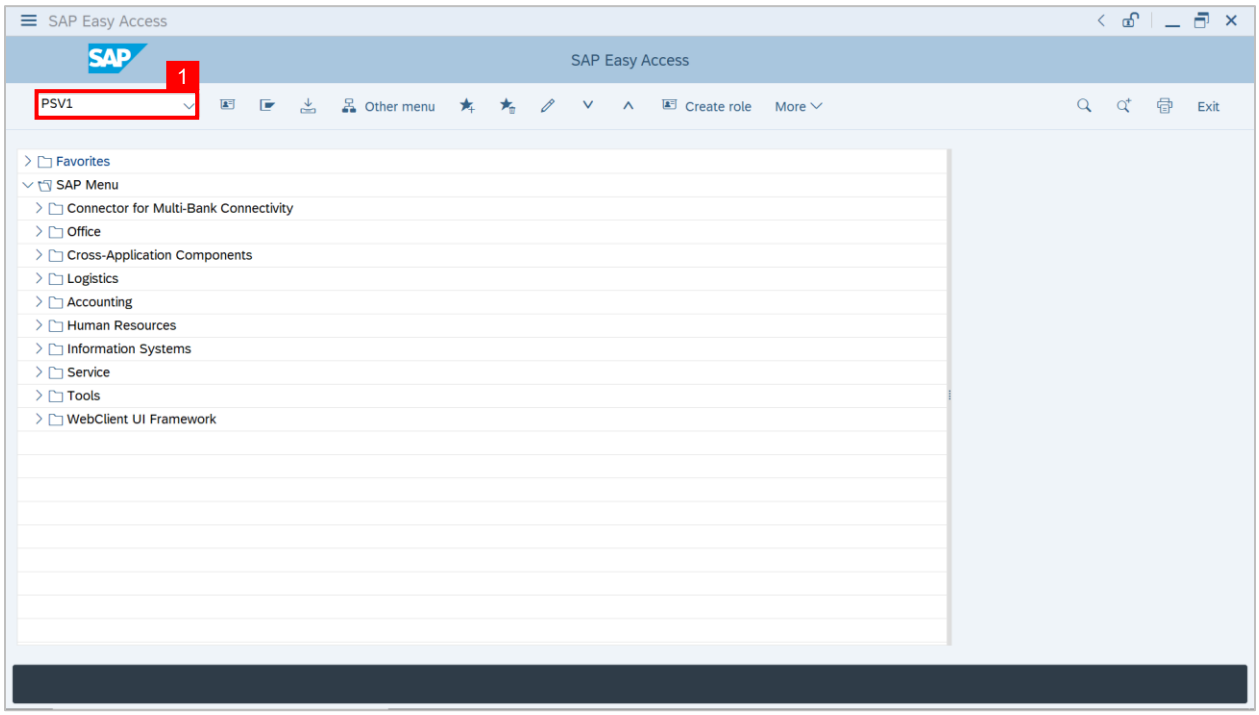


Note: The record with **green status** refer to the available/upcoming training.

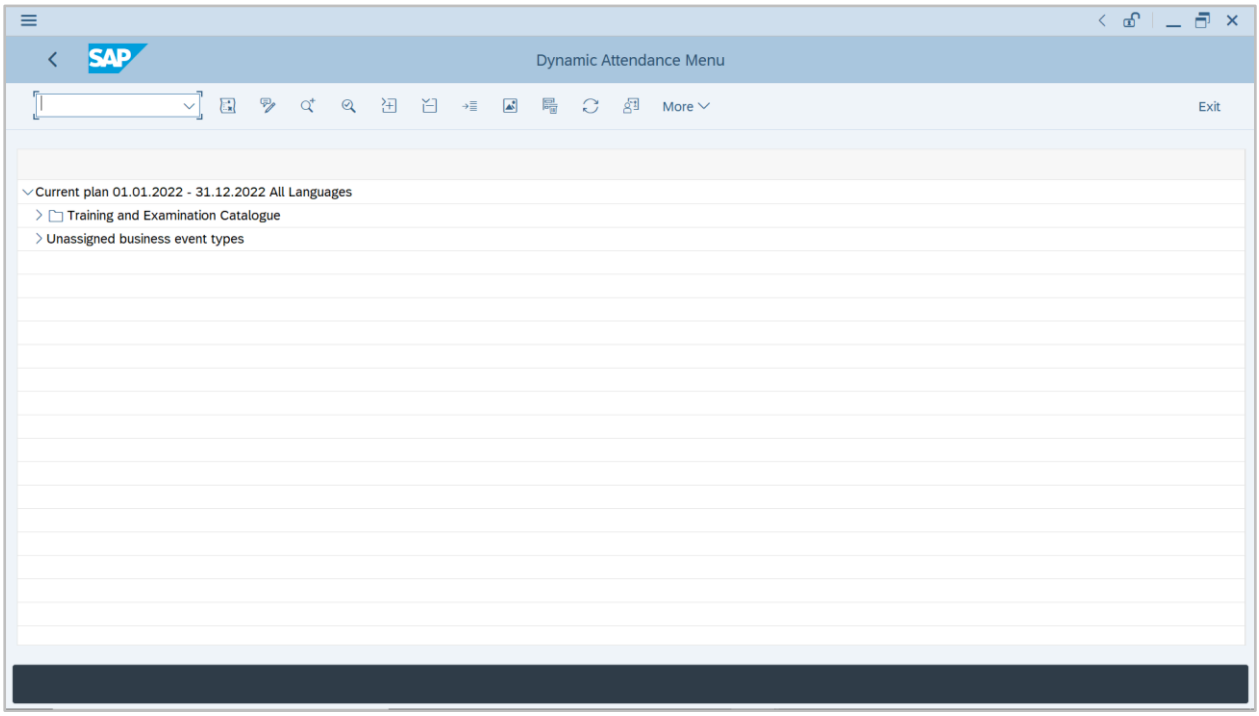
VIEW EXAM CATALOGUE	Backend User
	Exam Organiser and Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.

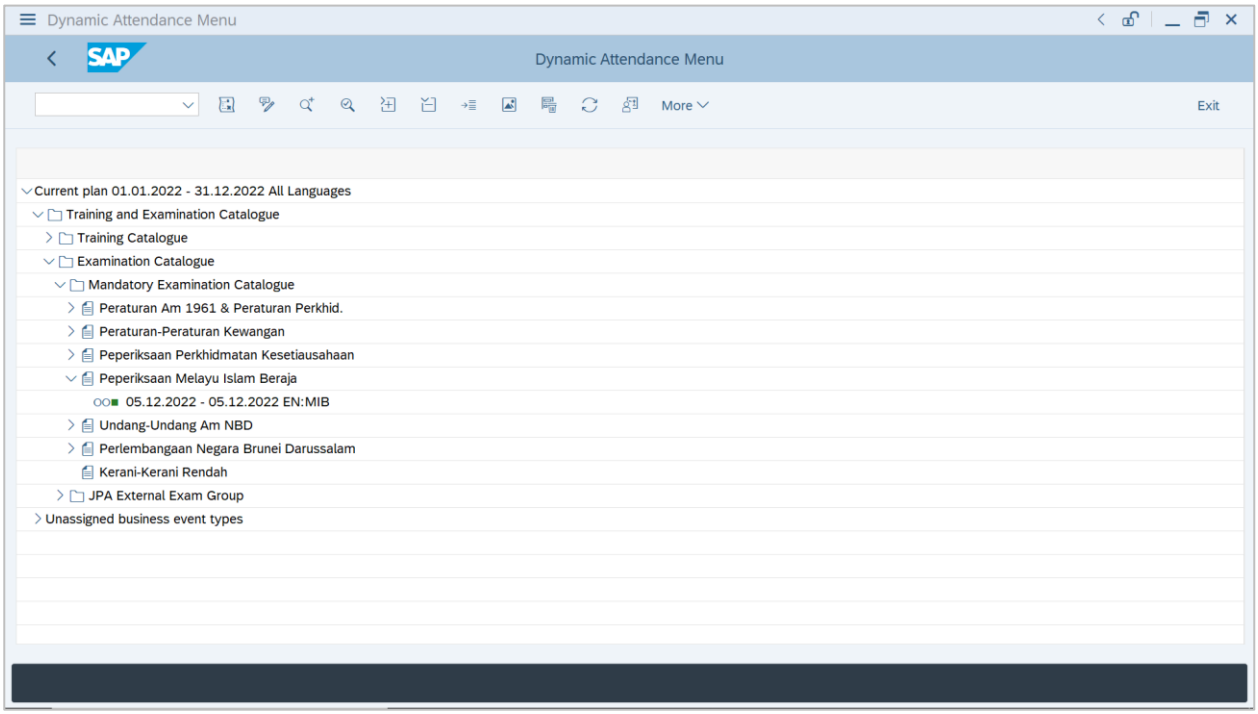


Outcome: Dynamic Attendance Menu page will be displayed.



2. Click on the **Arrow** to open the folder.

Outcome: Catalogue has been **successfully displayed**.

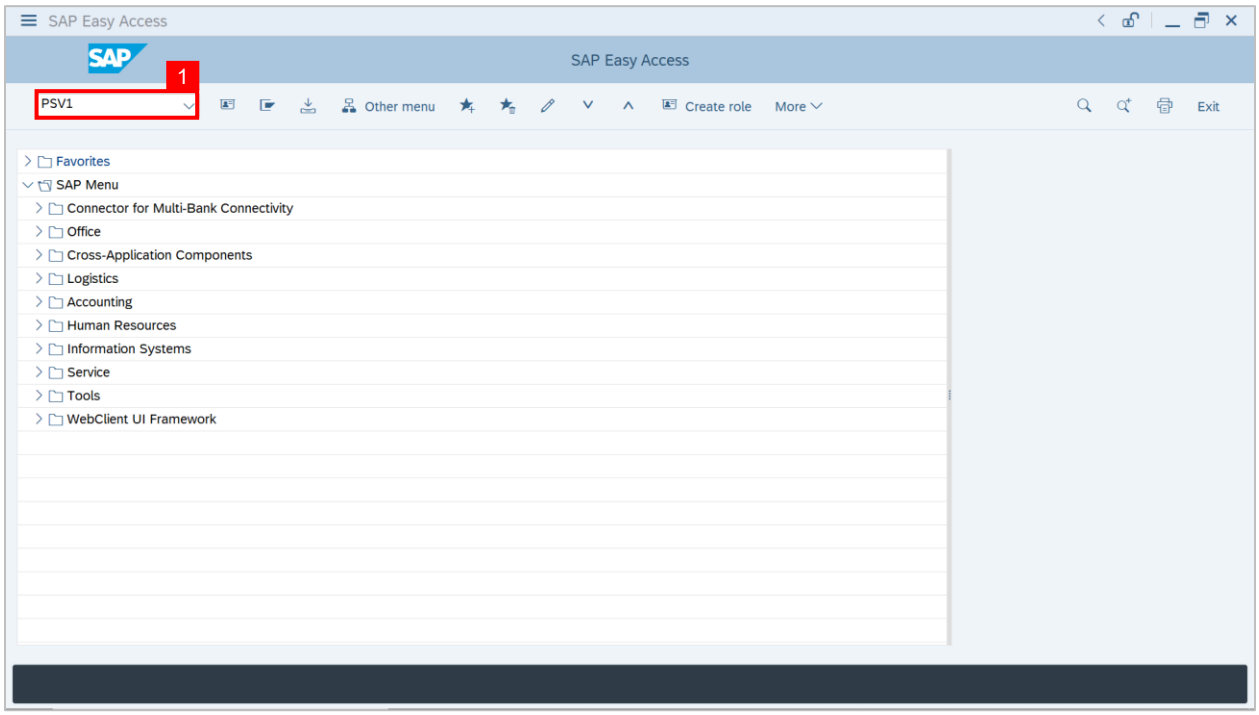


Note: The record with **green status** refer to the available/upcoming exam.

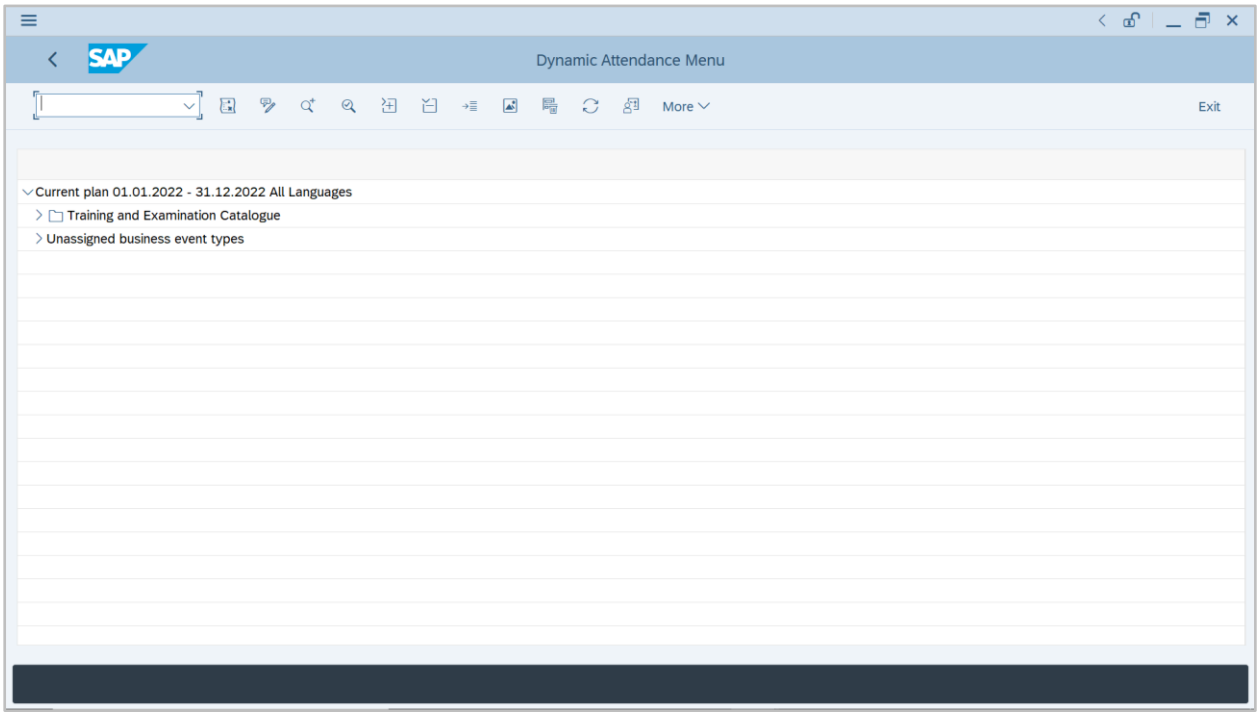
DISPLAY FOR COURSE CODE	Backend User
	Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.

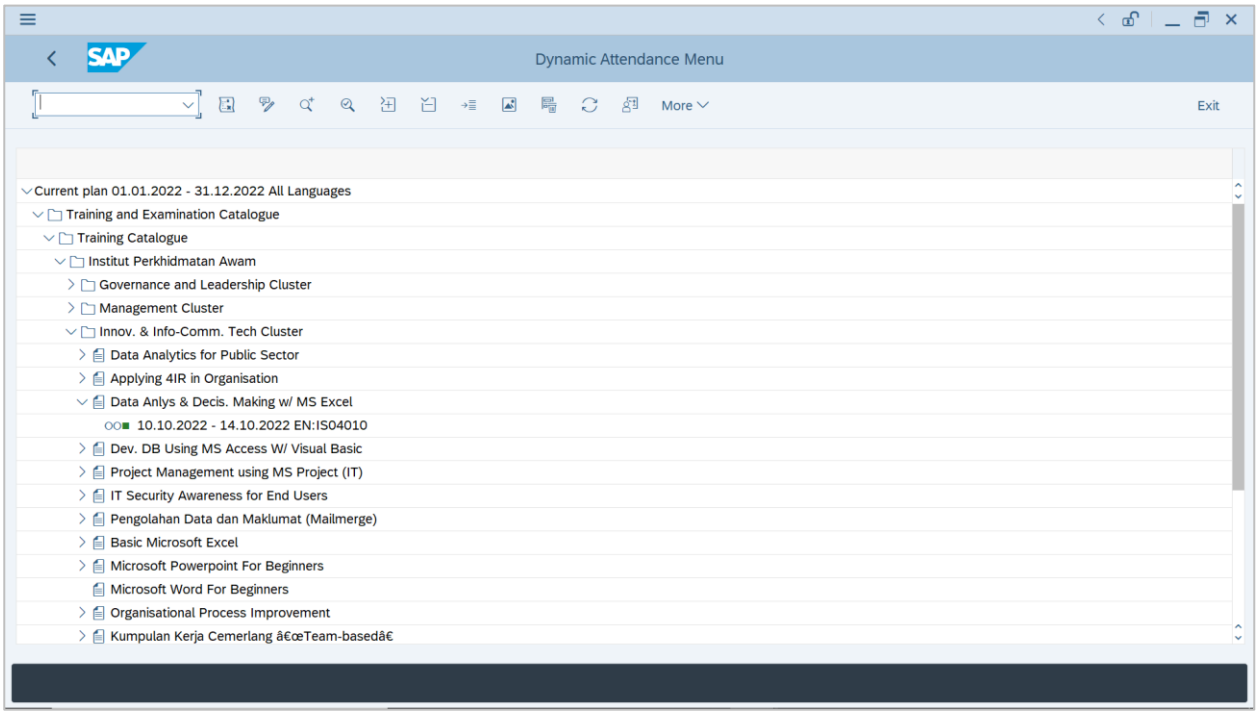


Outcome: Dynamic Attendance Menu page will be displayed.

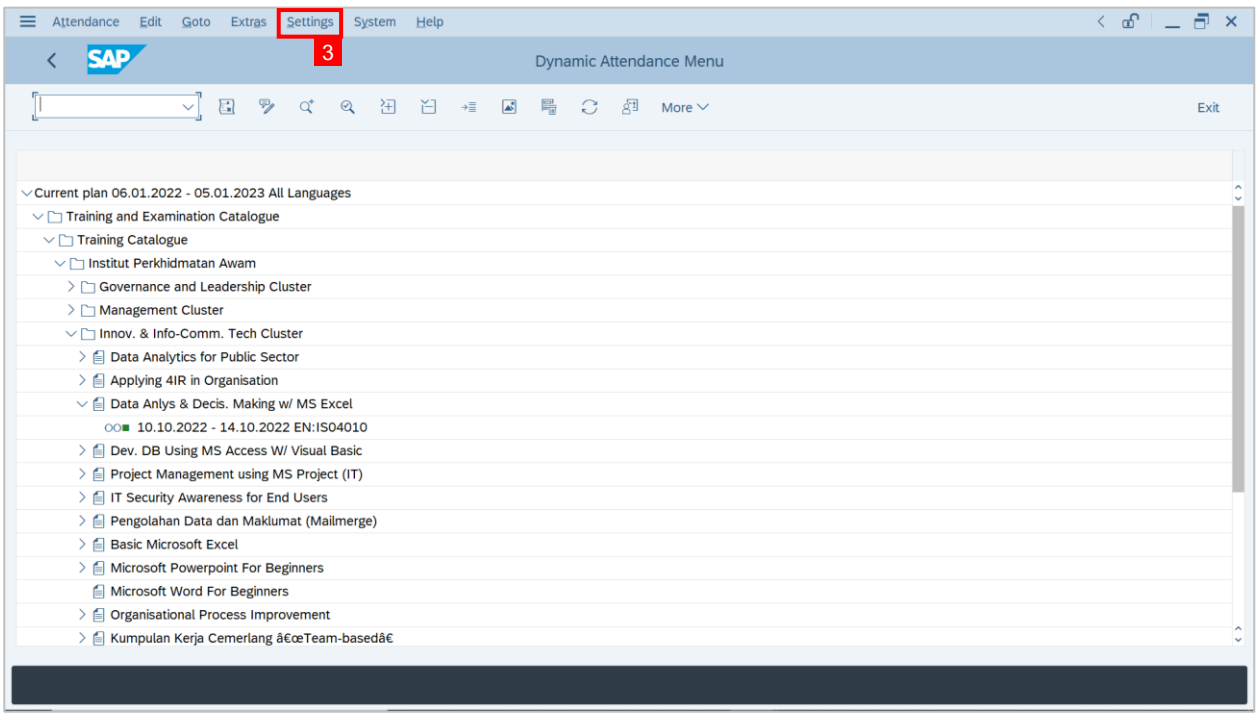


2. Click on the **Arrow** to open the folder.

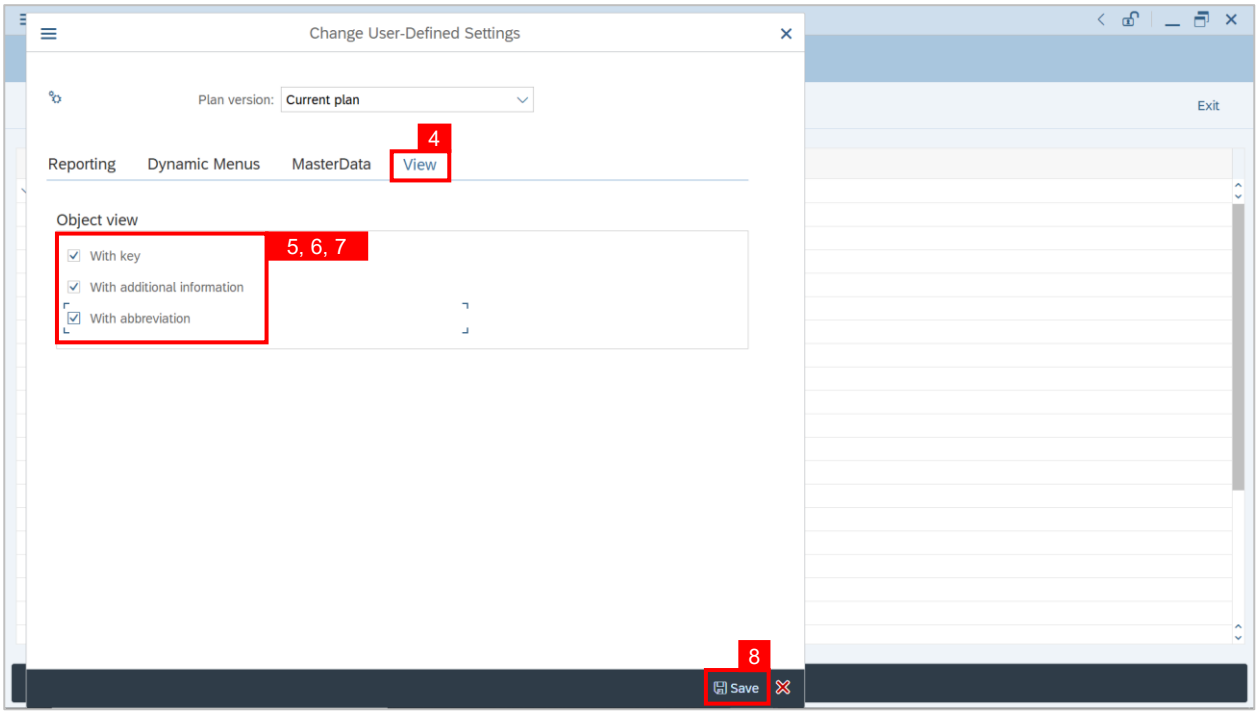
Outcome: Catalogue has been **successfully displayed**.



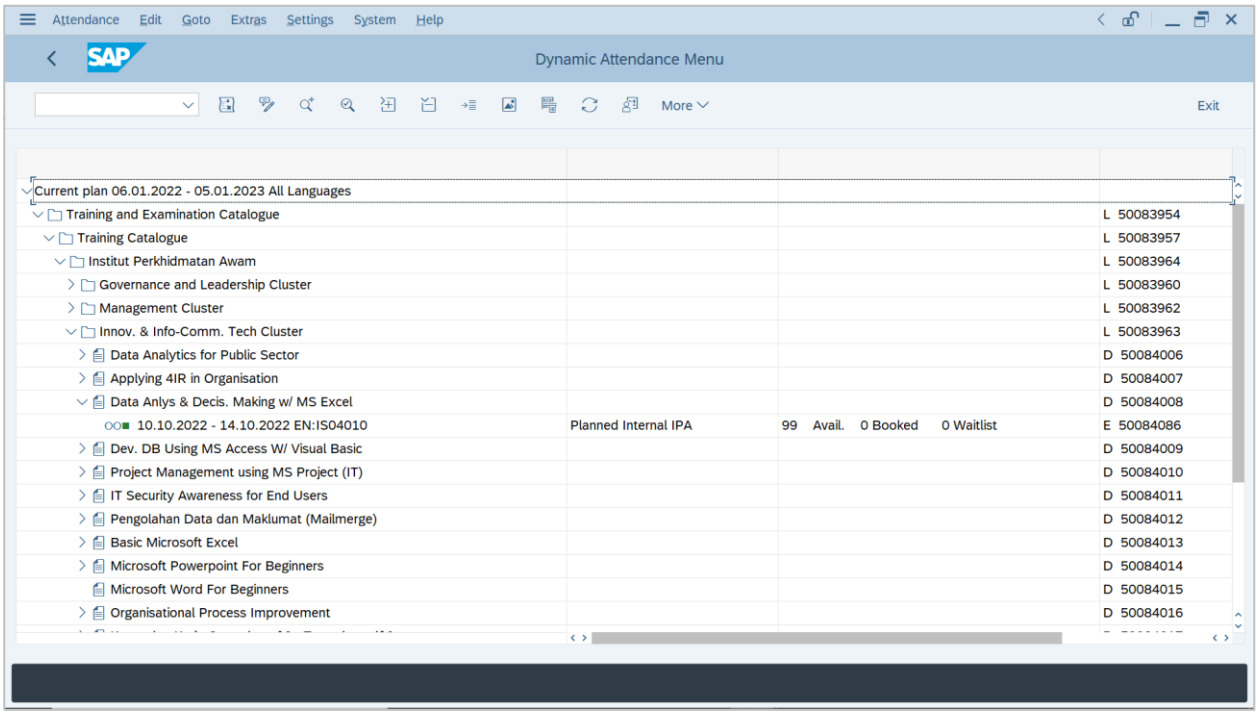
3. Click on **Settings**.



4. Click on **“View”**.
5. Tick **With Key**.
6. Tick **With Additional Information**.
7. Tick **With Abbreviation**.
8. Click on the **Save button**.



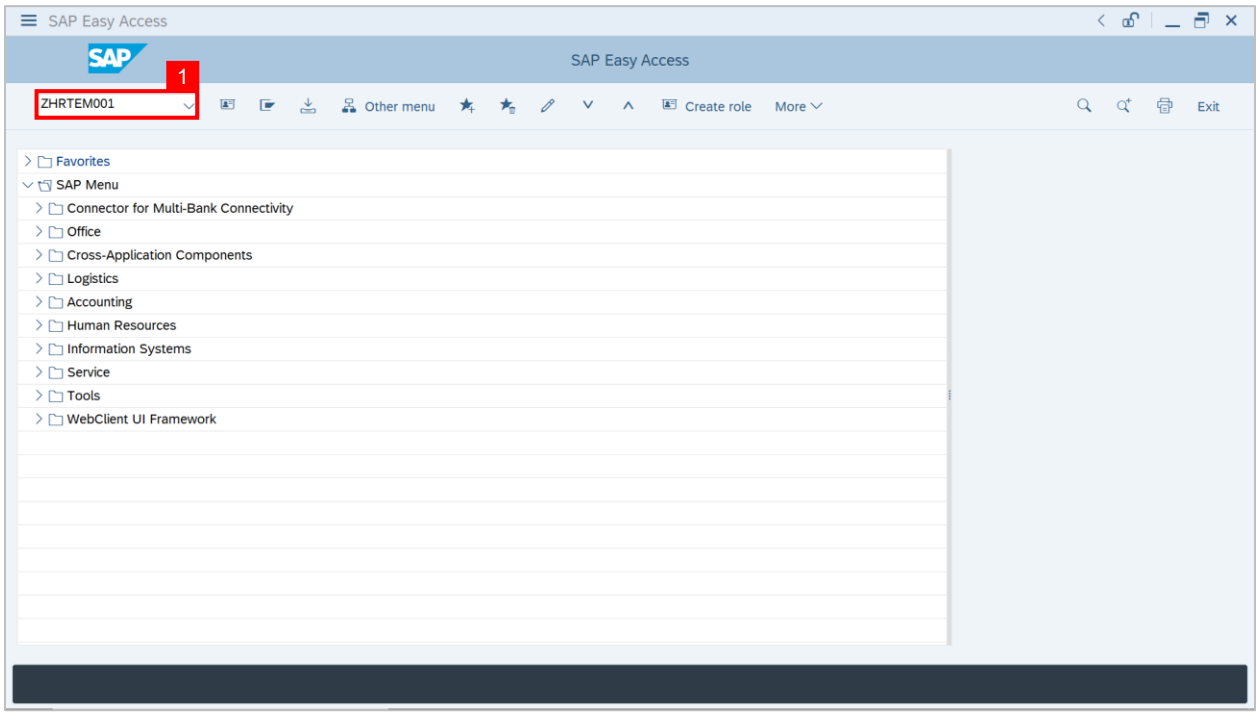
Outcome: Course Code has been **successfully displayed**.



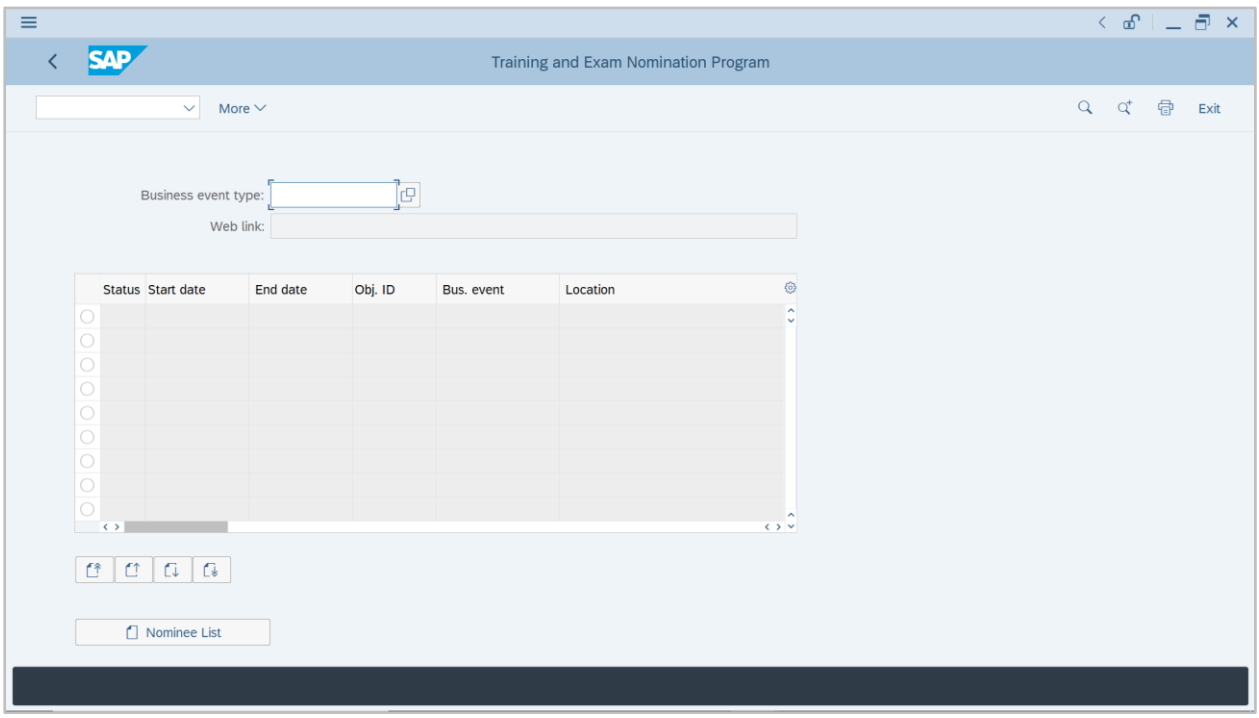
NOMINATE EMPLOYEE TO TRAINING	Backend User
	Dept. HRD Admin

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

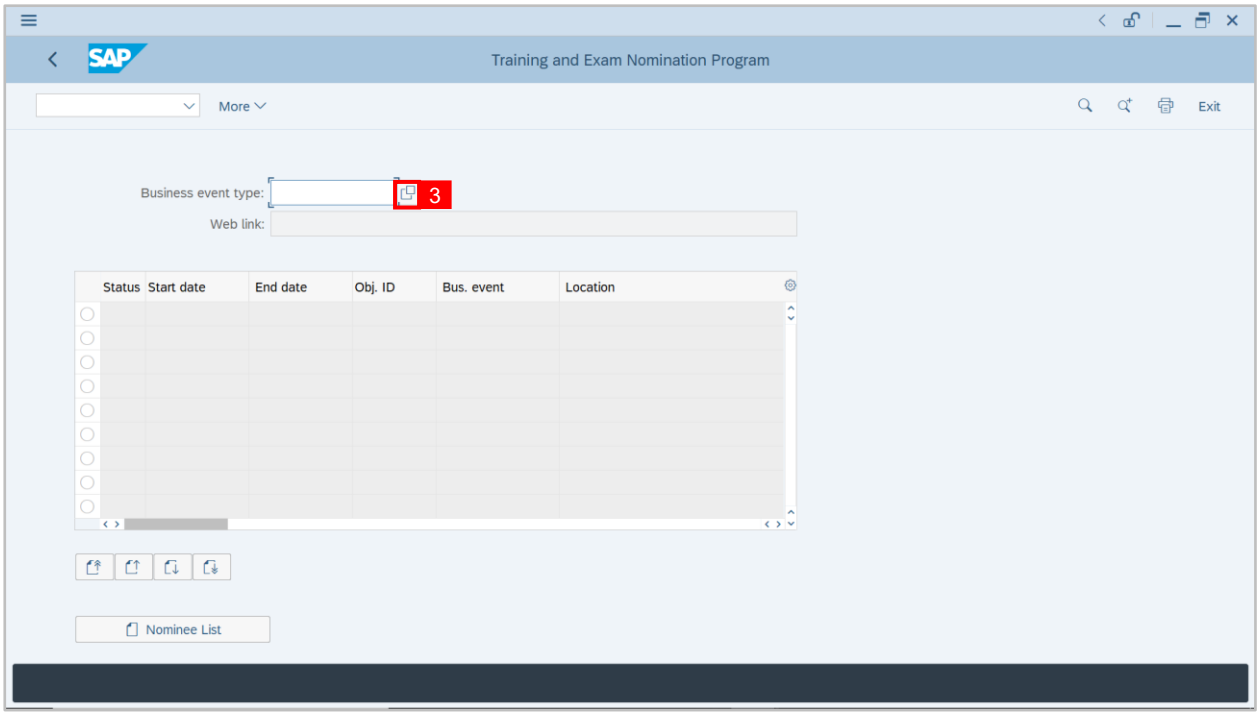
1. Enter **ZHRTEM001** in the search bar.



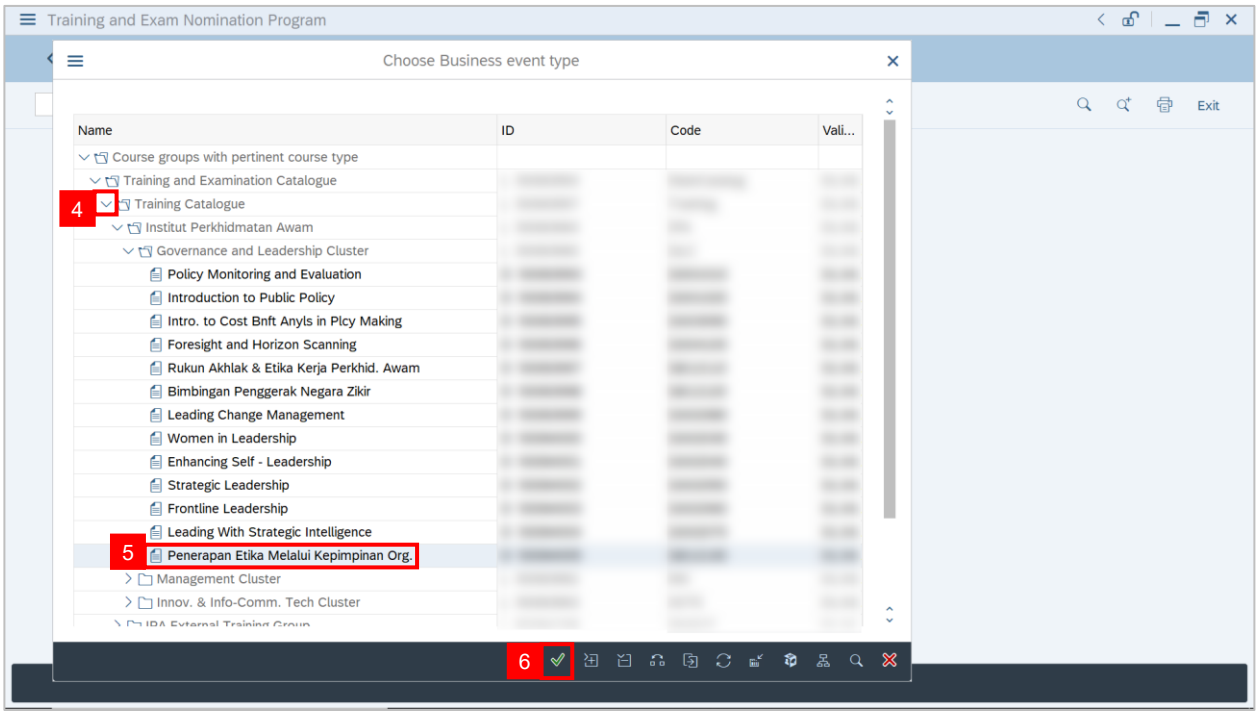
Outcome: Training and Exam Nomination Program page will be displayed.



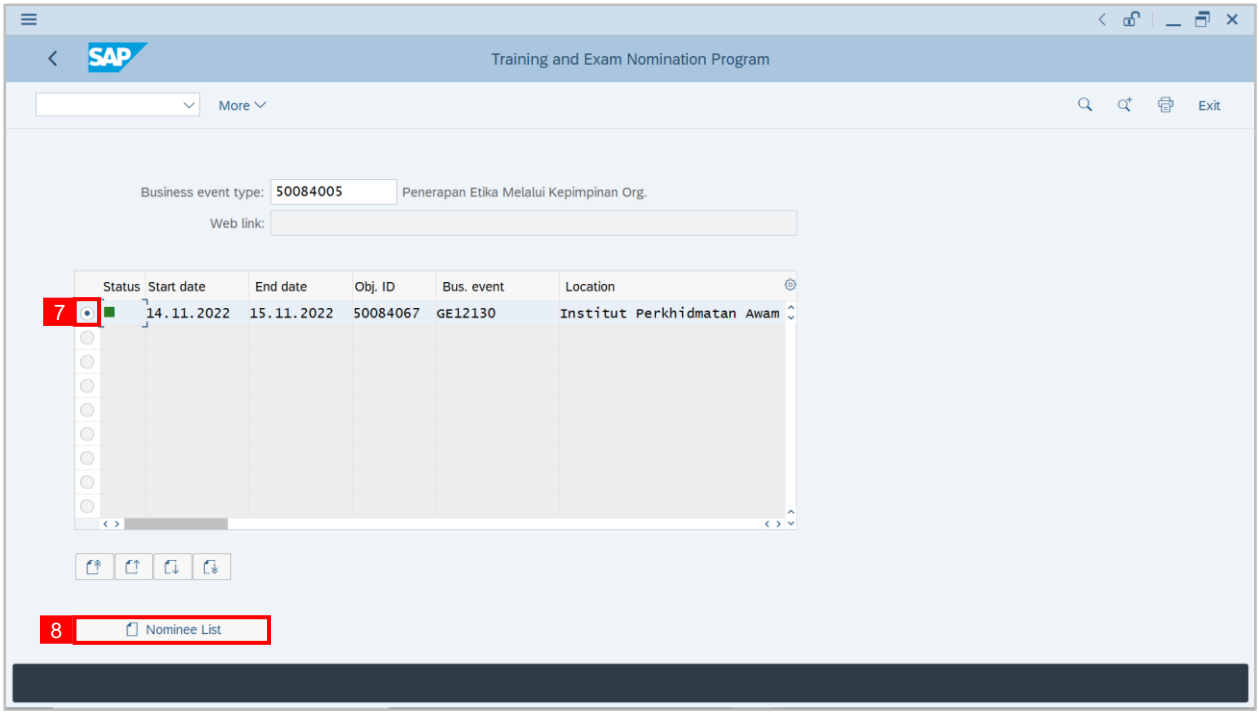
3. Click on the **Lookup icon**.



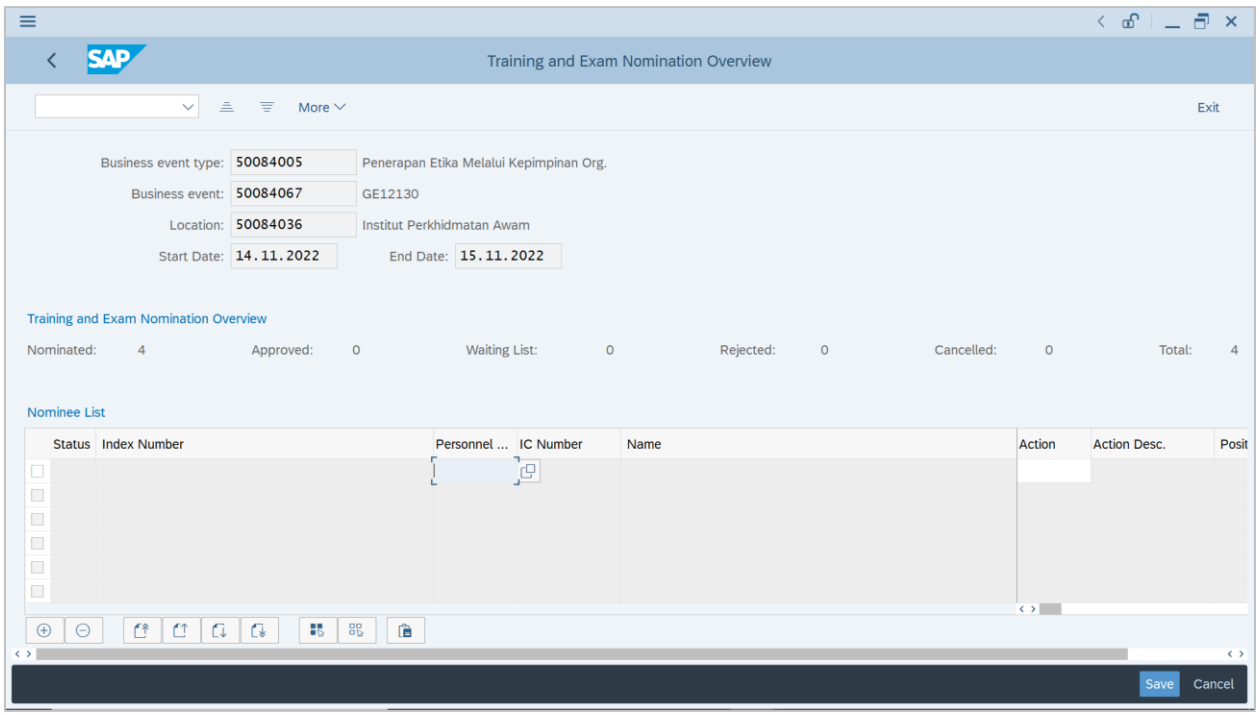
4. Click on the **Arrow** to view the Training Catalogue**.**
5. Select the **Business Event Type**.
6. Click on the **Tick icon** and click enter.



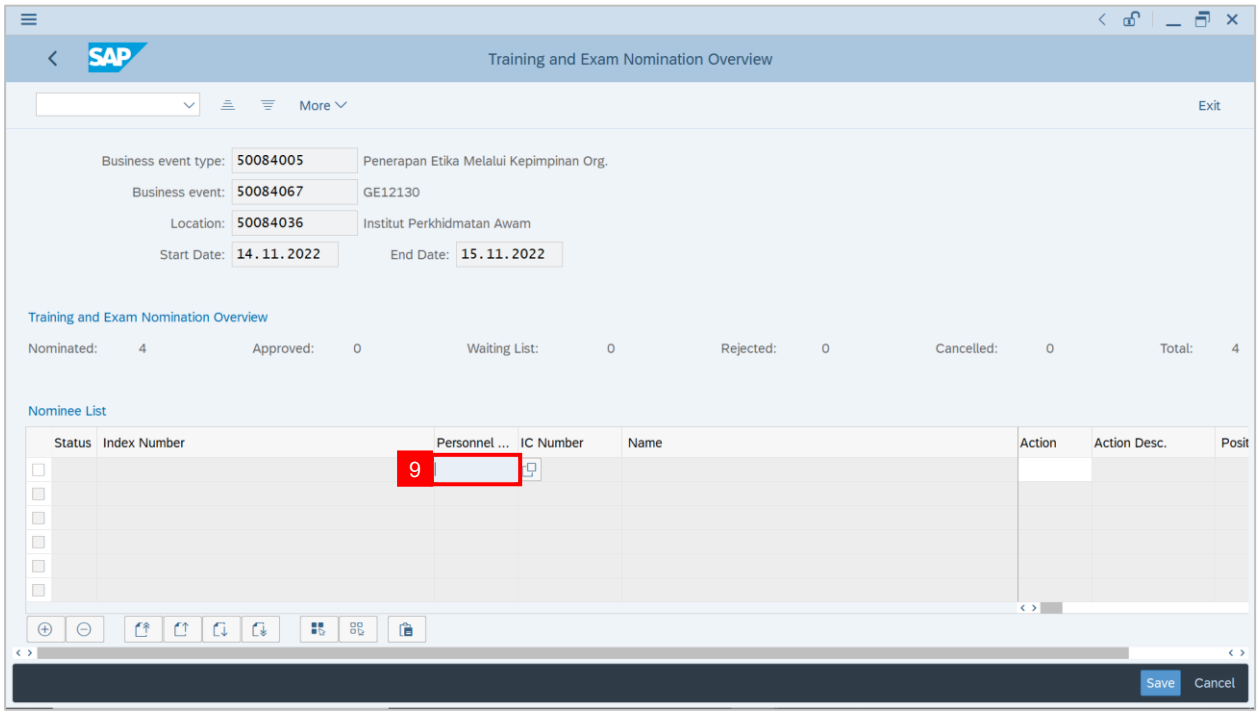
7. Click on the **Radio button** to select the desired course.
8. Click on the **"Nominee List" button**.



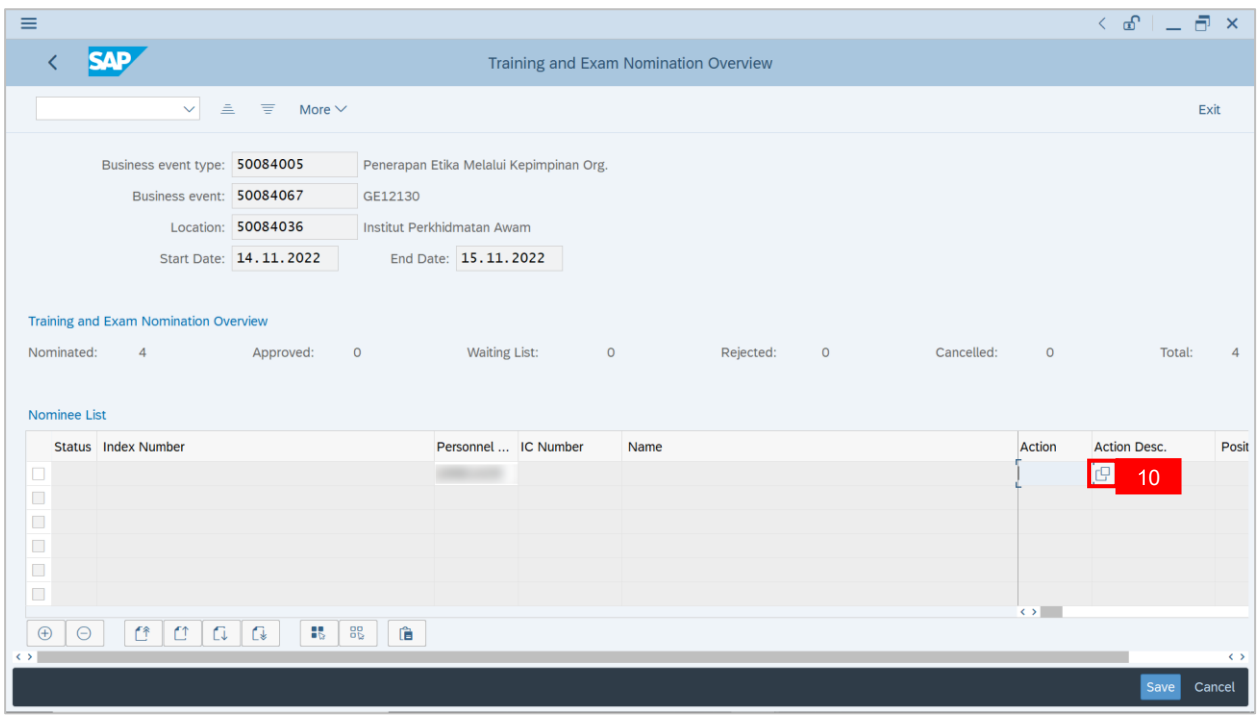
Outcome: Training and Exam Nomination Overview page will be displayed.



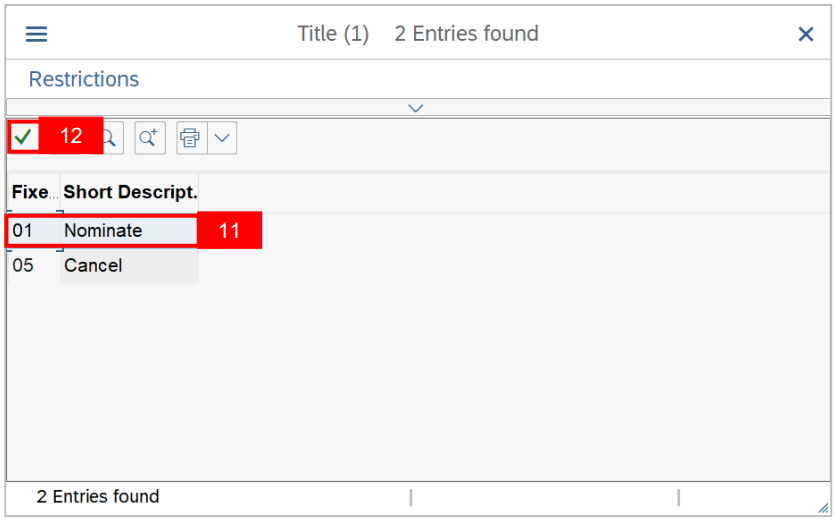
9. Input the employee's **Personnel Number**.



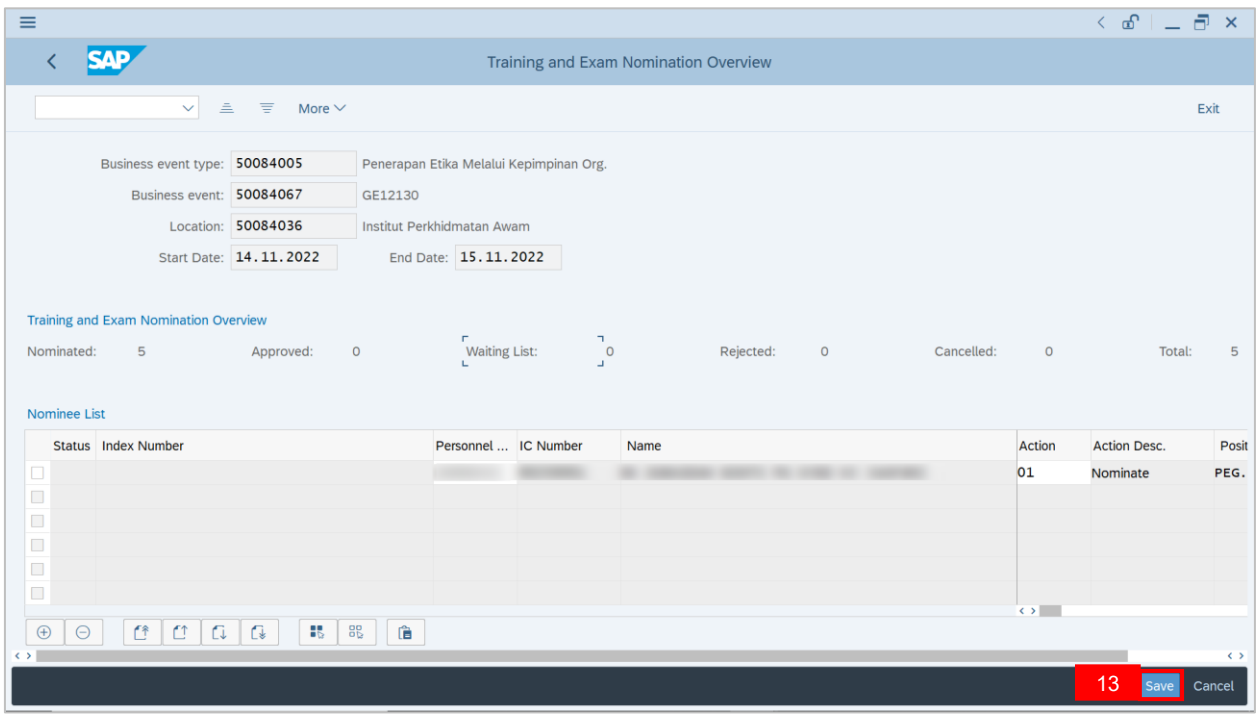
10. Click on the **Lookup icon**.



11. Select **01: Nominate.**
12. Click on the **Tick icon**.



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



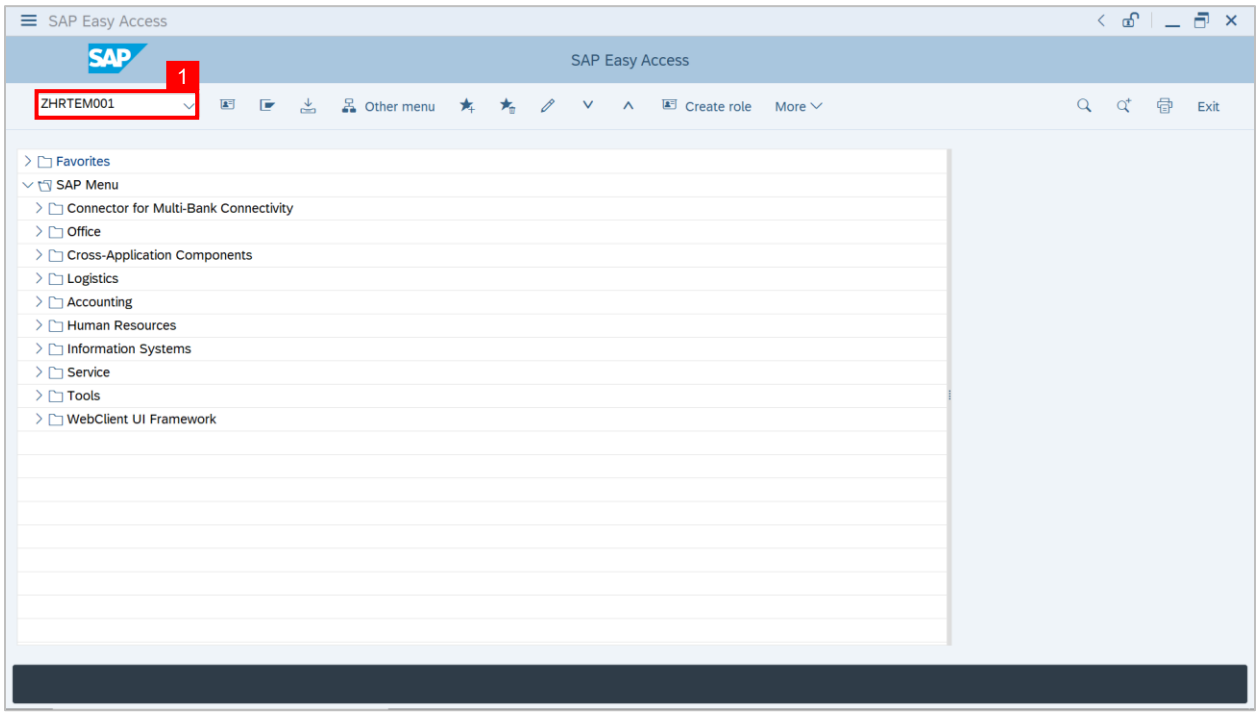
Note: Once Approve or Rejected, employee will receive a notification in SSM.

Outcome: System has **successfully created** the record with **green status**.

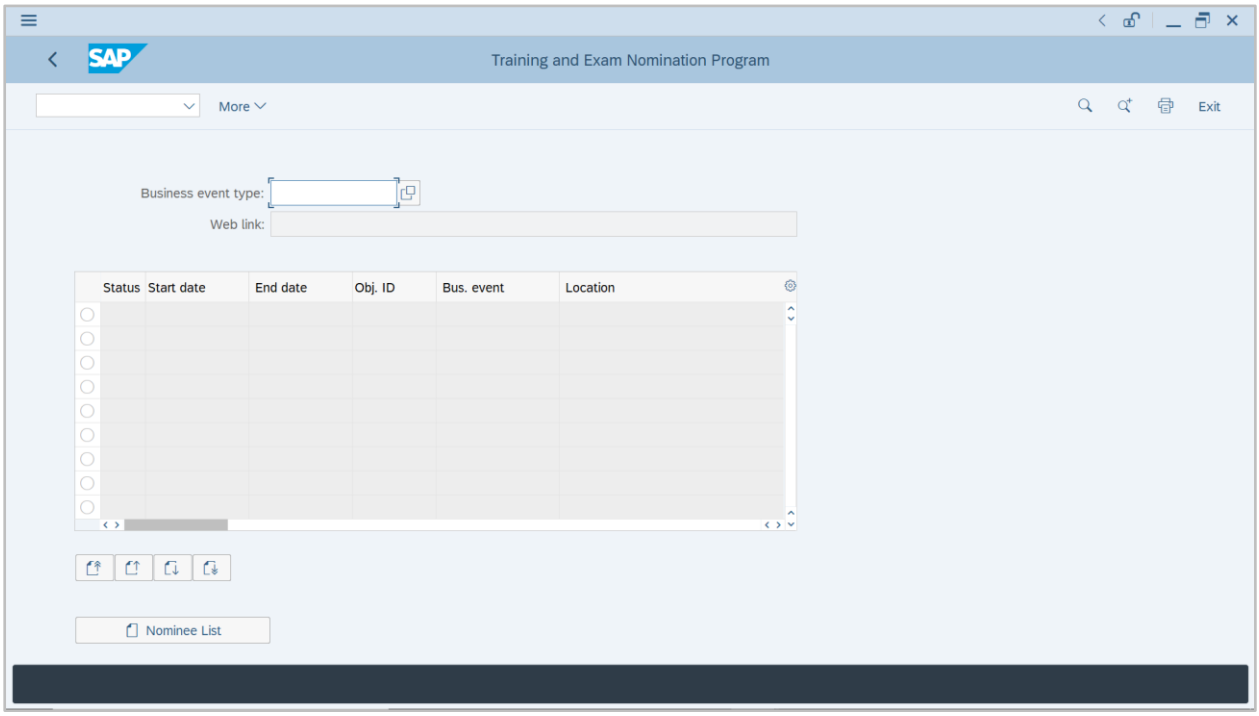
NOMINATE EMPLOYEE TO EXAM	Backend User
	Dept. HRD Admin

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

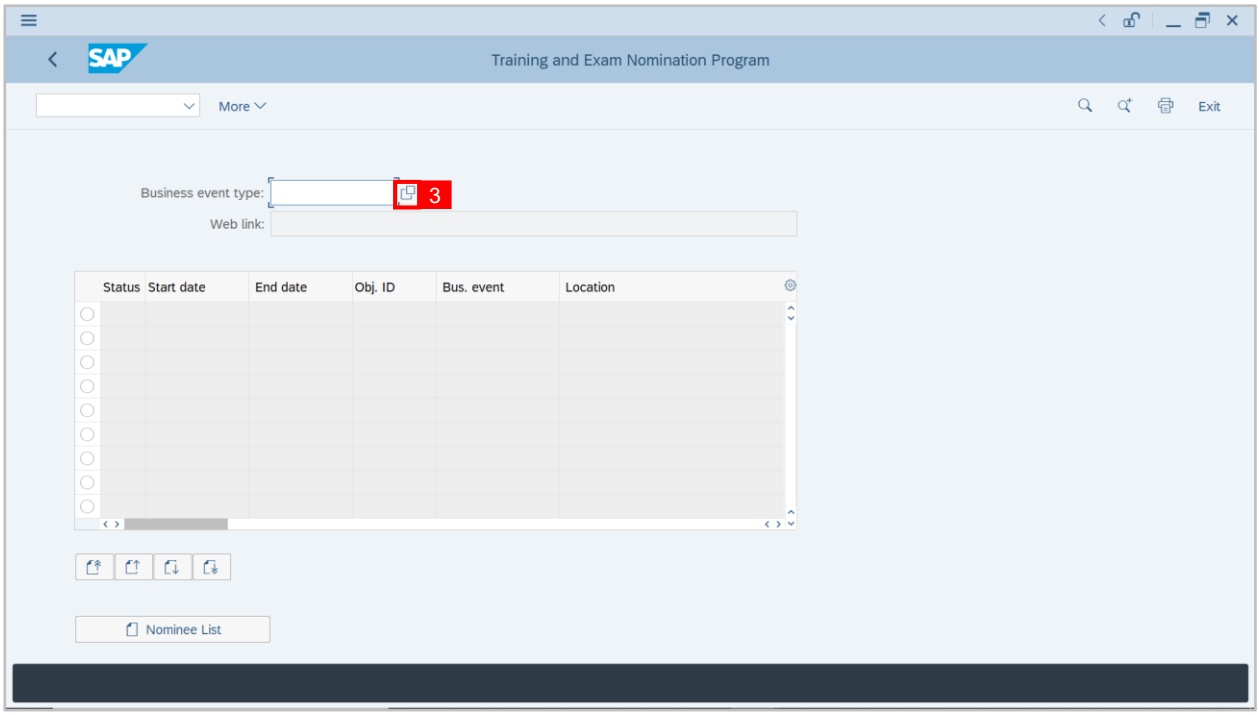
1. Enter **ZHRTEM001** in the search bar.



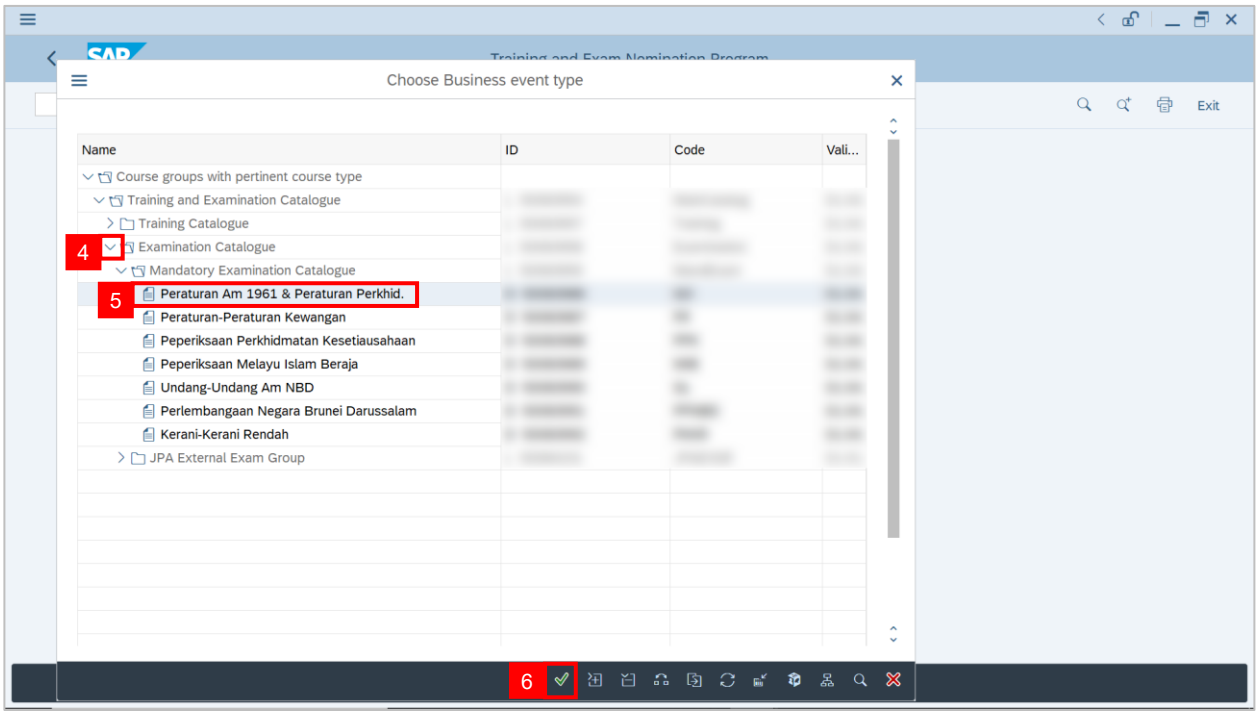
Outcome: Training and Exam Nomination Program page will be displayed.



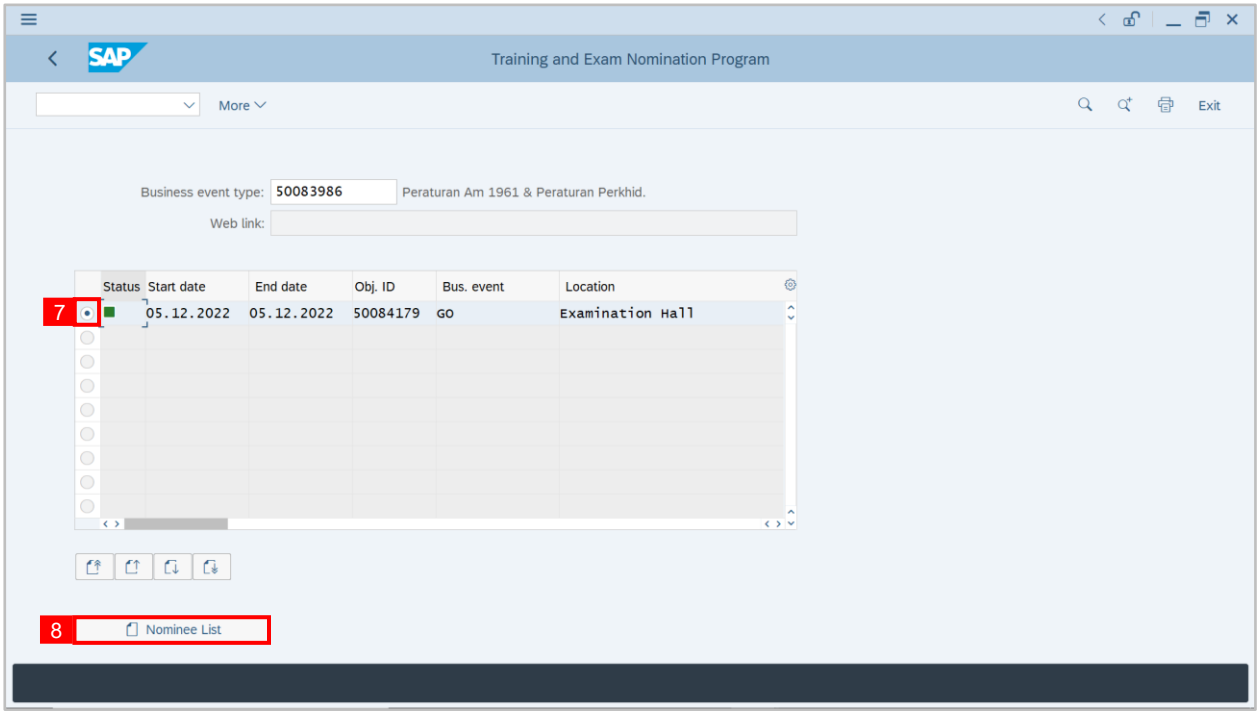
3. Click on the **Lookup icon**.



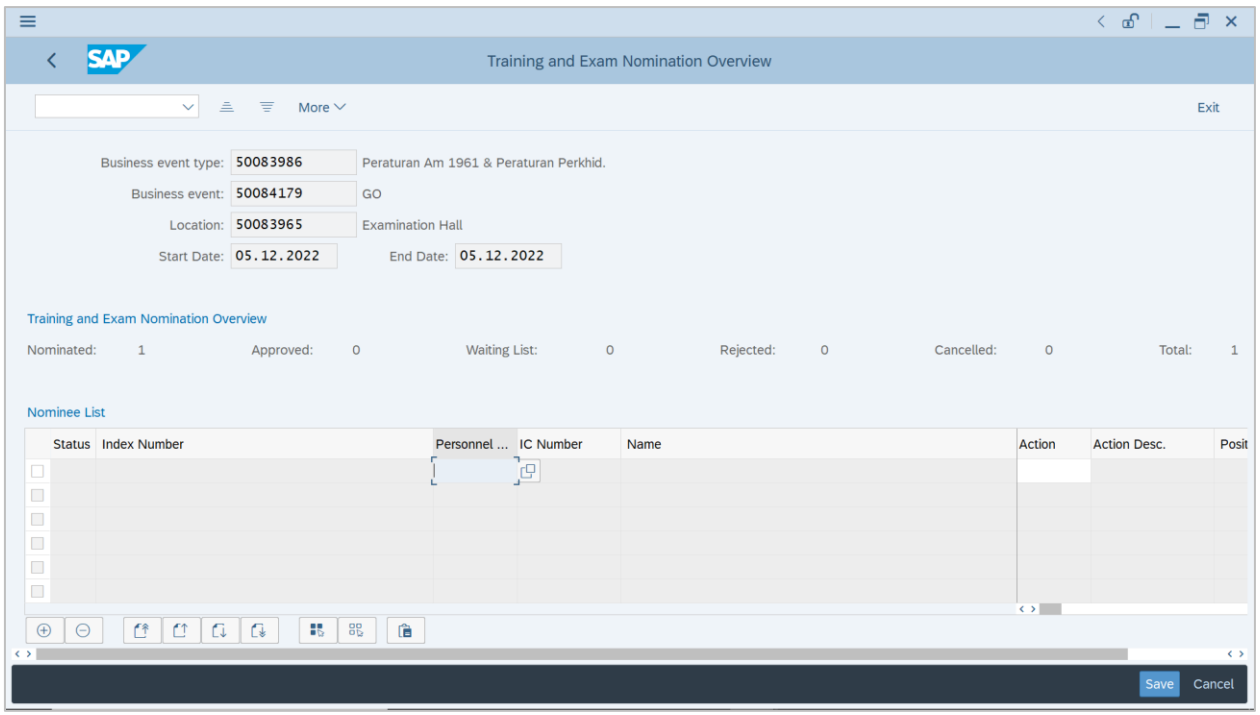
4. Click on the **Arrow** to view the Examination Catalogue**.**
5. Select the **Business Event Type**.
6. Click on the **Tick icon** and click enter.



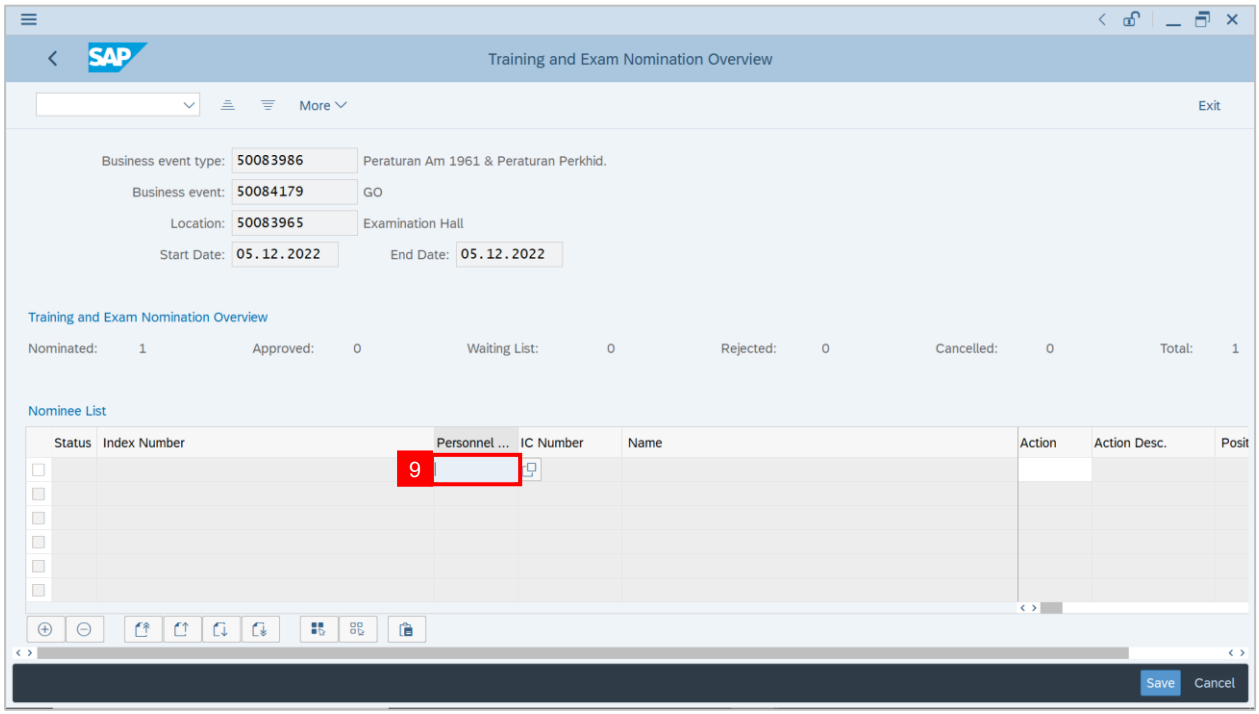
7. Click on the **Radio button** to select the desired course.
8. Click on the **“Nominee List” button**.



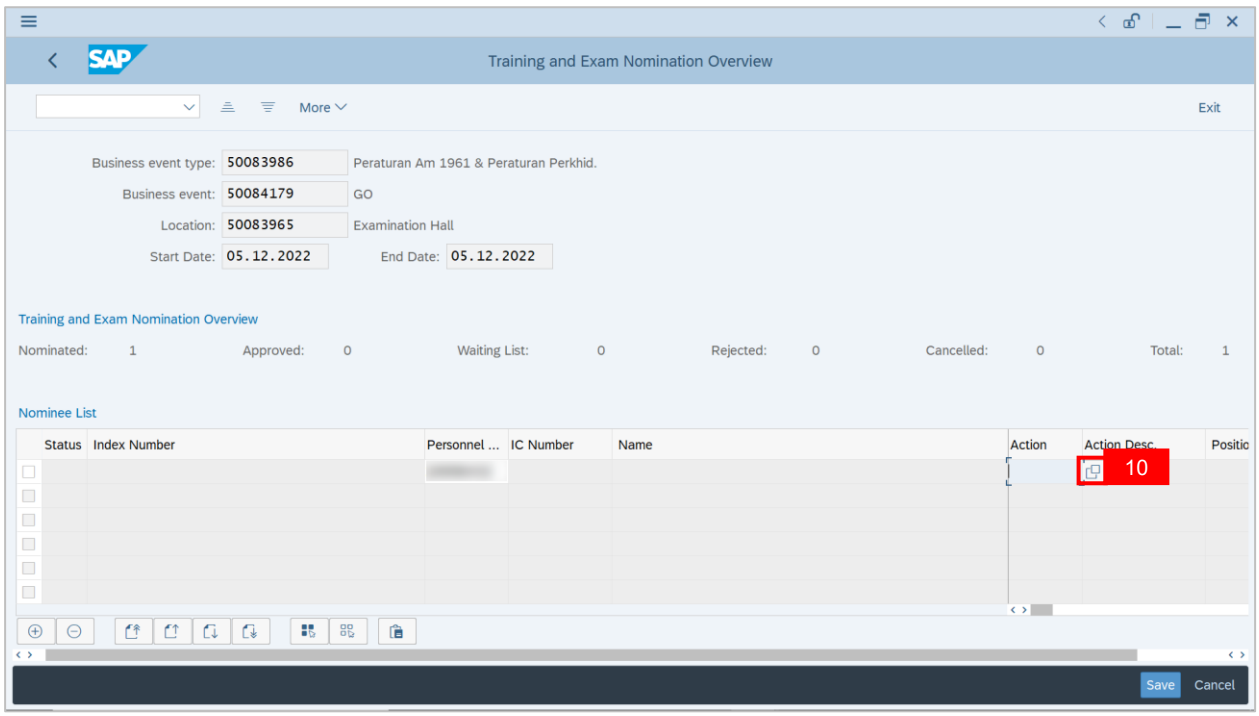
Outcome: Training and Exam Nomination Overview page will be displayed.



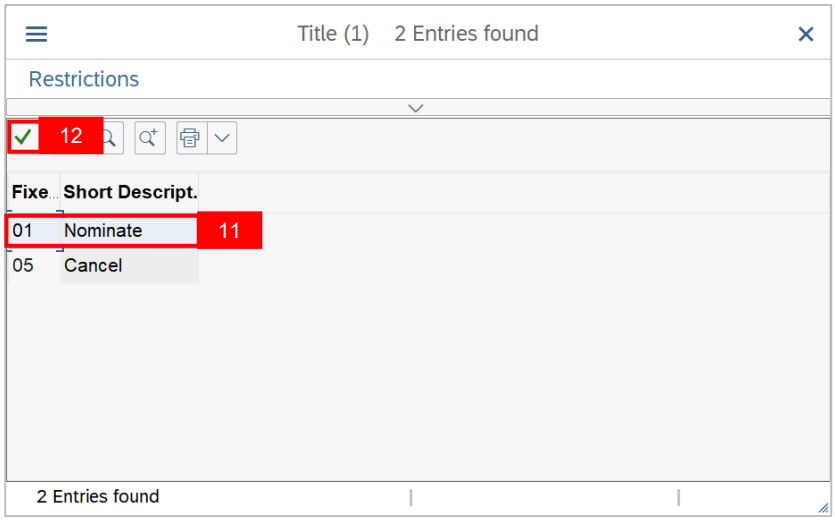
9. Input the employee's **Personnel Number**.



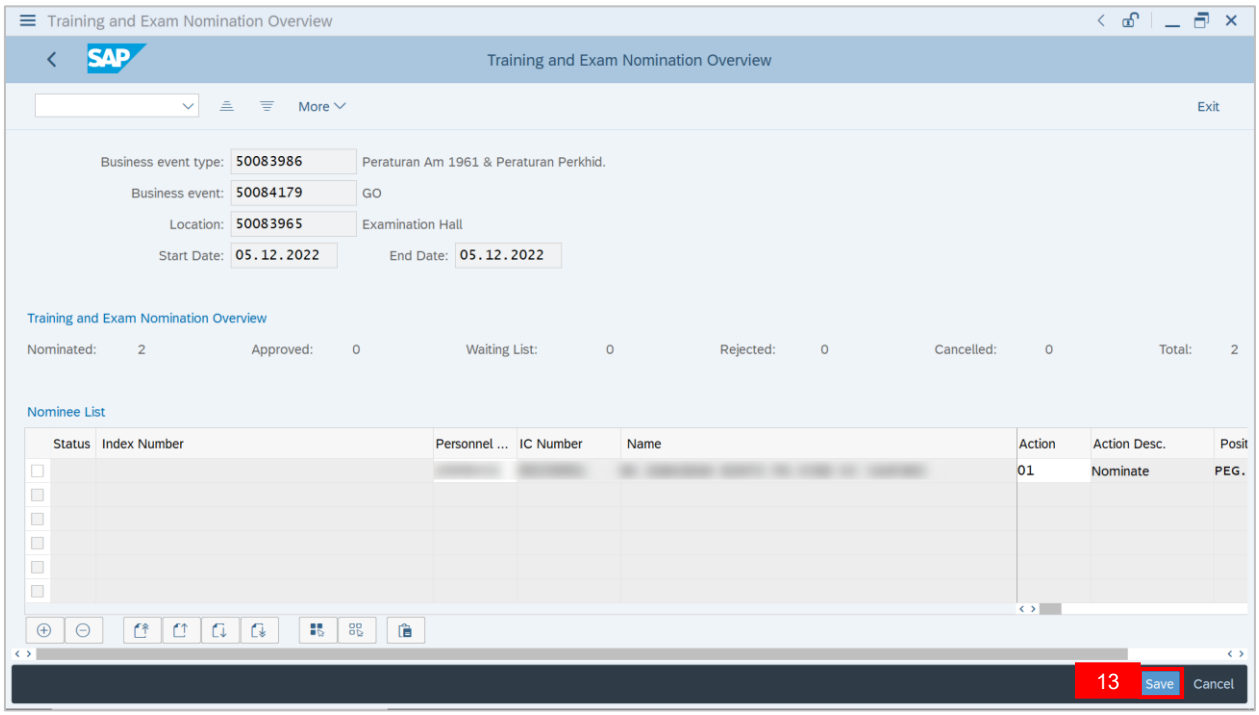
10. Click on the **Lookup icon**.



11. Select **01: Nominate.**
12. Click on the **Tick icon**.



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



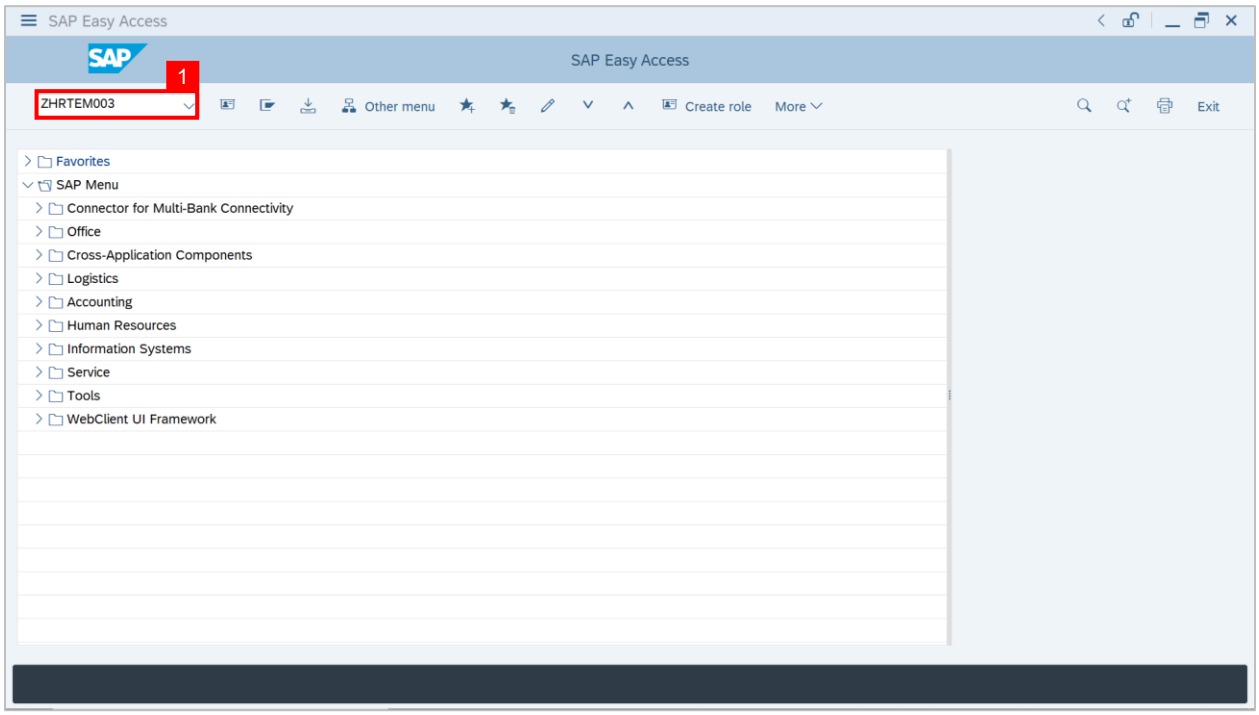
Note: Once Approve or Rejected, employee will receive a notification in SSM.

Outcome: System has **successfully created** the record with **green status**.

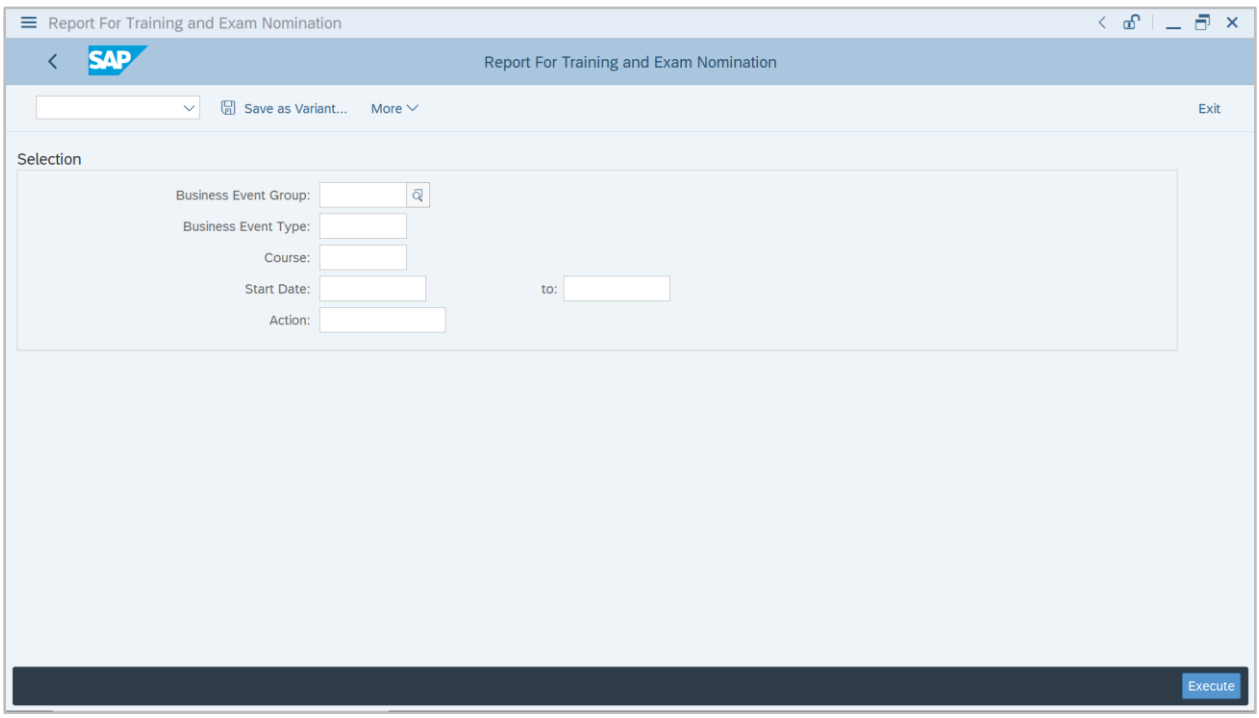
TRAINING NOMINATION REPORT	Backend User
	Training and Exam Organiser, Dept. HRD Admin

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

1. Enter **ZHRTEM003** in the search bar.



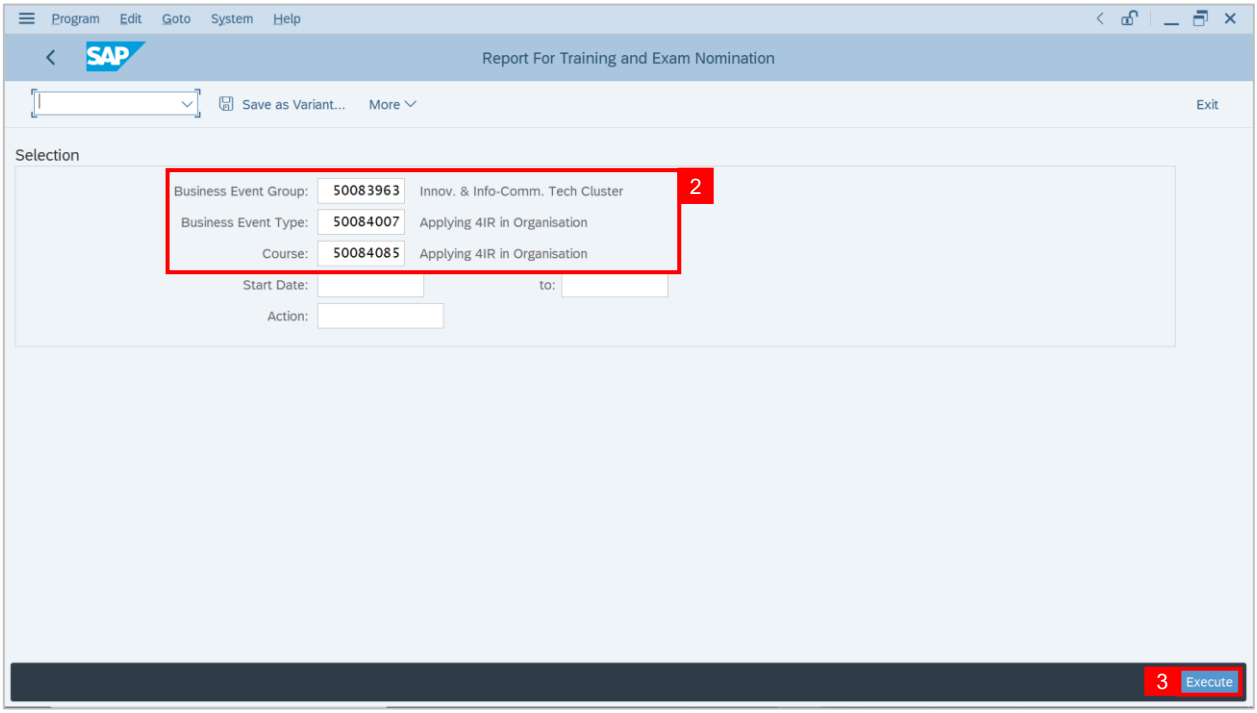
Outcome: Report for Training and Exam Nomination page will be displayed.



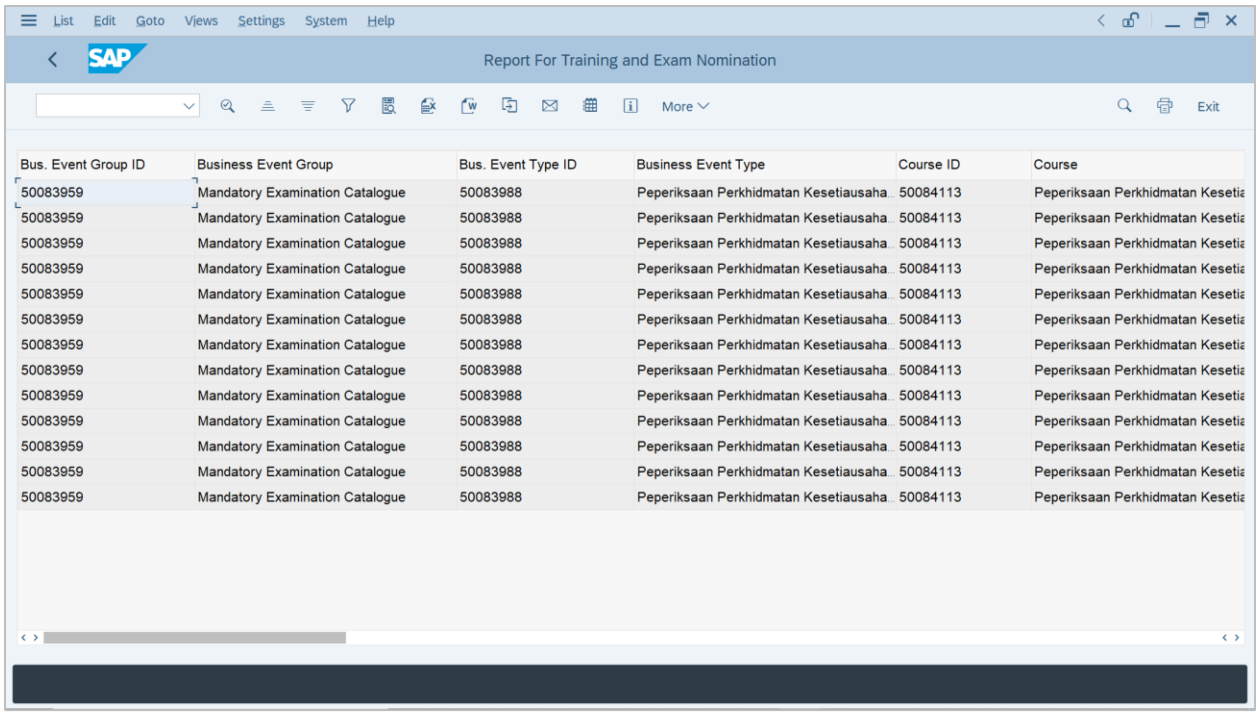
2. Determine the selection as below:

Sub Section	Field	Example
Business Event Data	Business Event Group	50083963 Innov. & Info-Comm. Tech Cluster
	Business Event Type	50084007 Applying 4IR in Organisation
	Course	50084085 Applying 4IR in Organisation

3. Click on the **Execute button**.



Outcome: Report For Training and Exam Nomination has been successfully displayed.

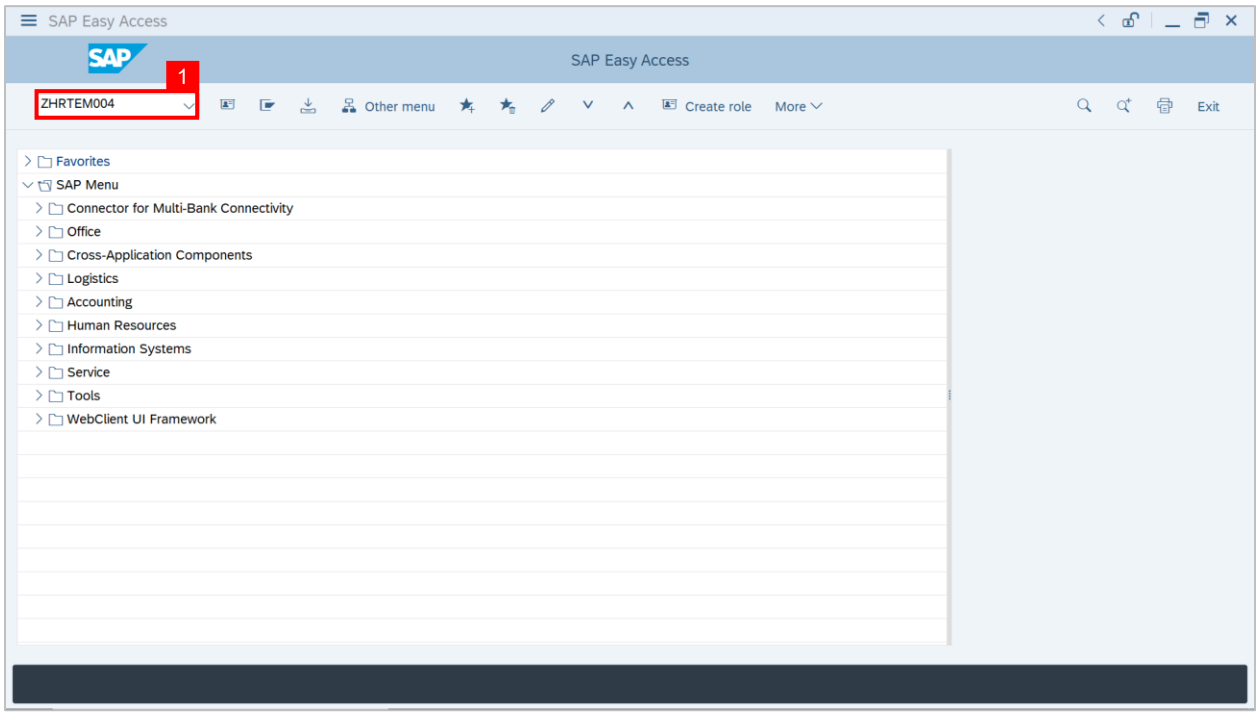


Bus. Event Group ID	Business Event Group	Bus. Event Type ID	Business Event Type	Course ID	Course
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia

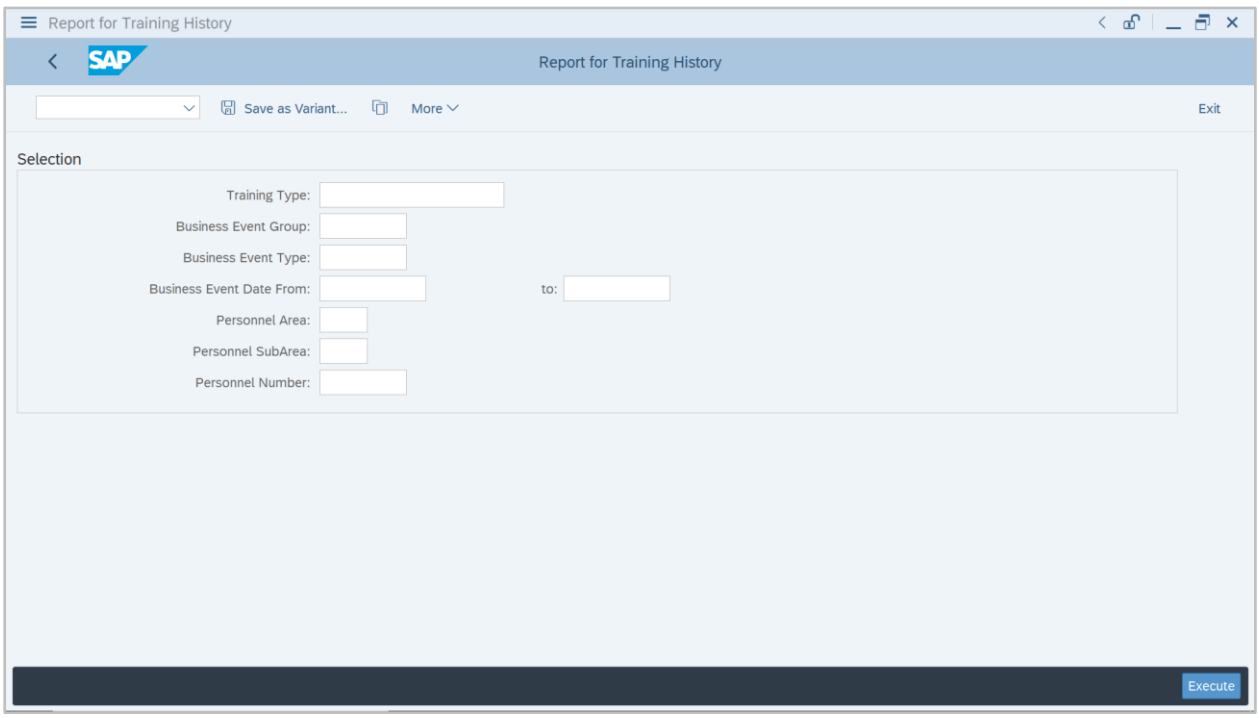
TRAINING HISTORY REPORT	Backend User
	Training Organiser and Dept. HRD Admin

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

1. Enter **ZHRTEM004** in the search bar.



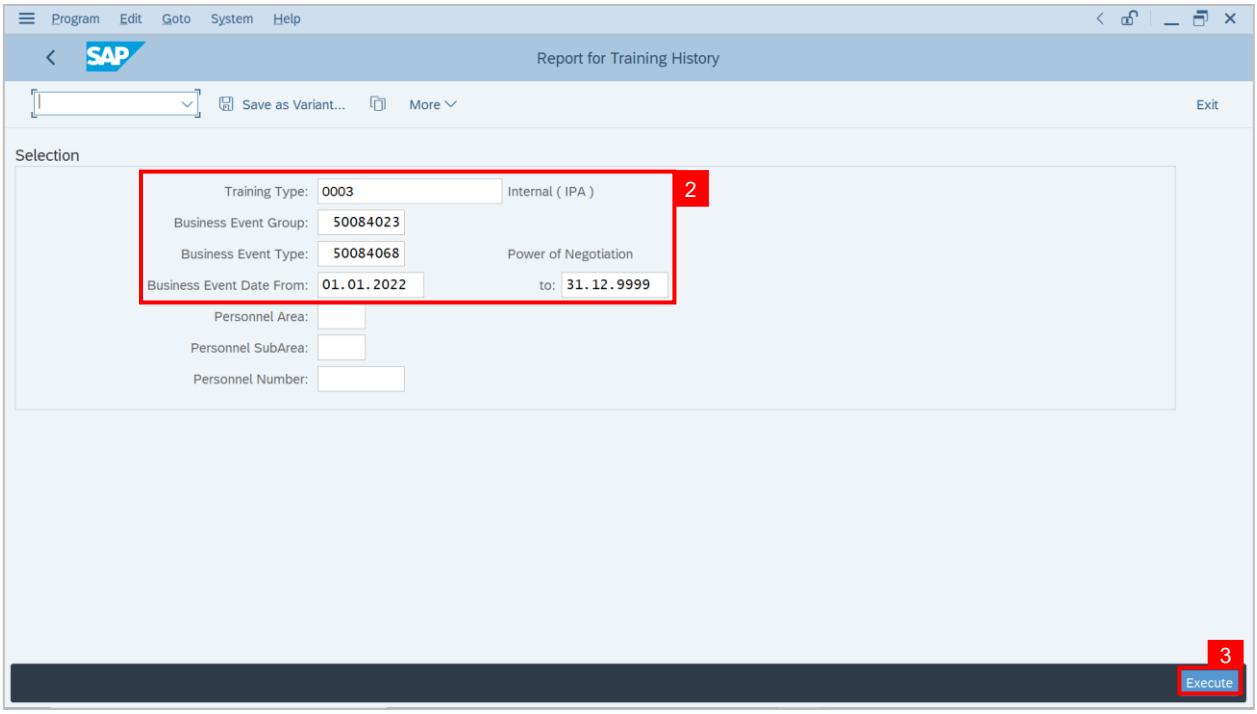
Outcome: Report for Training History page will be displayed.



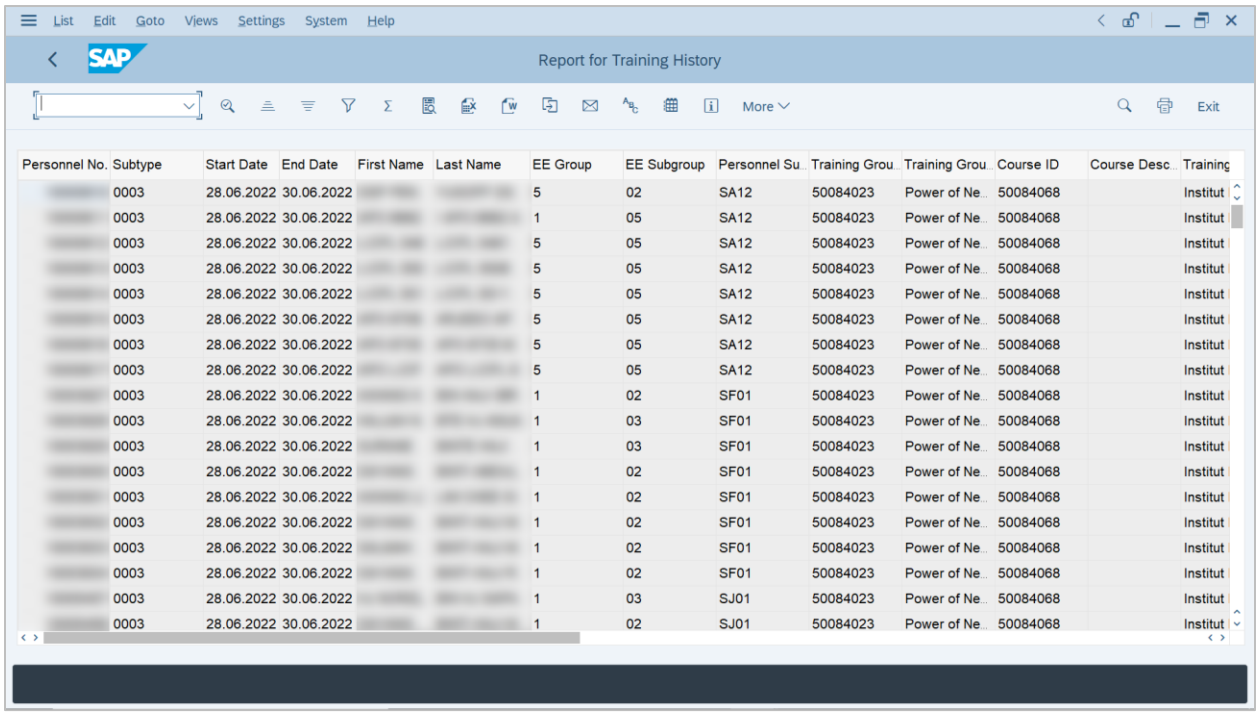
2. Determine the selection as below:

Sub Section	Field	Example
Business Event Data	Training Type	0003 Internal (IPA)
	Business Event Group	50084023 Institute Perkhidmatan Awam
	Business Event Type	50084068 Power of Negotiation
	Business Event Date From	01.01.2022
	Business Event Date To	31.12.9999

3. Click on the **Execute button**.



Outcome: Report For Training History has been successfully displayed.

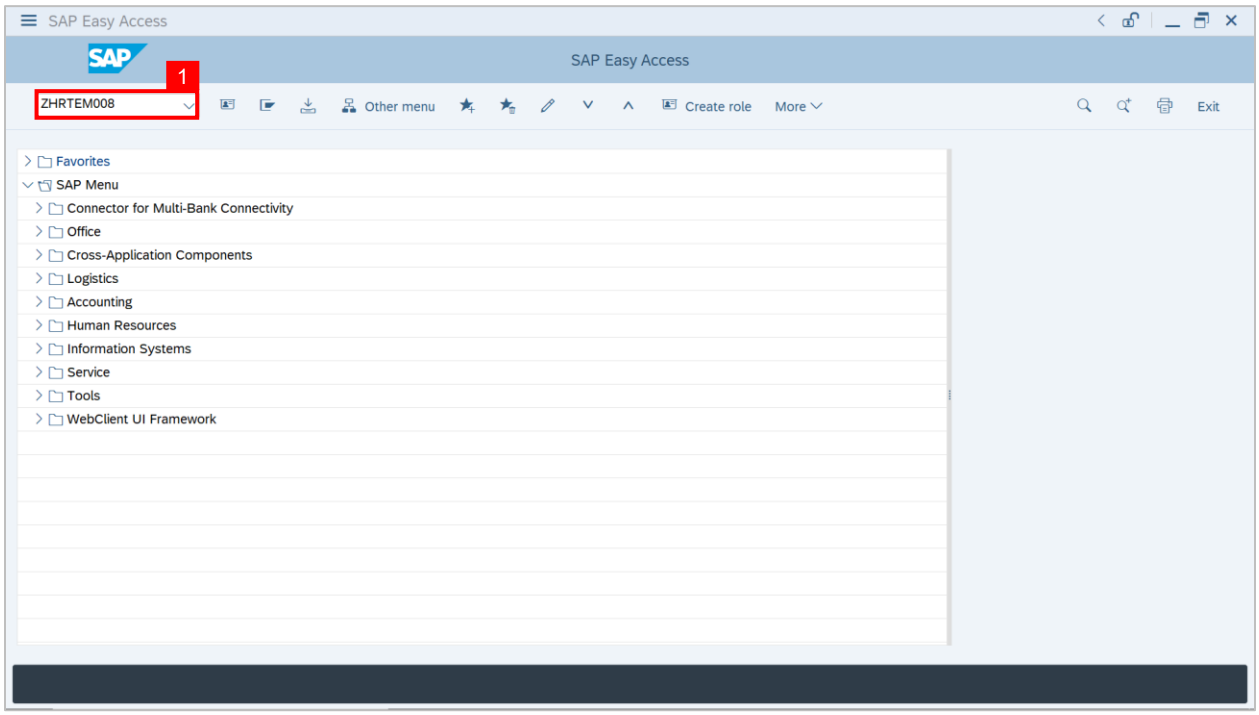


Personnel No.	Subtype	Start Date	End Date	First Name	Last Name	EE Group	EE Subgroup	Personnel Su..	Training Grou..	Training Grou..	Course ID	Course Desc..	Training
	0003	28.06.2022	30.06.2022			5	02	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SJ01	50084023	Power of Ne..	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SJ01	50084023	Power of Ne..	50084068		Institut

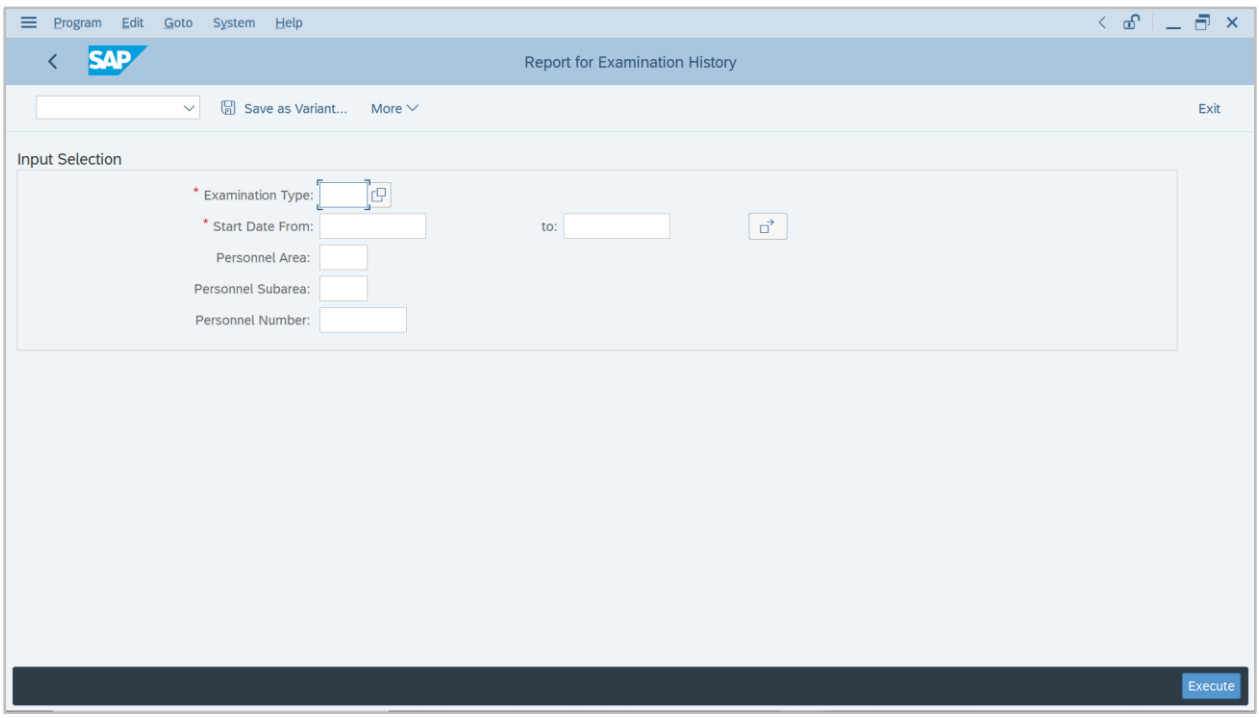
EXAMINATION DETAILS HISTORY REPORT	Backend User
	Exam Organiser and Dept. HRD Admin

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

1. Enter **ZHRTEM008** in the search bar.



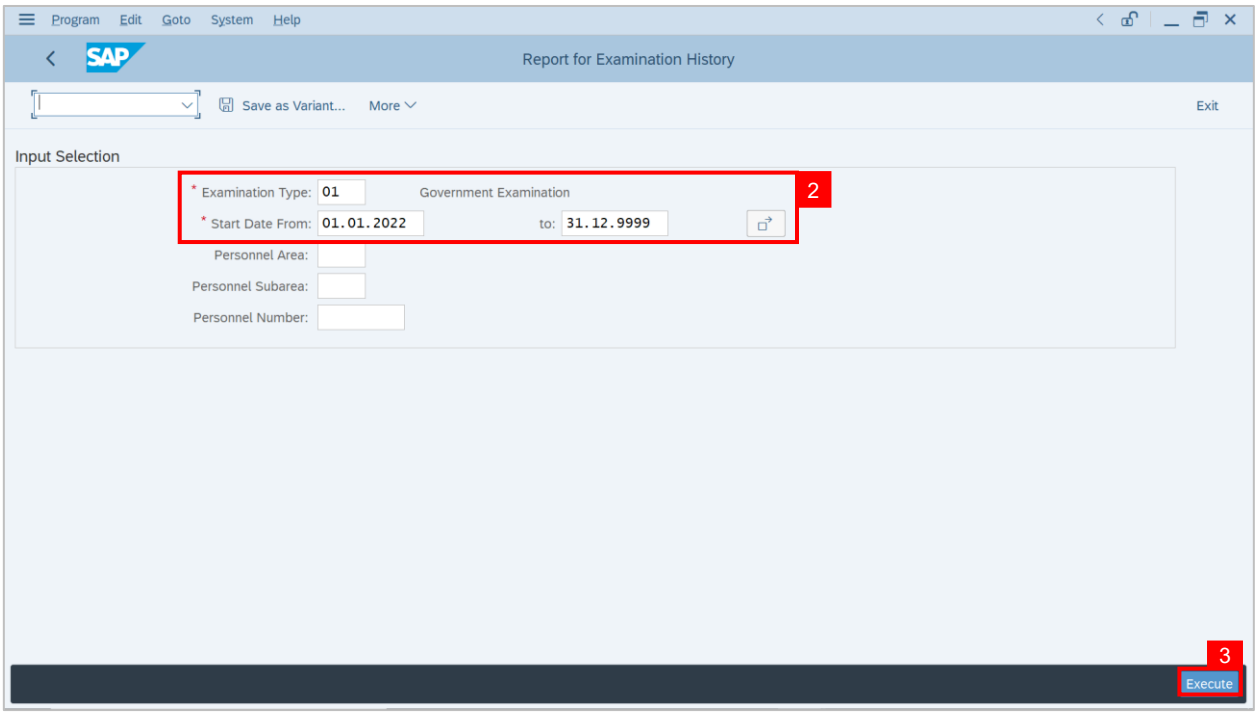
Outcome: Report for Examination History page will be displayed.



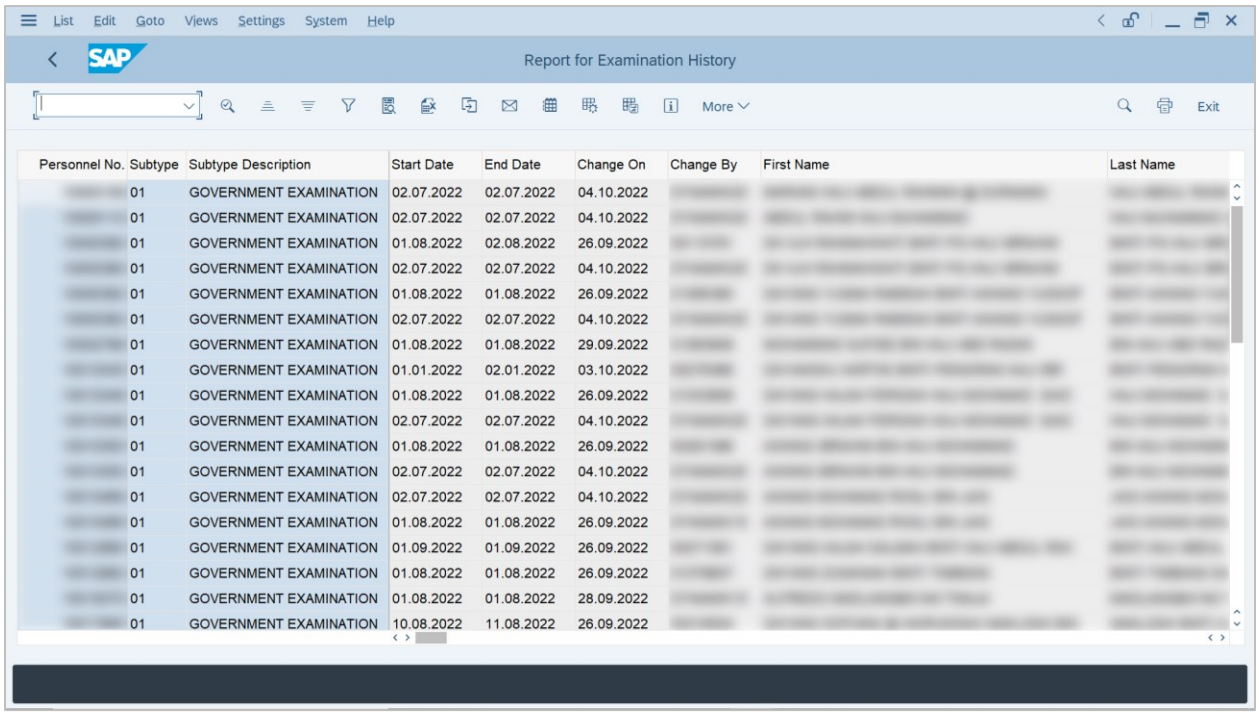
2. Determine the selection as below:

Sub Section	Field	Example
Business Event Data	Examination Type	01 Government Examination
	Start Date From	01.01.2022
	Start Date To	31.12.9999

3. Click on the **Execute button**.



Outcome: Report For Examination Details has been successfully displayed.



Personnel No.	Subtype	Subtype Description	Start Date	End Date	Change On	Change By	First Name	Last Name
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	02.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	29.09.2022			
	01	GOVERNMENT EXAMINATION	01.01.2022	02.01.2022	03.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	01.09.2022	01.09.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	26.09.2022			
	01	GOVERNMENT EXAMINATION	01.08.2022	01.08.2022	28.09.2022			
	01	GOVERNMENT EXAMINATION	10.08.2022	11.08.2022	26.09.2022			