



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**.



Table of Content

Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
SAP Icons	5
View Training Catalogue (Training Organiser and Dept. HRD Admin)	6
View Exam Catalogue (Exam Organiser and Dept. HRD Admin)	8
Display Course Code (Dept. HRD Admin)	10
Nominate Employee to Training (Dept. HRD Admin)	13
Nominate Employee to Exam (Dept. HRD Admin)	18
Training and Exam Nomination Report (Training and Examination Organiser and Dept. HRD Admin)	23
Training History Report (Training Organiser and Dept. HRD Admin)	26
Examination Details History Report (Exam Organiser and Dept. HRD Admin)	29

Process Overview

View Training Catalogue (Dept. HRD Admin)



View Exam Catalogue (Dept. HRD Admin)



Display Course Code (Dept. HRD Admin)



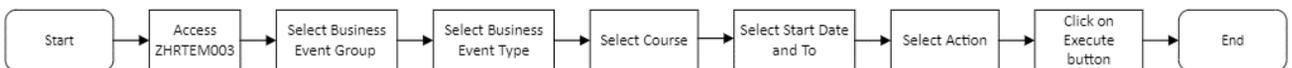
Nominate Employee to Training (Dept. HRD Admin)



Nominate Employee to Exam (Dept. HRD Admin)



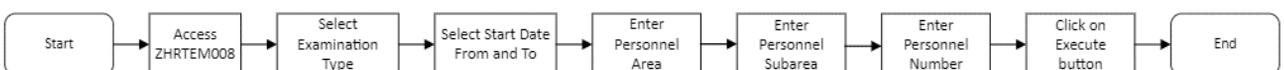
Training Nomination Report (Dept. HRD Admin)



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.

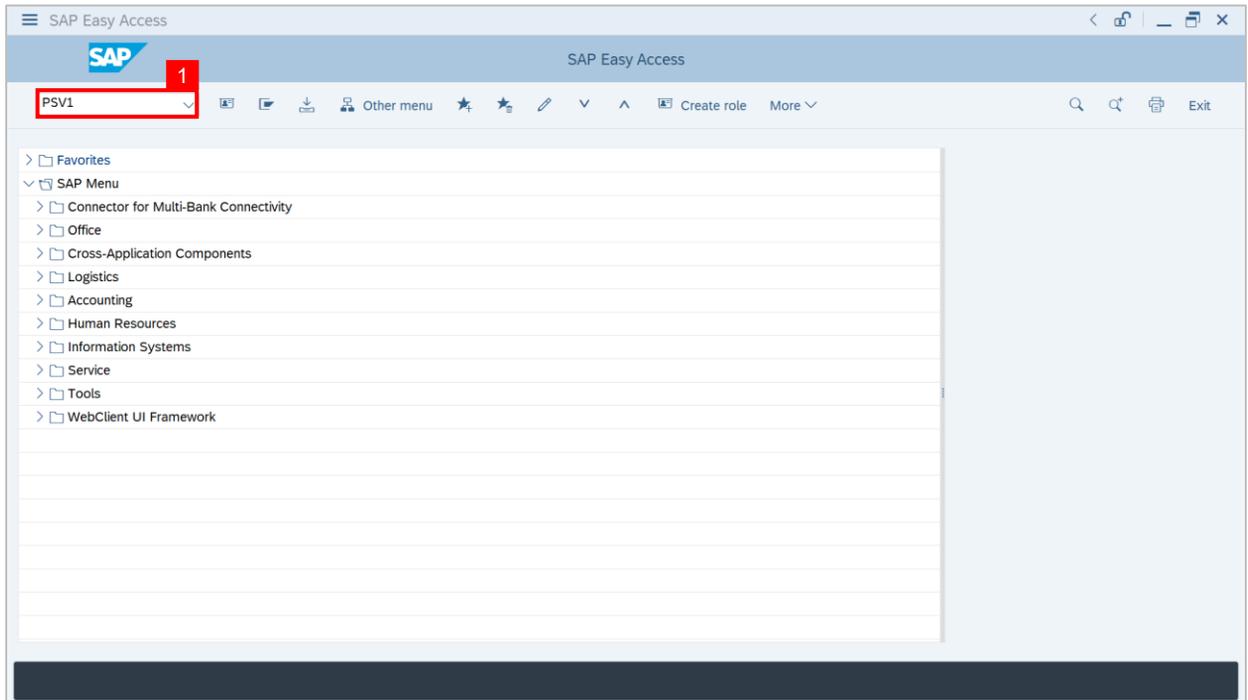
**VIEW TRAINING
CATALOGUE**

Backend User

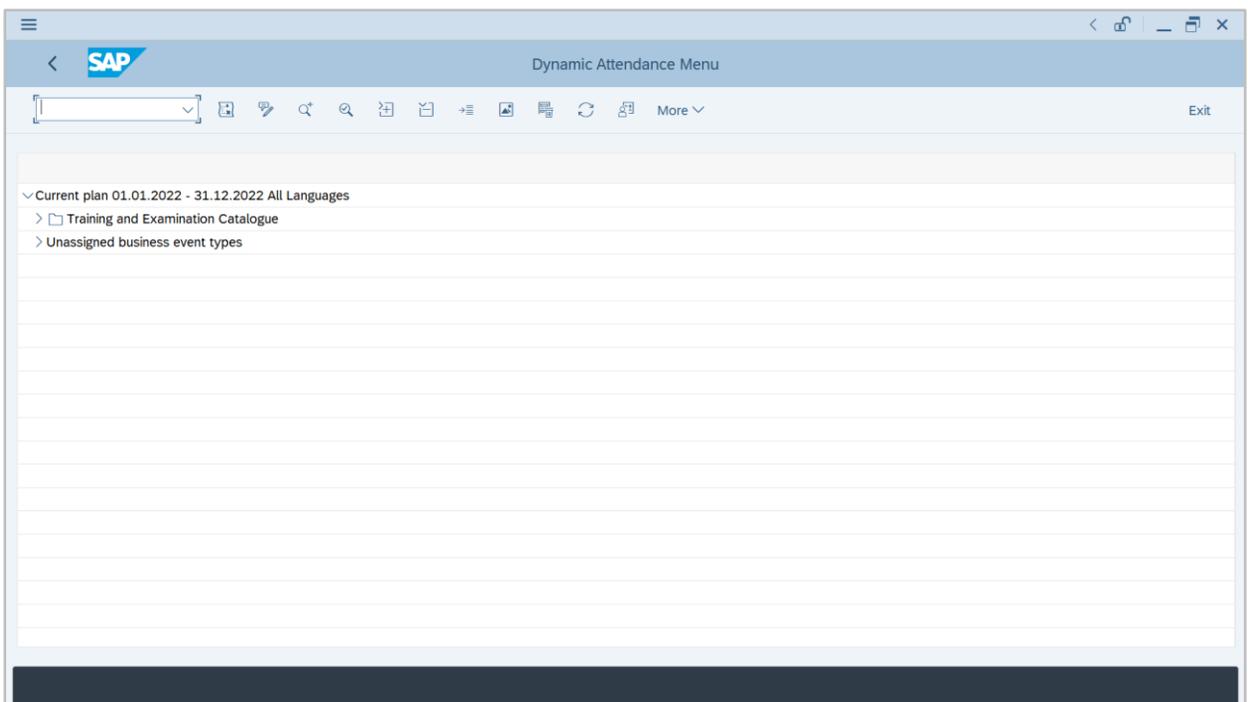
Training Organiser and Dept. HRD Admin

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

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

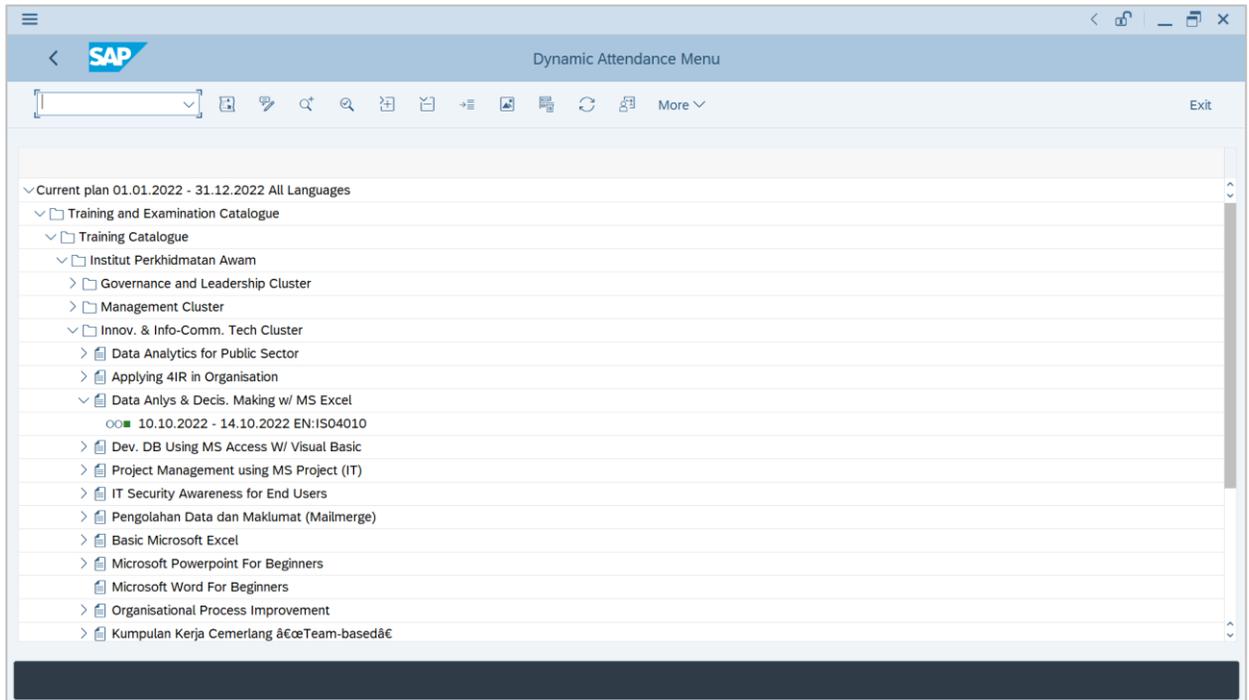


Outcome: Dynamic Attendance Menu page will be displayed.



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.

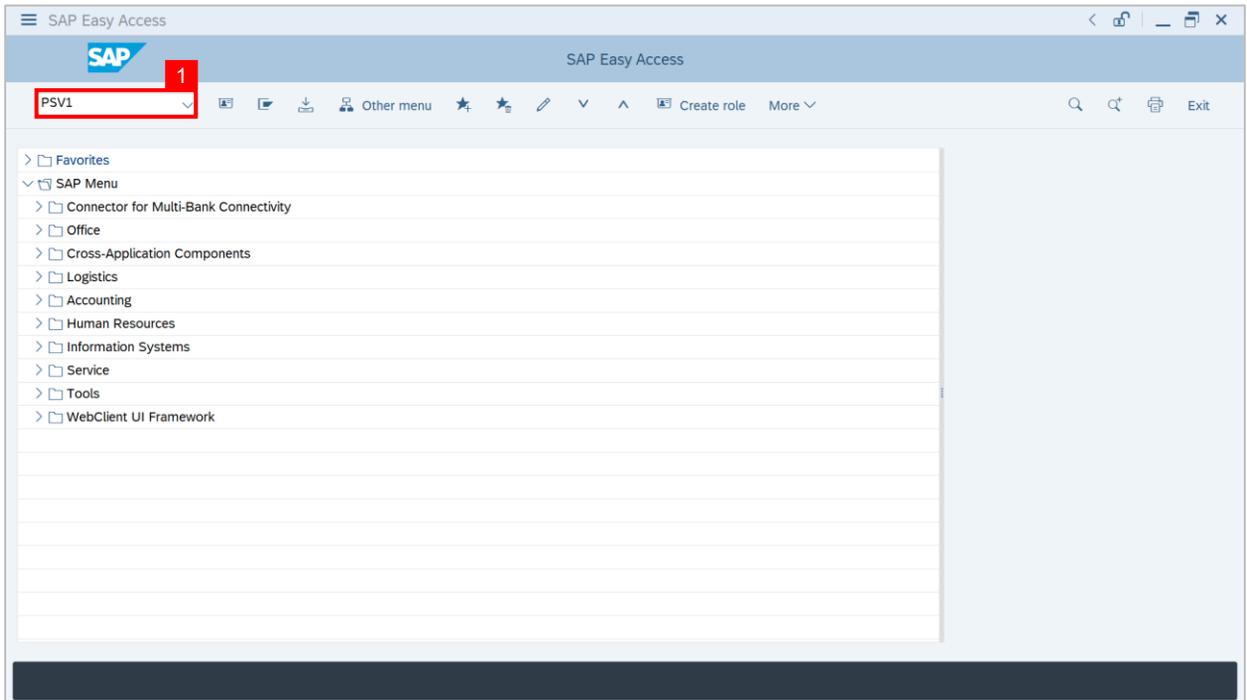
VIEW EXAM CATALOGUE

Backend User

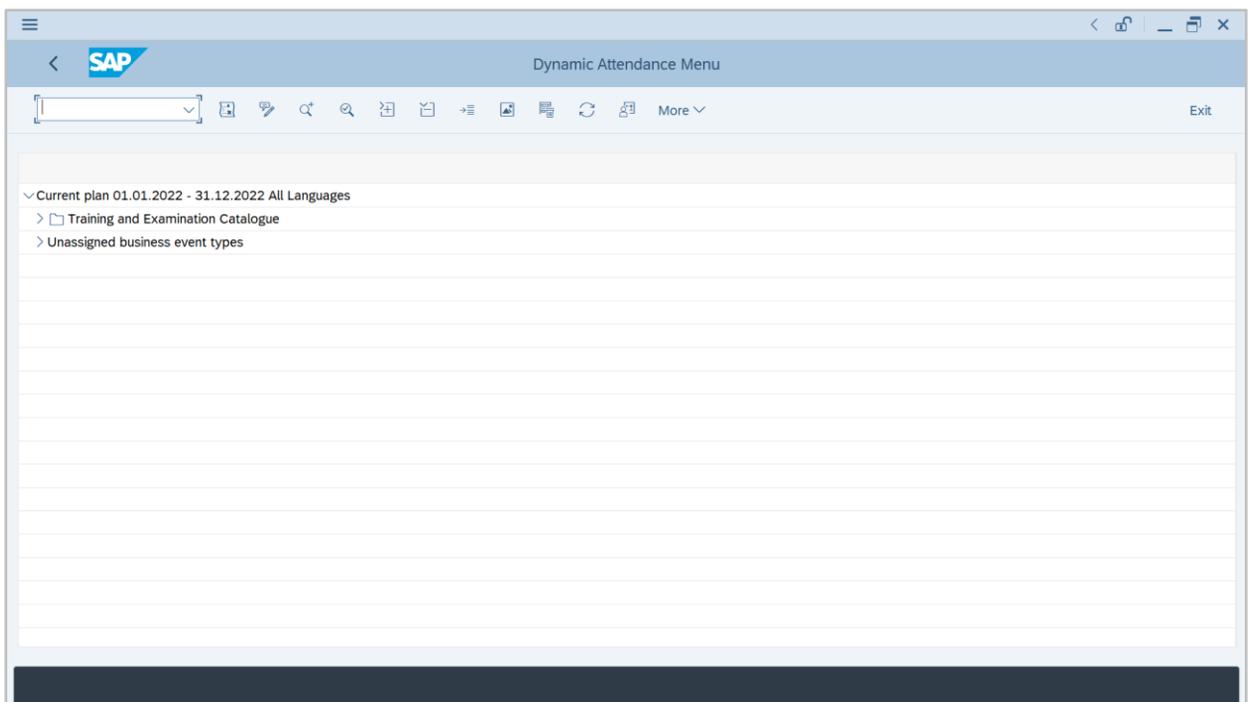
Exam Organiser and Dept. HRD Admin

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

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

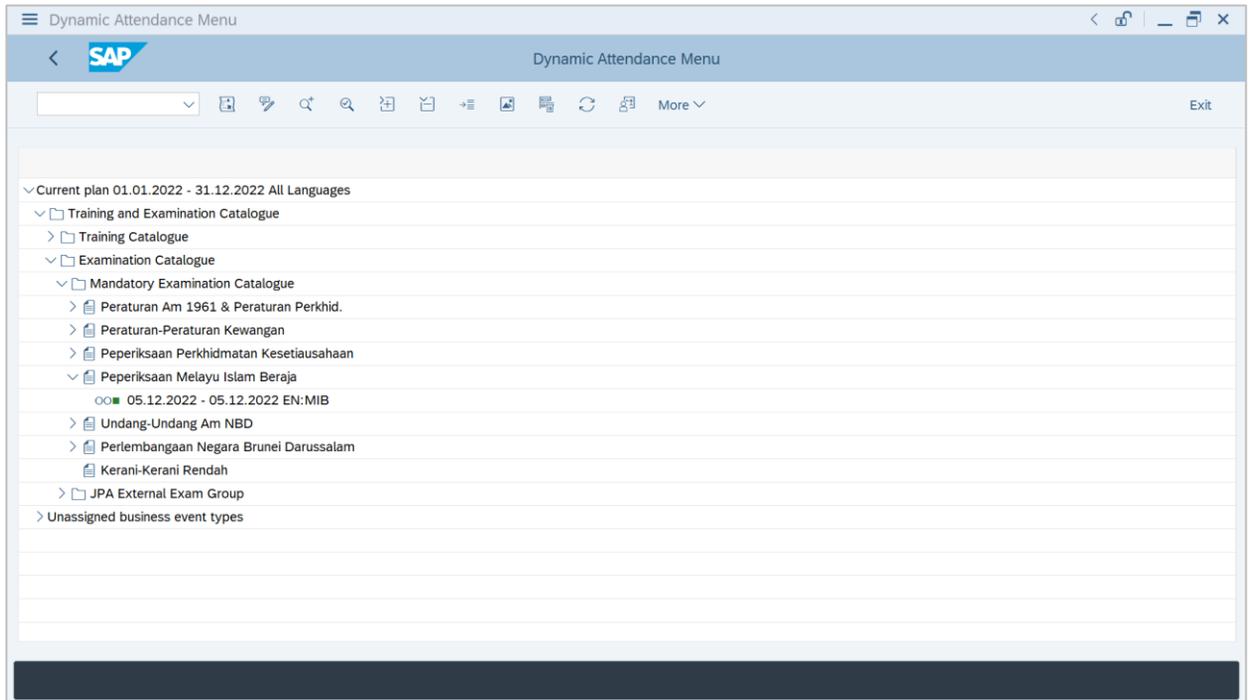


Outcome: Dynamic Attendance Menu page will be displayed.



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.

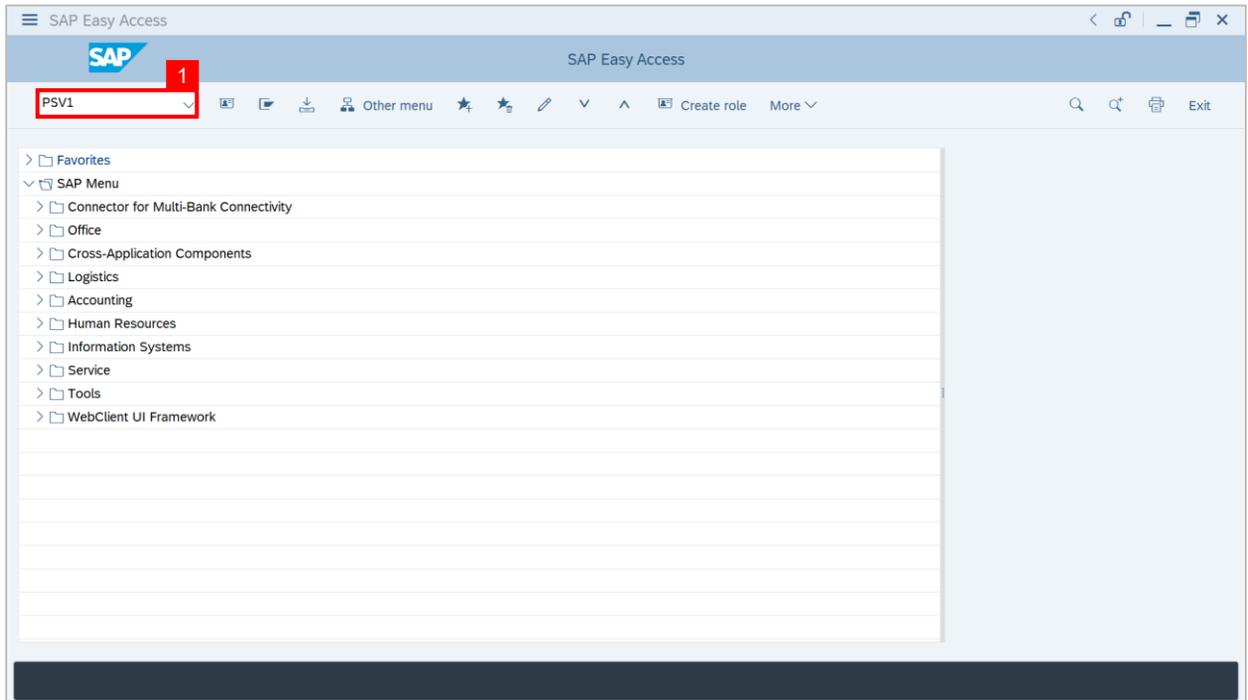
**DISPLAY FOR
COURSE CODE**

Backend User

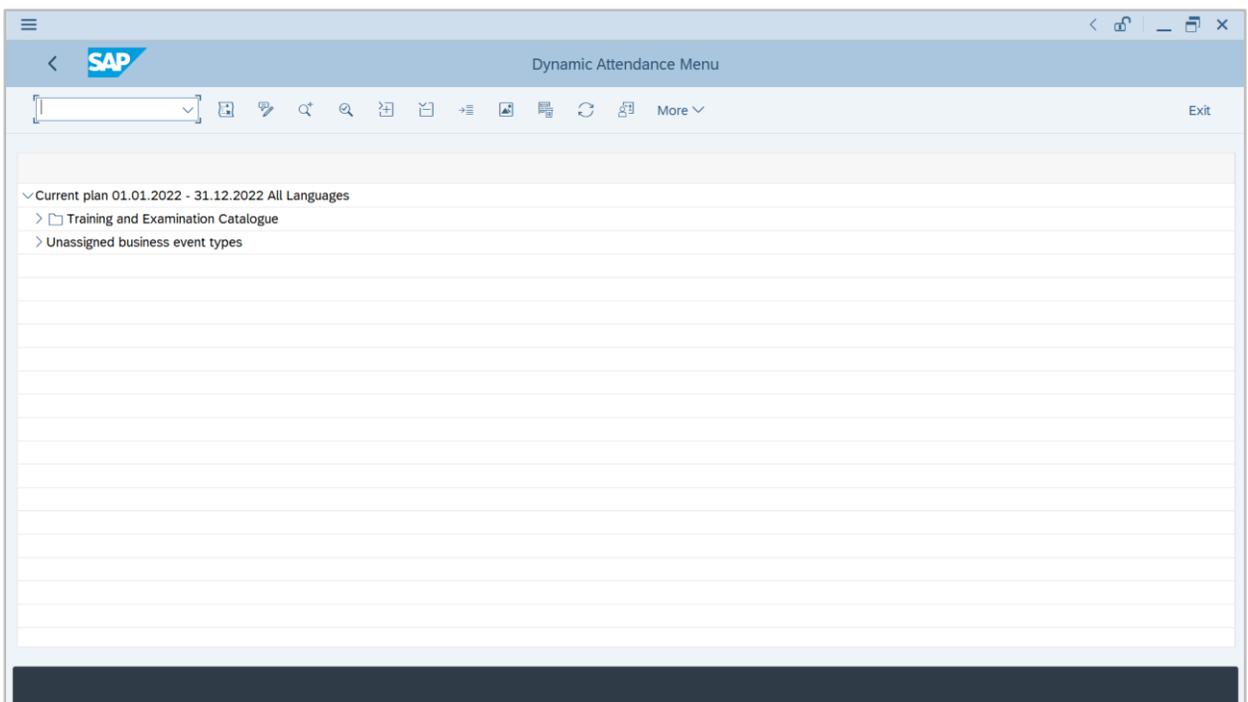
Dept. HRD Admin

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

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

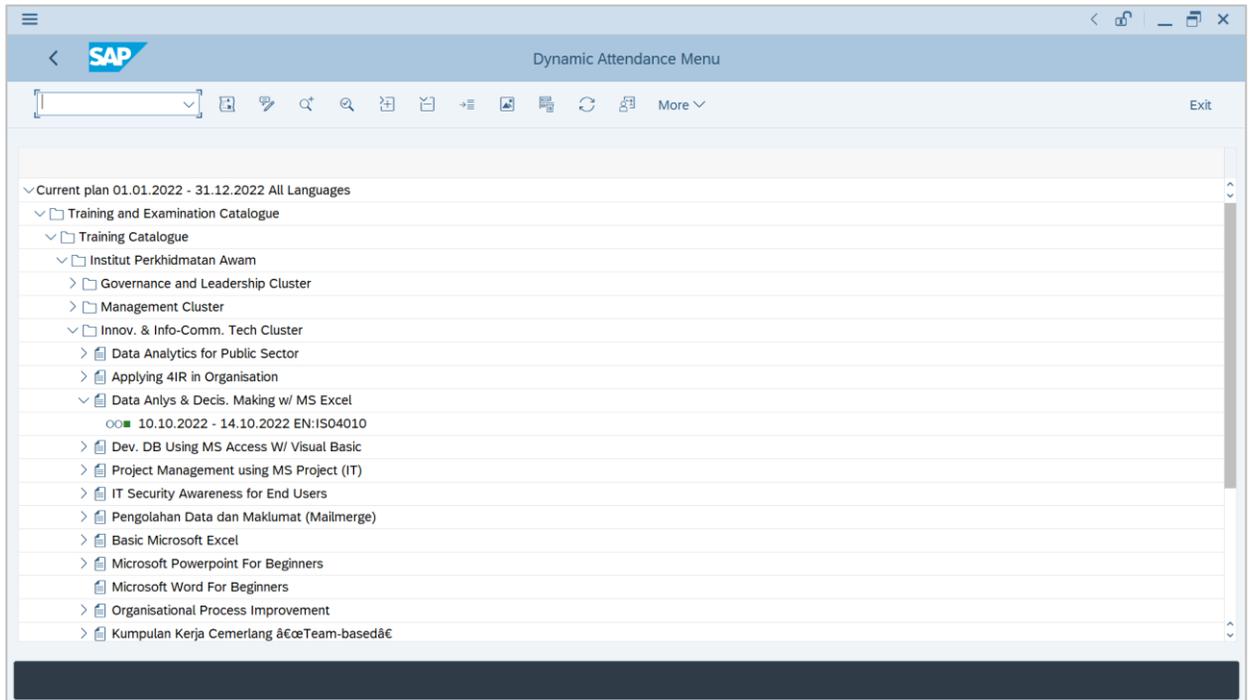


Outcome: Dynamic Attendance Menu page will be displayed.

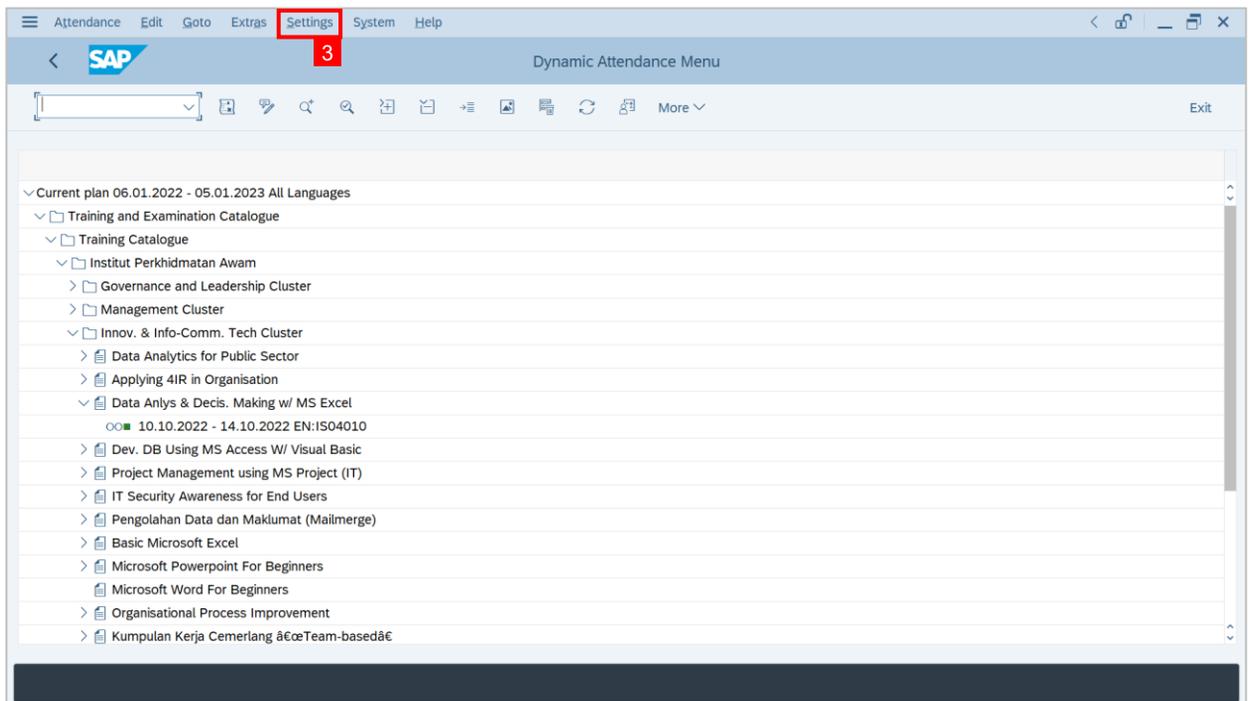


2. Click on the **Arrow** to open the folder.

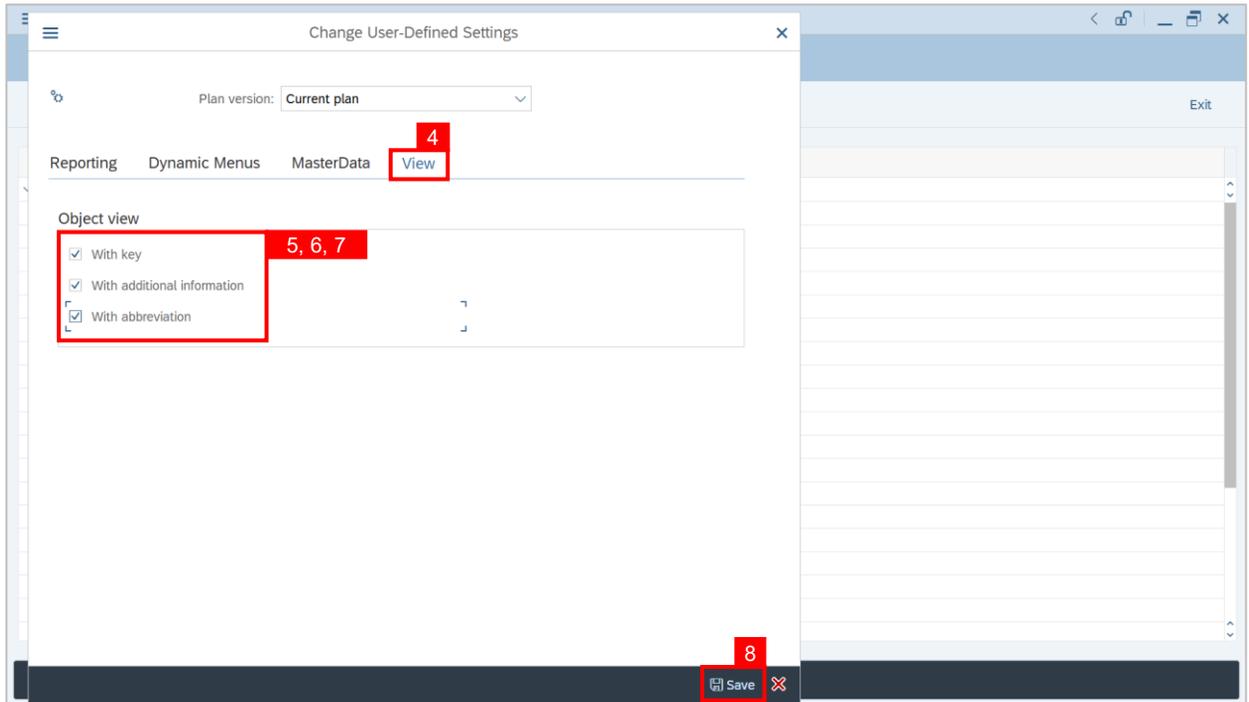
Outcome: Catalogue has been **successfully displayed**.



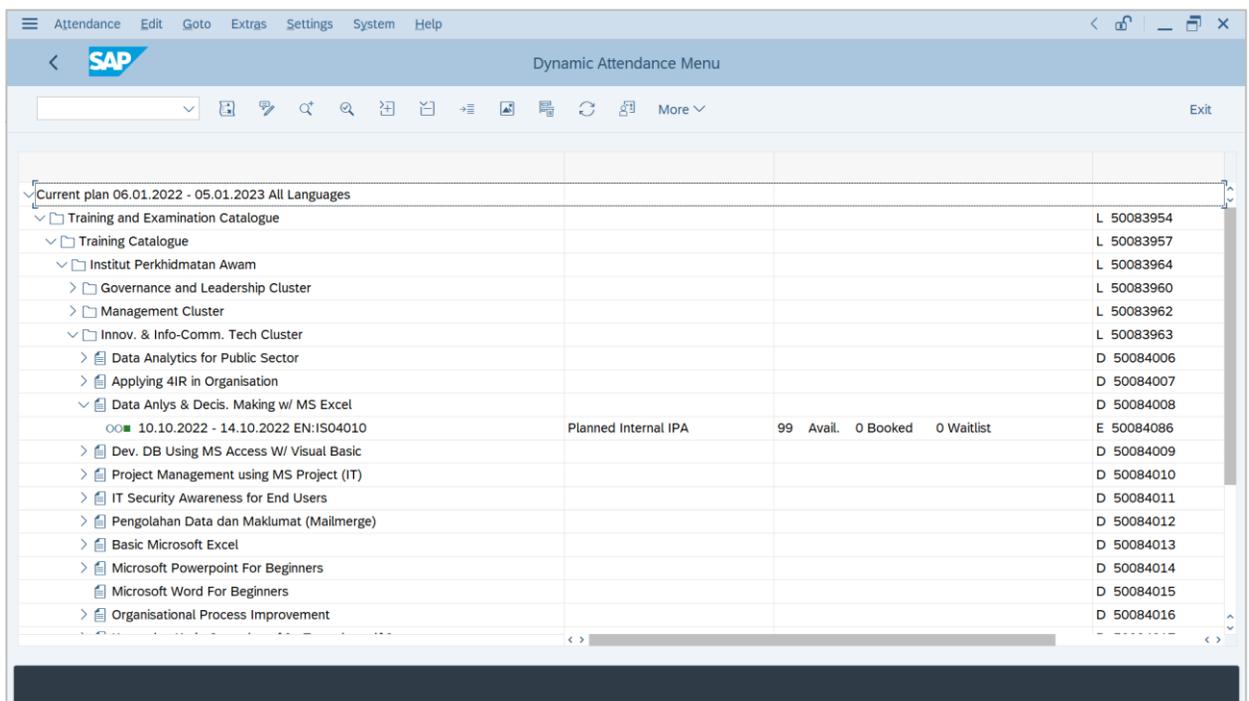
3. Click on **Settings**.



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.



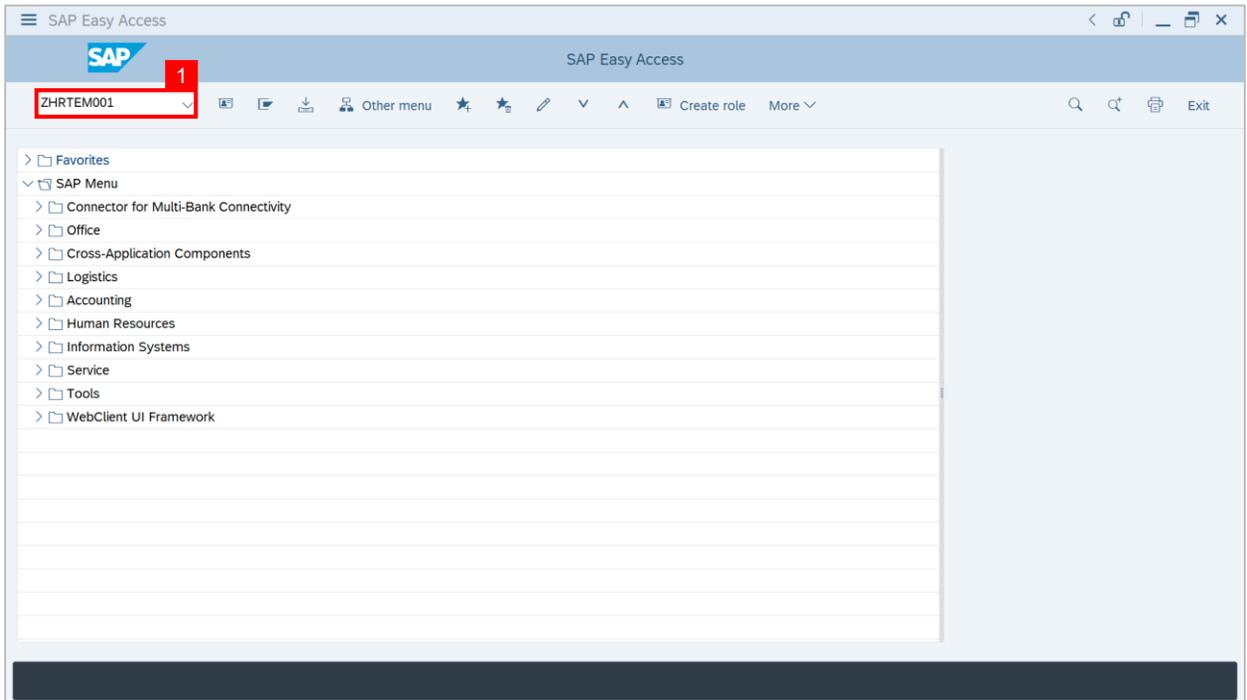
**NOMINATE EMPLOYEE
TO TRAINING**

Backend User

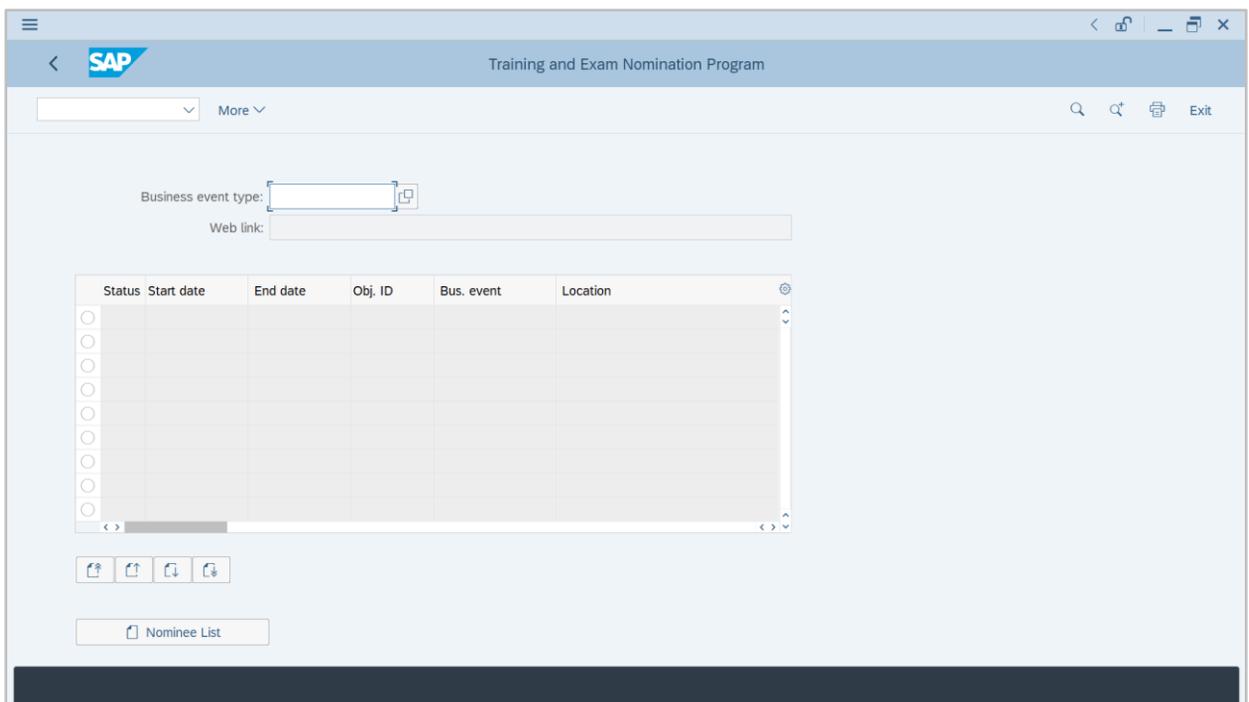
Dept. HRD Admin

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

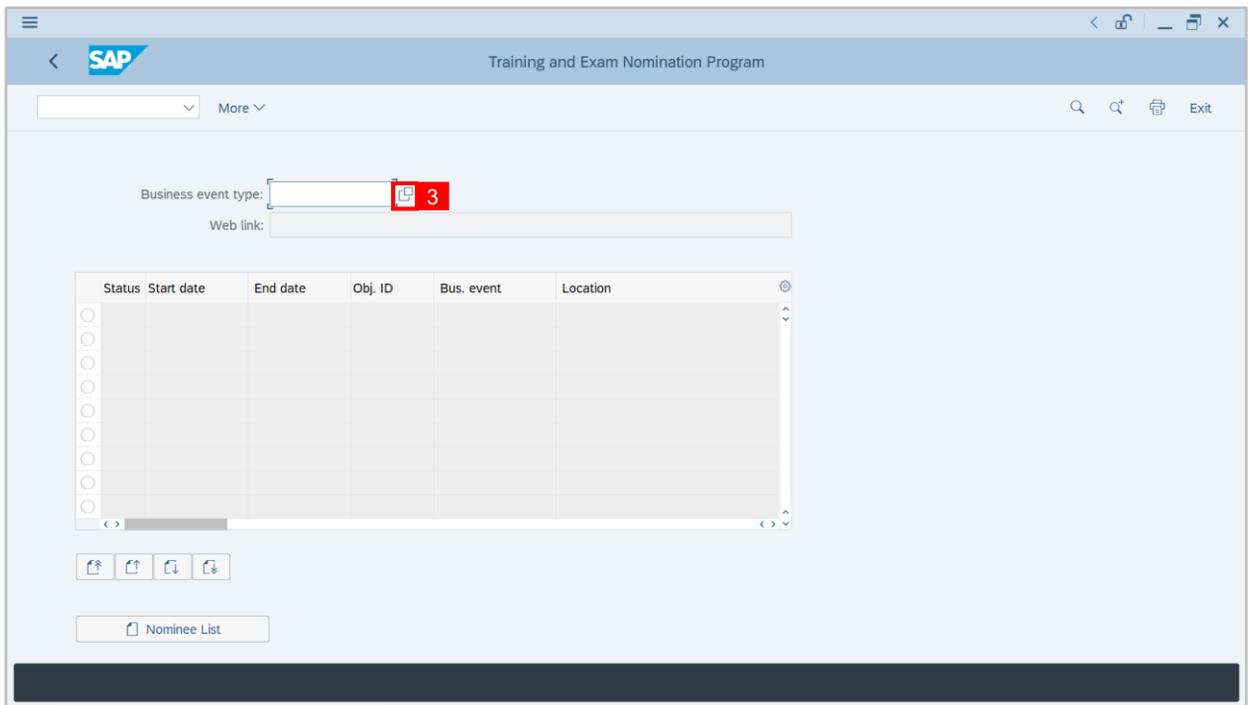
1. Enter **ZHRTEM001** in the search bar.



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



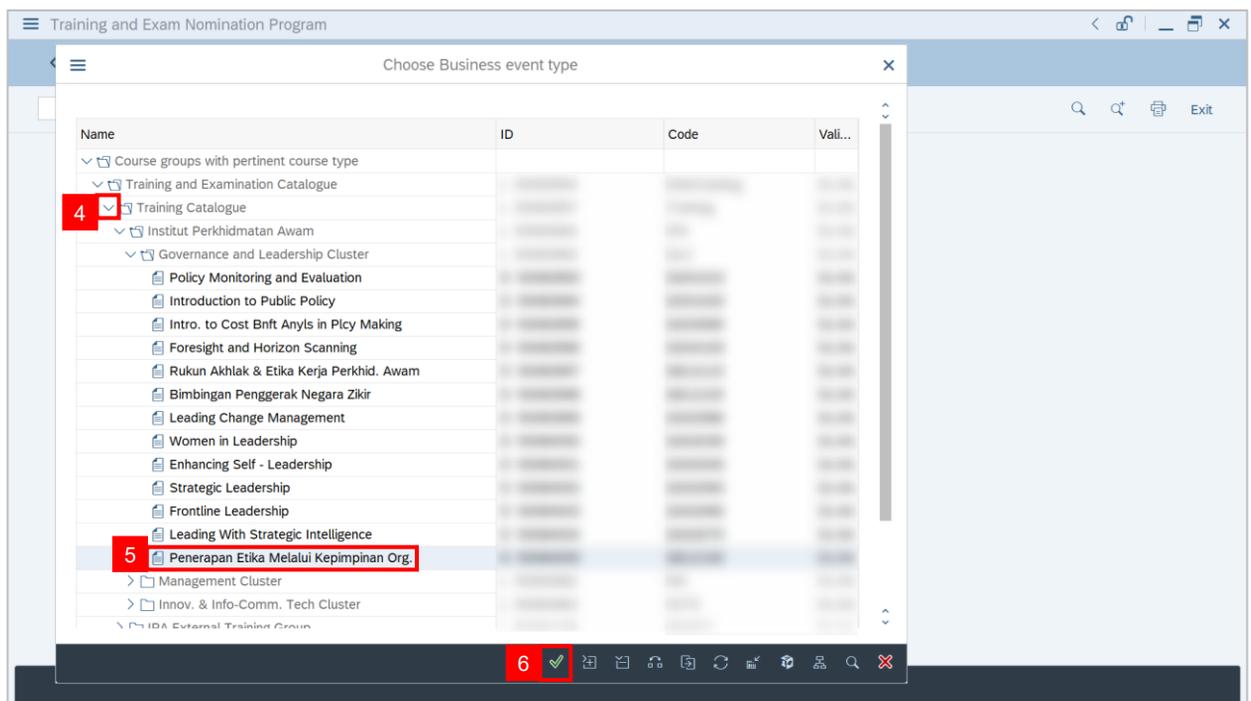
3. Click on the **Lookup** icon.



4. Click on the **Arrow** to view the Training Catalogue.

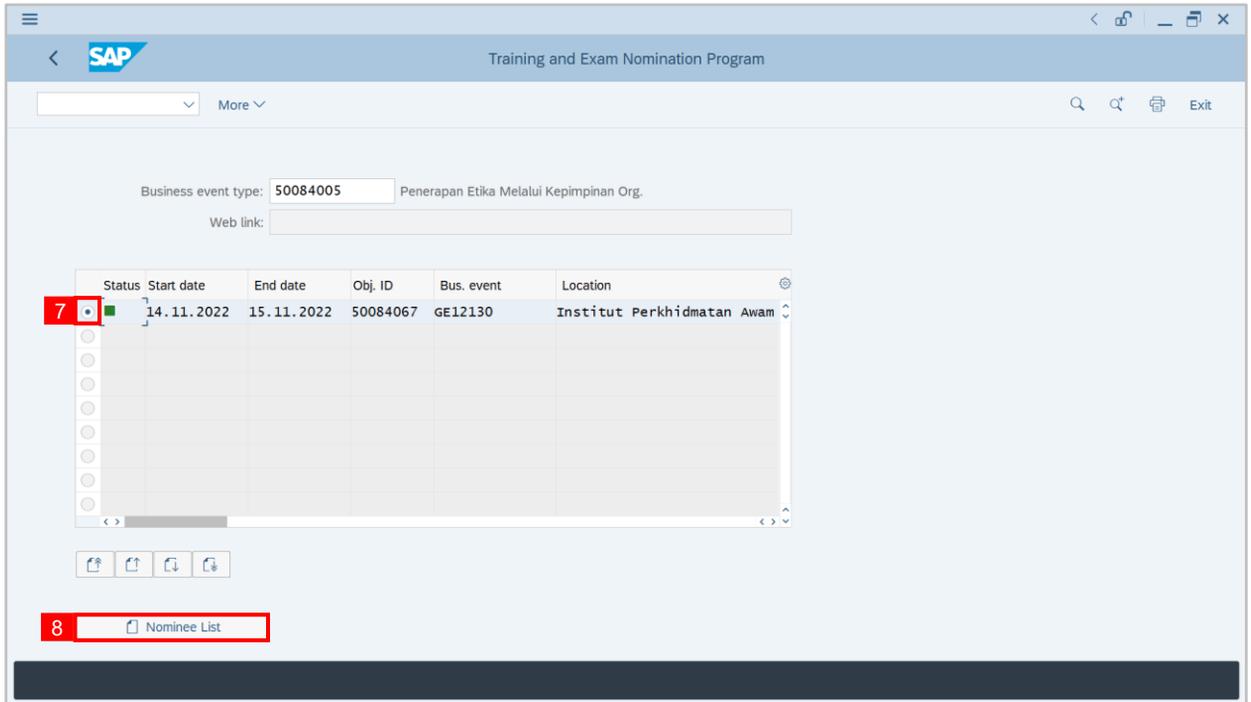
5. Select the **Business Event Type**.

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.

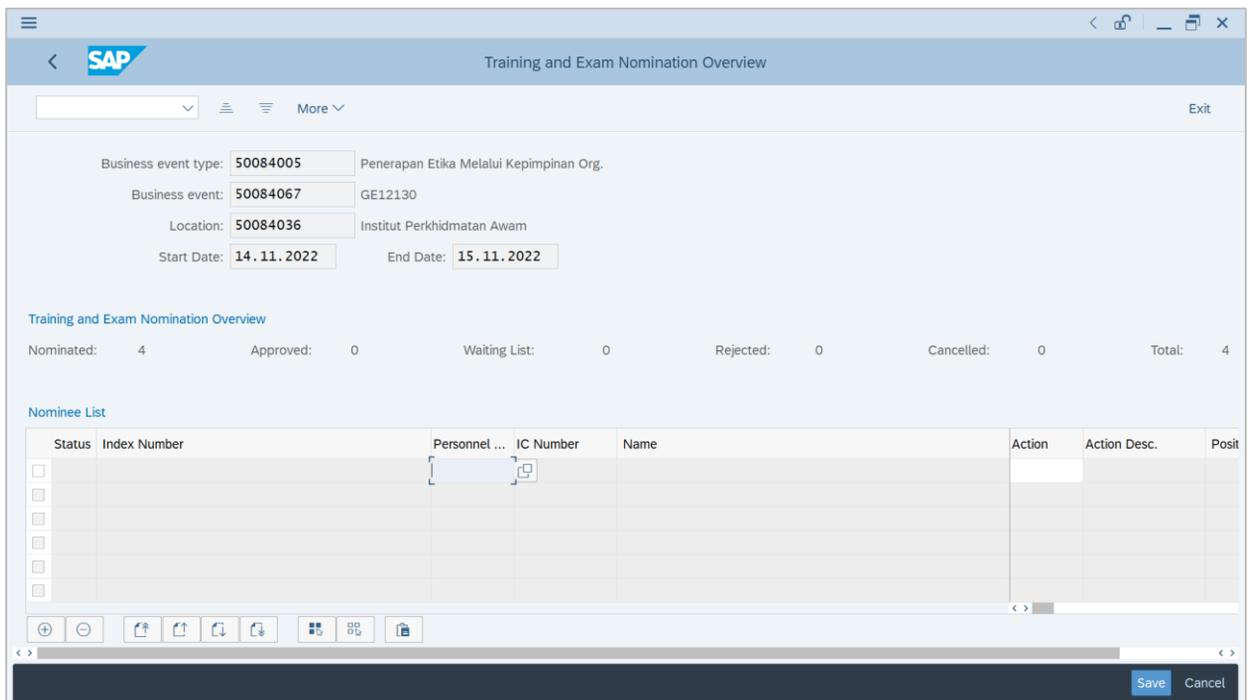


Business event type: 50084005 Penerapan Etika Melalui Kepimpinan Org.
Web link:

Status	Start date	End date	Obj. ID	Bus. event	Location
<input checked="" type="radio"/>	14.11.2022	15.11.2022	50084067	GE12130	Institut Perkhidmatan Awam

8

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



Business event type: 50084005 Penerapan Etika Melalui Kepimpinan Org.
Business event: 50084067 GE12130
Location: 50084036 Institut Perkhidmatan Awam
Start Date: 14.11.2022 End Date: 15.11.2022

Training and Exam Nomination Overview

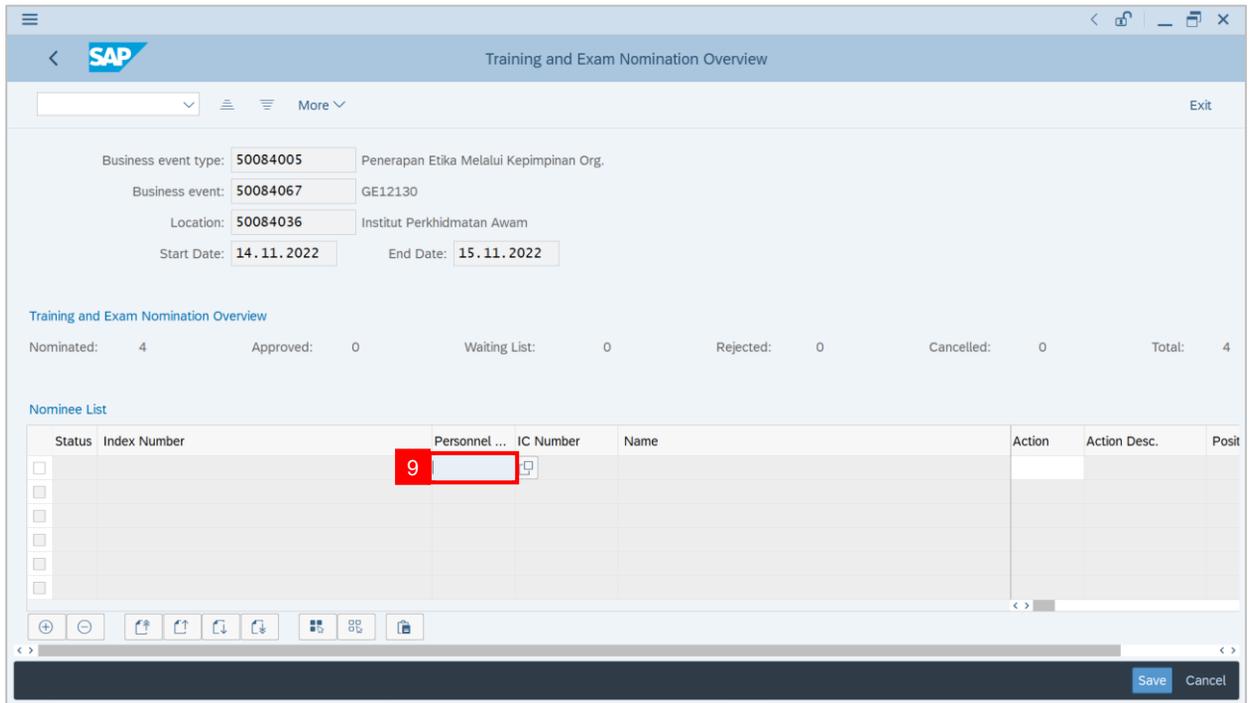
Nominated: 4 Approved: 0 Waiting List: 0 Rejected: 0 Cancelled: 0 Total: 4

Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>							

Save Cancel

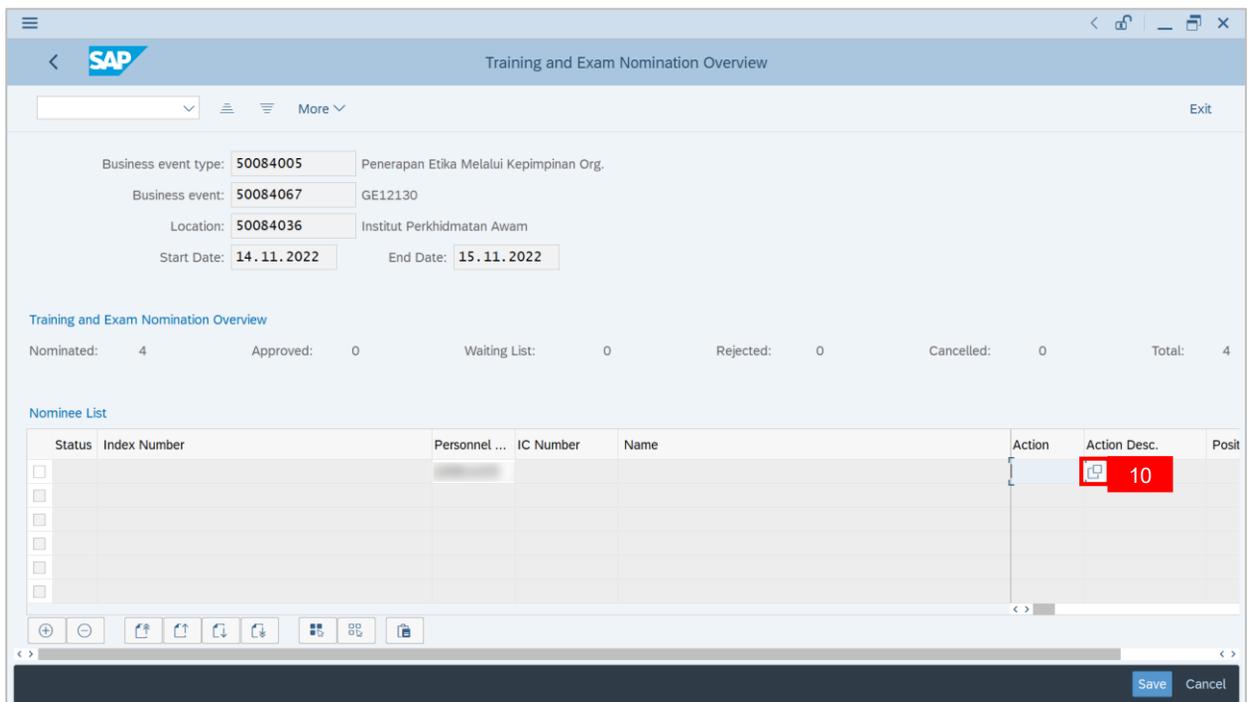
9. Input the employee's Personnel Number.



The screenshot shows the SAP 'Training and Exam Nomination Overview' screen. The business event type is '50084005' (Penerapan Etika Melalui Kepimpinan Org.), business event is '50084067' (GE12130), location is '50084036' (Institut Perkhidmatan Awam), start date is '14.11.2022', and end date is '15.11.2022'. The overview shows 4 nominated, 0 approved, 0 waiting, 0 rejected, and 0 cancelled, with a total of 4. The 'Nominee List' table has one row with a red box around the 'Personnel ...' field containing the number '9'.

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>		9					

10. Click on the Lookup icon.

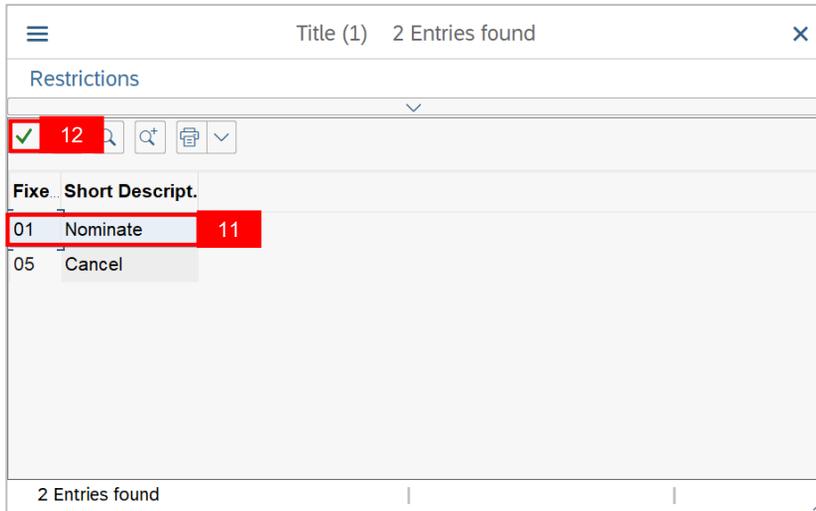


The screenshot shows the same SAP 'Training and Exam Nomination Overview' screen. The 'Nominee List' table now has a red box around the 'Action' column of the first row, which contains a lookup icon (magnifying glass) and the number '10'.

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>					 10		

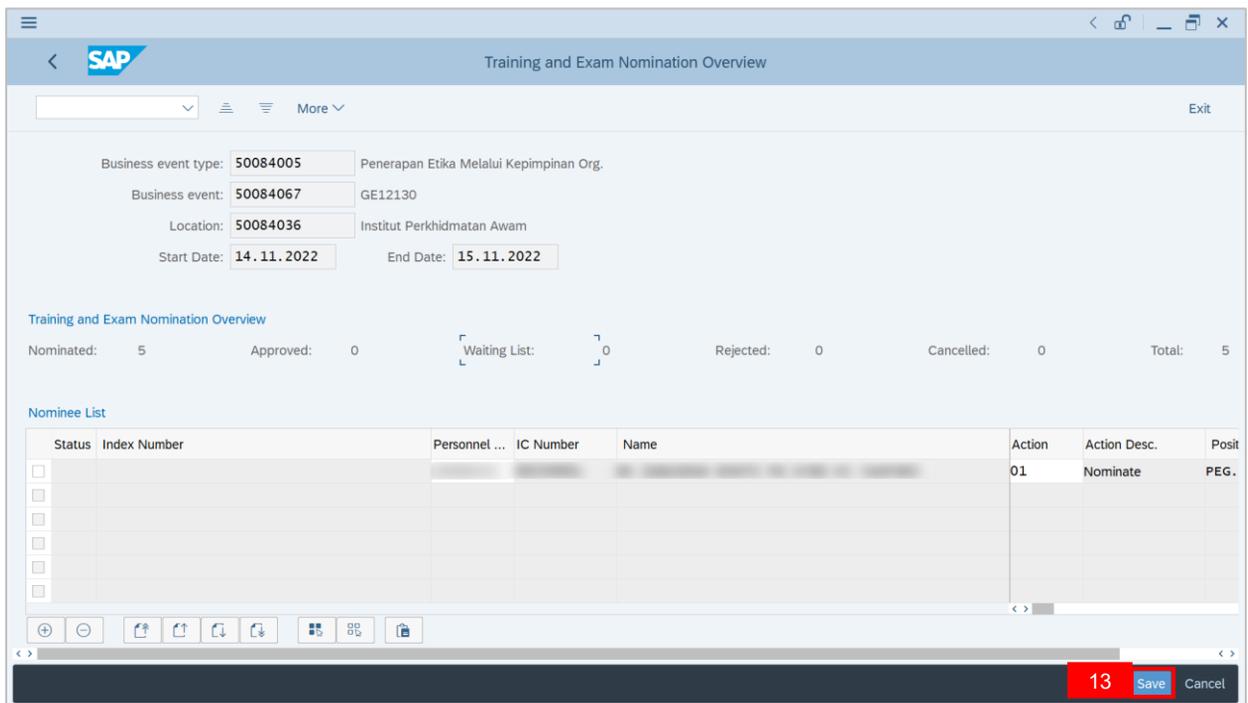
11. Select **01: Nominate**.

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



Fixe...	Short Descript.
01	Nominate
05	Cancel

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



Business event type: 50084005 Penerapan Etika Melalui Kepimpinan Org.
 Business event: 50084067 GE12130
 Location: 50084036 Institut Perkhidmatan Awam
 Start Date: 14.11.2022 End Date: 15.11.2022

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>					01	Nominate	PEG.

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

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

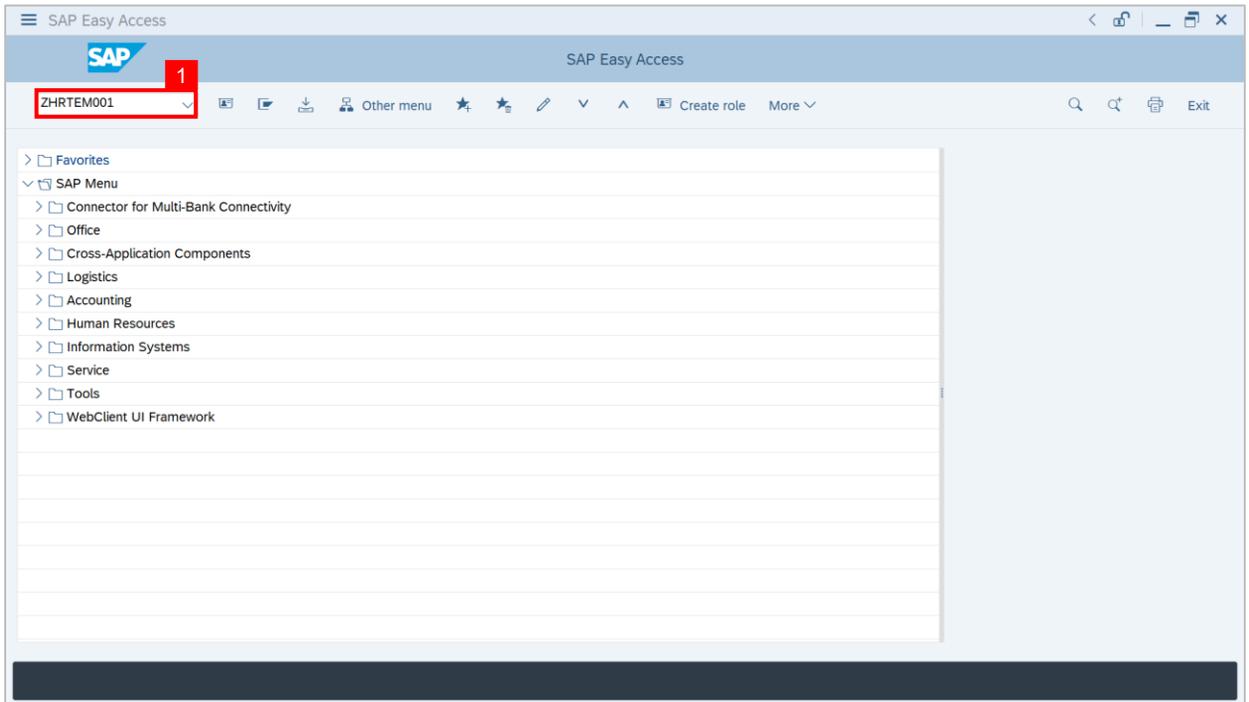
**NOMINATE EMPLOYEE
TO EXAM**

Backend User

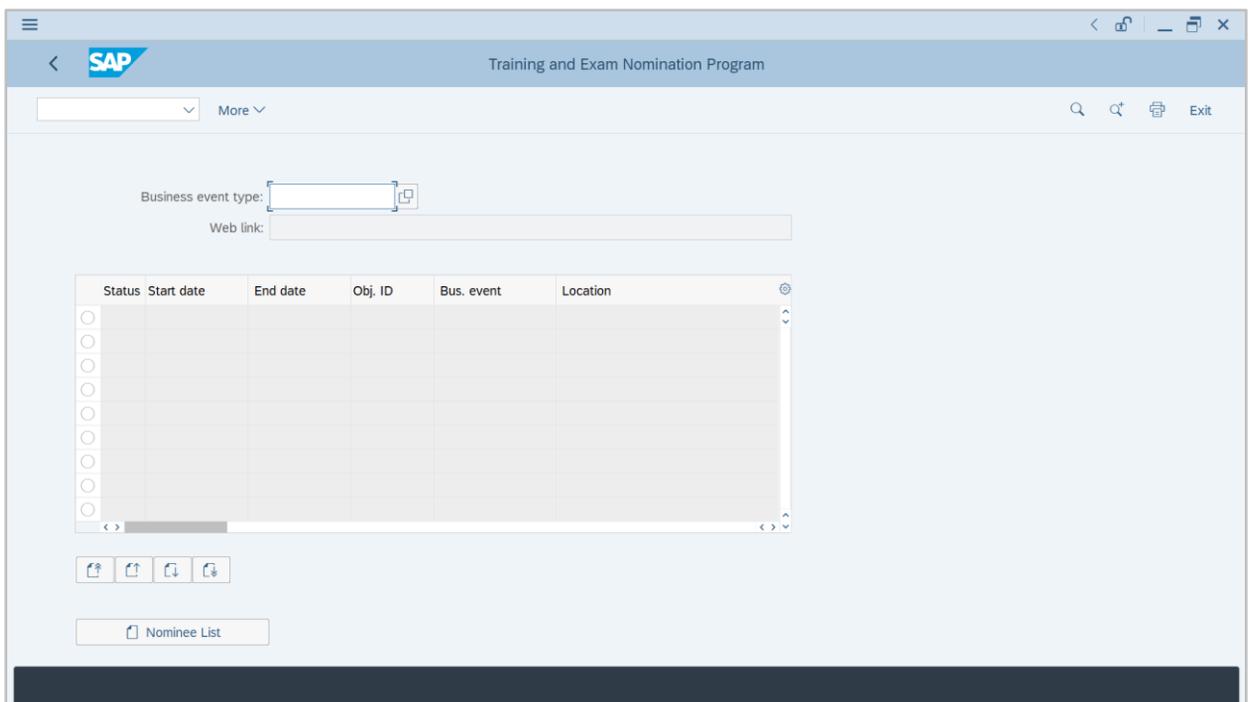
Dept. HRD Admin

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

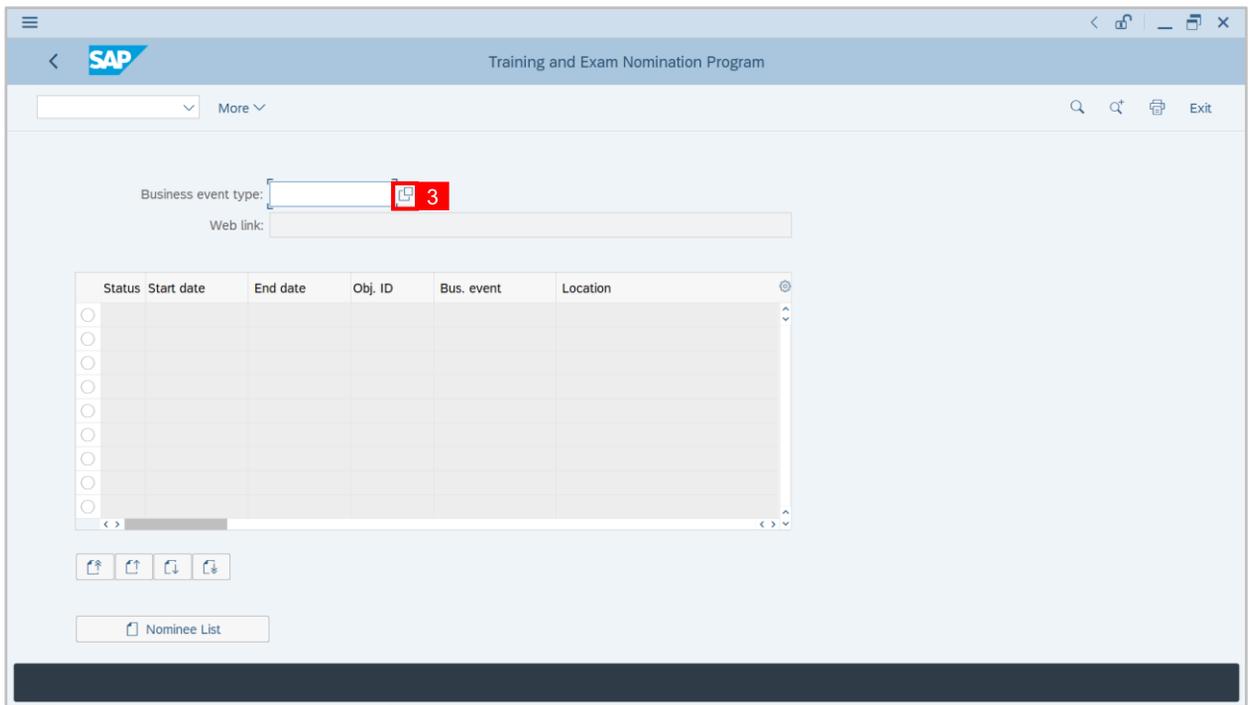
1. Enter **ZHRTEM001** in the search bar.



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



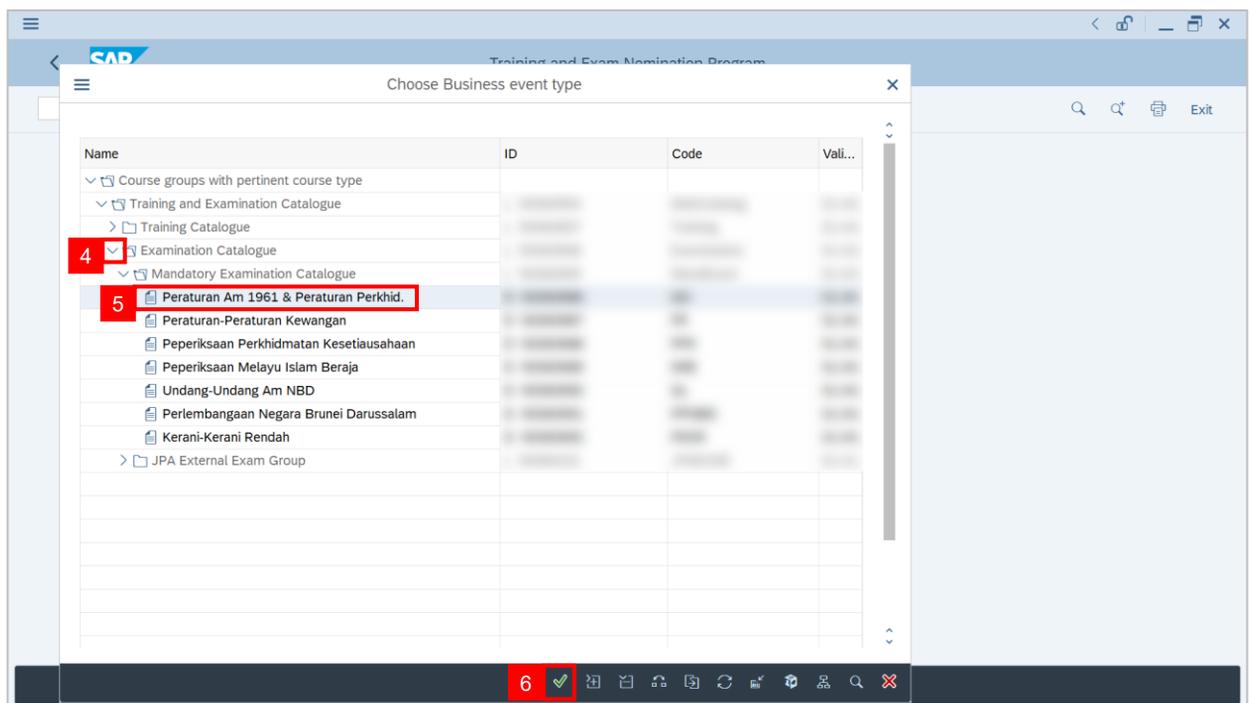
3. Click on the **Lookup** icon.



4. Click on the **Arrow** to view the Examination Catalogue.

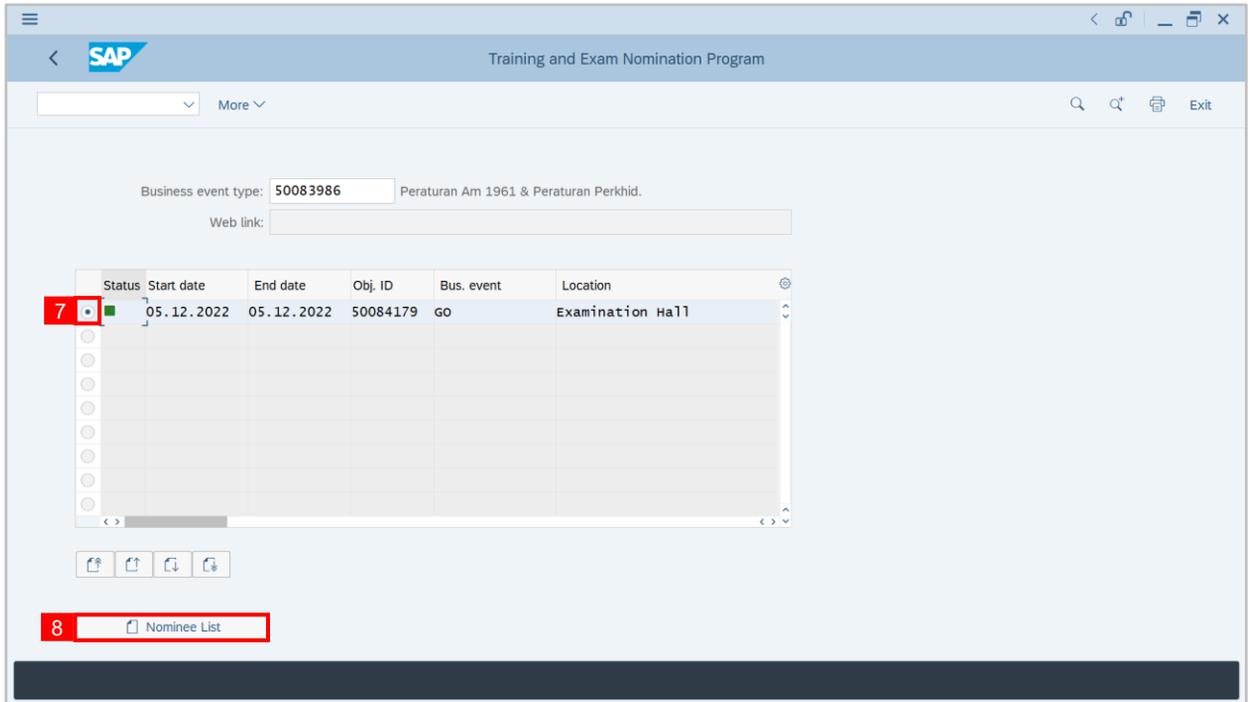
5. Select the **Business Event Type**.

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.

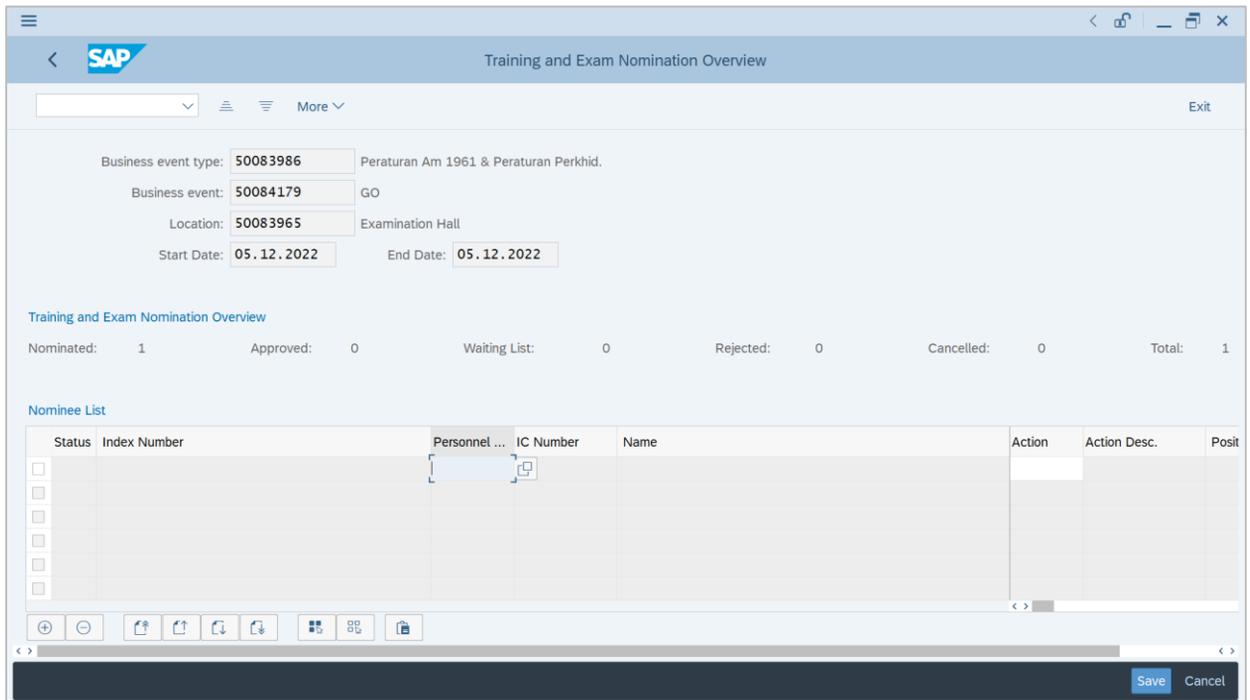


Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid.
Web link:

Status	Start date	End date	Obj. ID	Bus. event	Location
<input checked="" type="radio"/>	05.12.2022	05.12.2022	50084179	go	Examination Hall

8

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



Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid.
Business event: 50084179 GO
Location: 50083965 Examination Hall
Start Date: 05.12.2022 End Date: 05.12.2022

Training and Exam Nomination Overview

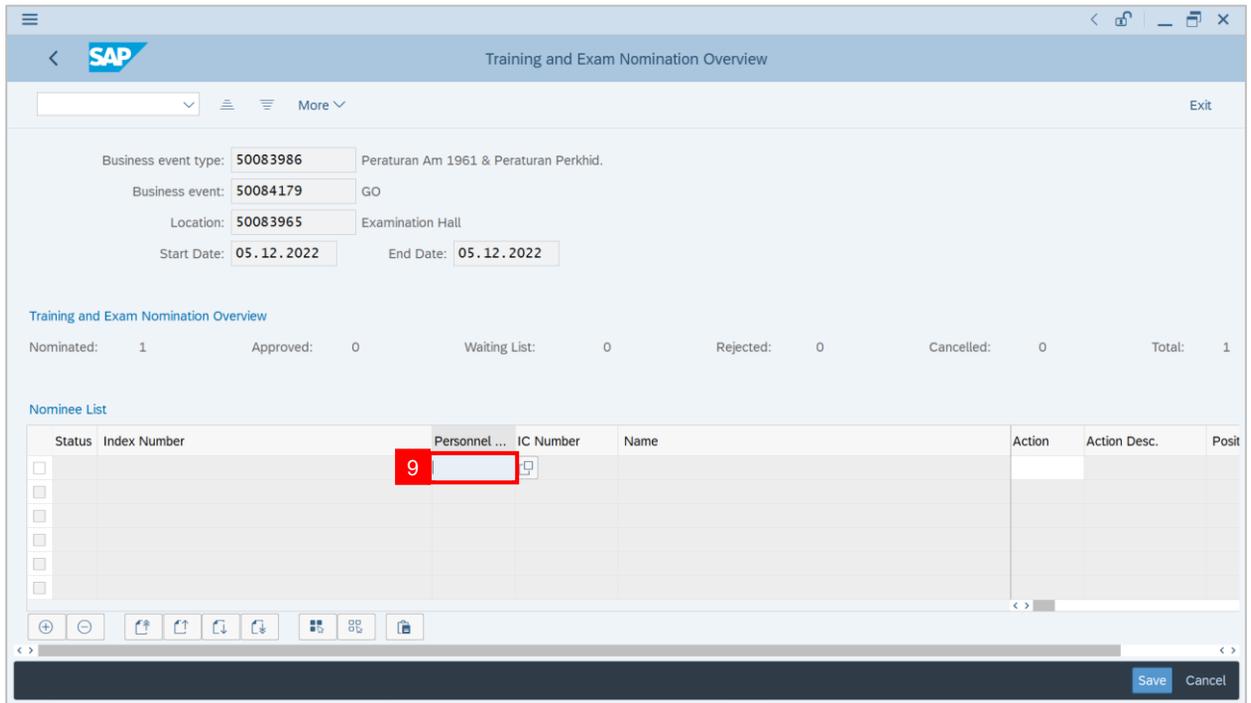
Nominated: 1 Approved: 0 Waiting List: 0 Rejected: 0 Cancelled: 0 Total: 1

Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit

Save Cancel

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



Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid.
 Business event: 50084179 GO
 Location: 50083965 Examination Hall
 Start Date: 05.12.2022 End Date: 05.12.2022

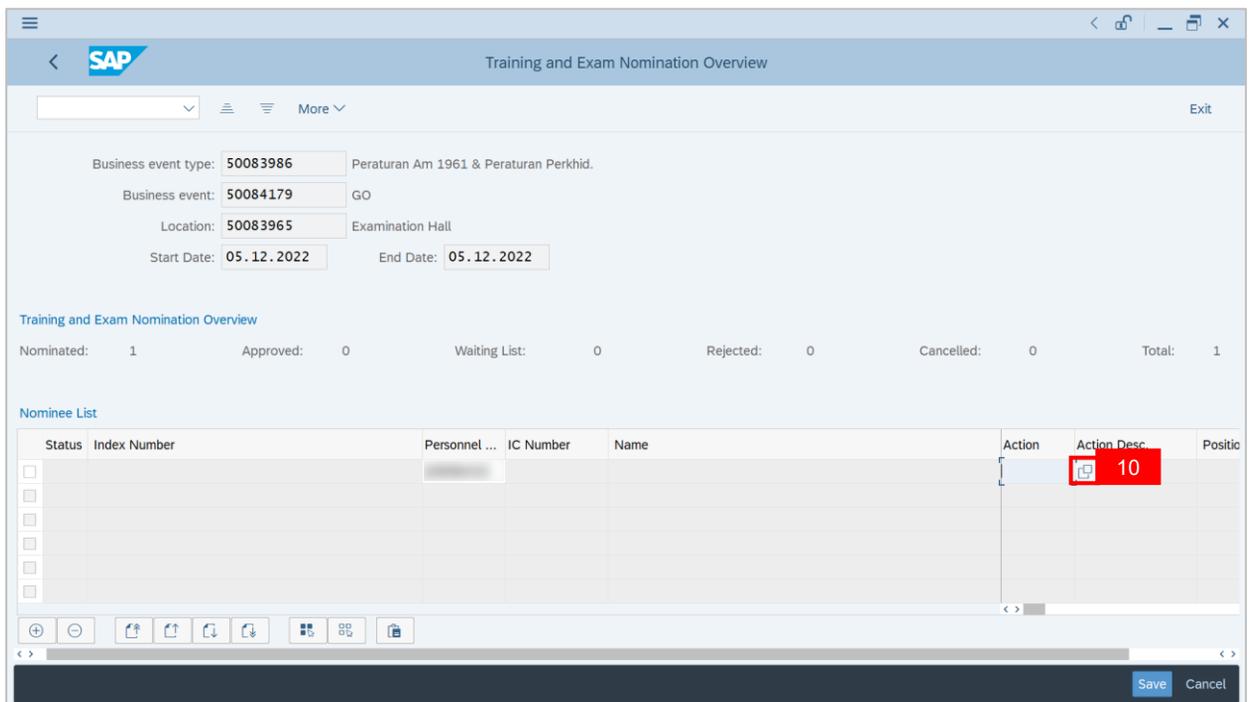
Training and Exam Nomination Overview
 Nominated: 1 Approved: 0 Waiting List: 0 Rejected: 0 Cancelled: 0 Total: 1

Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>		9					

Save Cancel

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



Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid.
 Business event: 50084179 GO
 Location: 50083965 Examination Hall
 Start Date: 05.12.2022 End Date: 05.12.2022

Training and Exam Nomination Overview
 Nominated: 1 Approved: 0 Waiting List: 0 Rejected: 0 Cancelled: 0 Total: 1

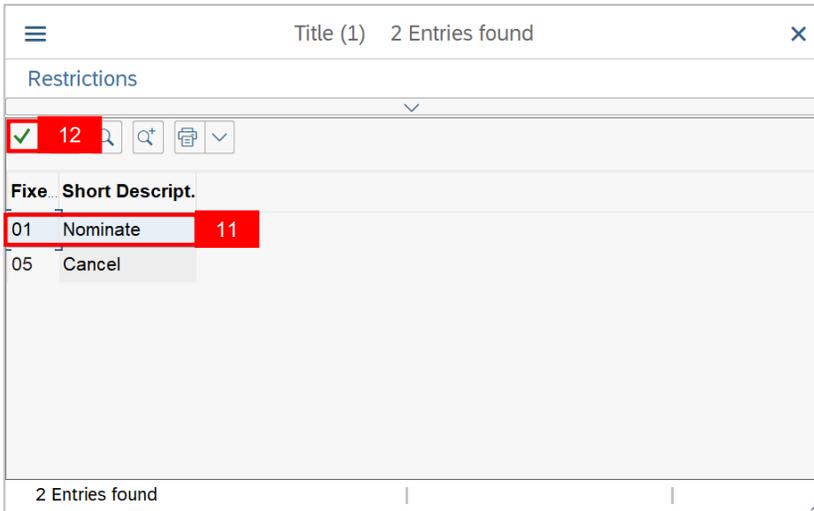
Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>						10	

Save Cancel

11. Select **01: Nominate**.

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

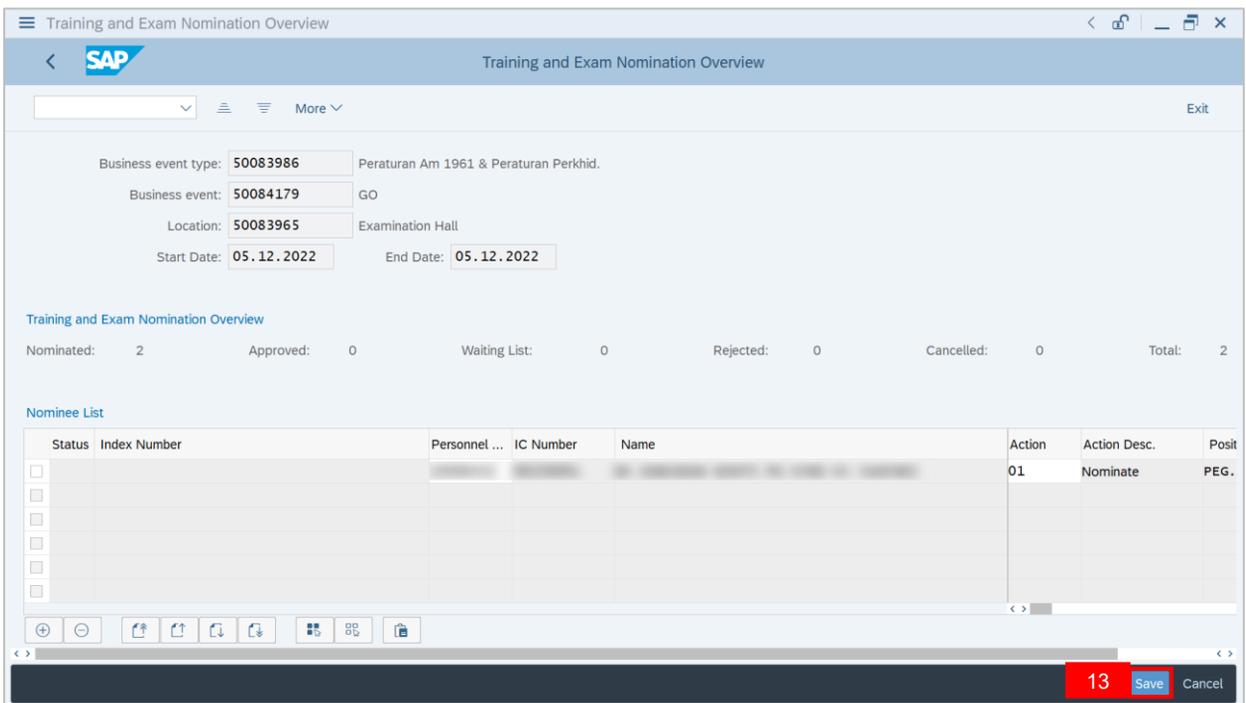


The screenshot shows a SAP dialog box titled "Title (1) 2 Entries found". It contains a table with the following entries:

Fixe...	Short Descript.
01	Nominate
05	Cancel

The "01 Nominate" row is highlighted with a red box. A red box with the number "12" is positioned over the checkmark icon in the top left corner of the dialog. Another red box with the number "11" is positioned over the "01" entry in the table. The status bar at the bottom indicates "2 Entries found".

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



The screenshot shows the SAP "Training and Exam Nomination Overview" screen. The business event type is "50083986" (Peraturan Am 1961 & Peraturan Perkhid.) and the business event is "50084179" (GO). The location is "50083965" (Examination Hall) and the start/end dates are "05.12.2022".

Summary statistics:

Nominated:	2	Approved:	0	Waiting List:	0	Rejected:	0	Cancelled:	0	Total:	2
------------	---	-----------	---	---------------	---	-----------	---	------------	---	--------	---

The "Nominee List" table is shown below:

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>					01	Nominate	PEG.

The "Save" button at the bottom right is highlighted with a red box and the number "13".

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

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

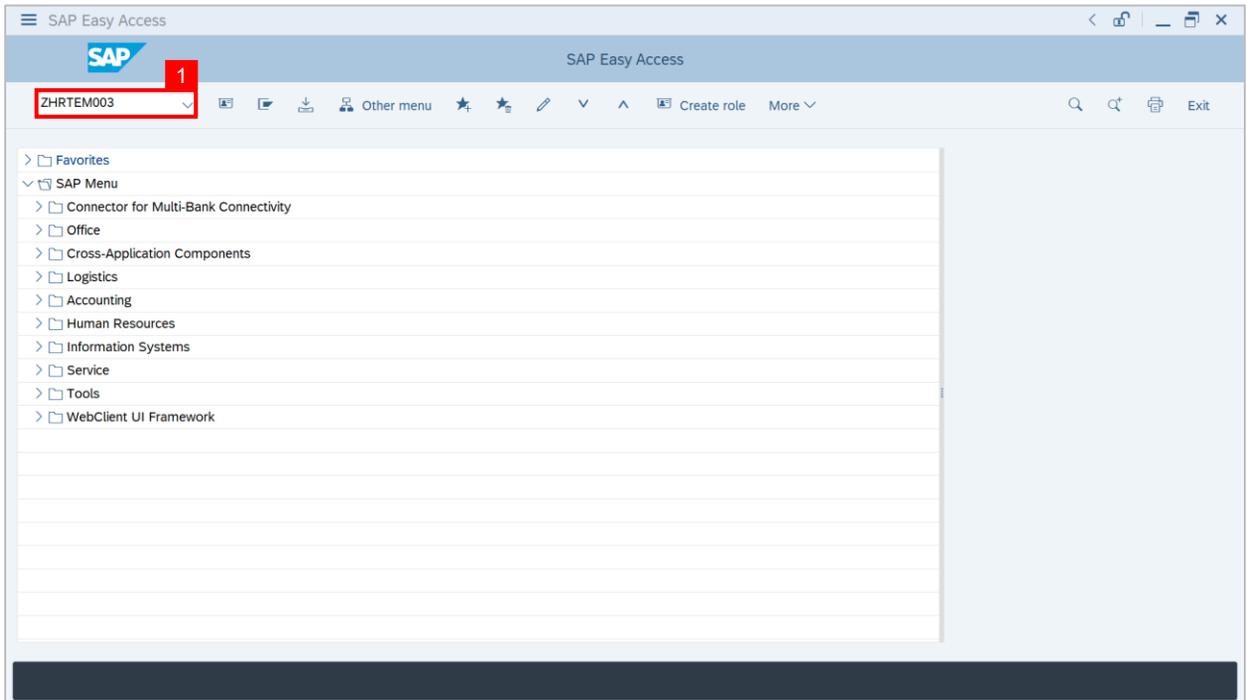
TRAINING NOMINATION REPORT

Backend User

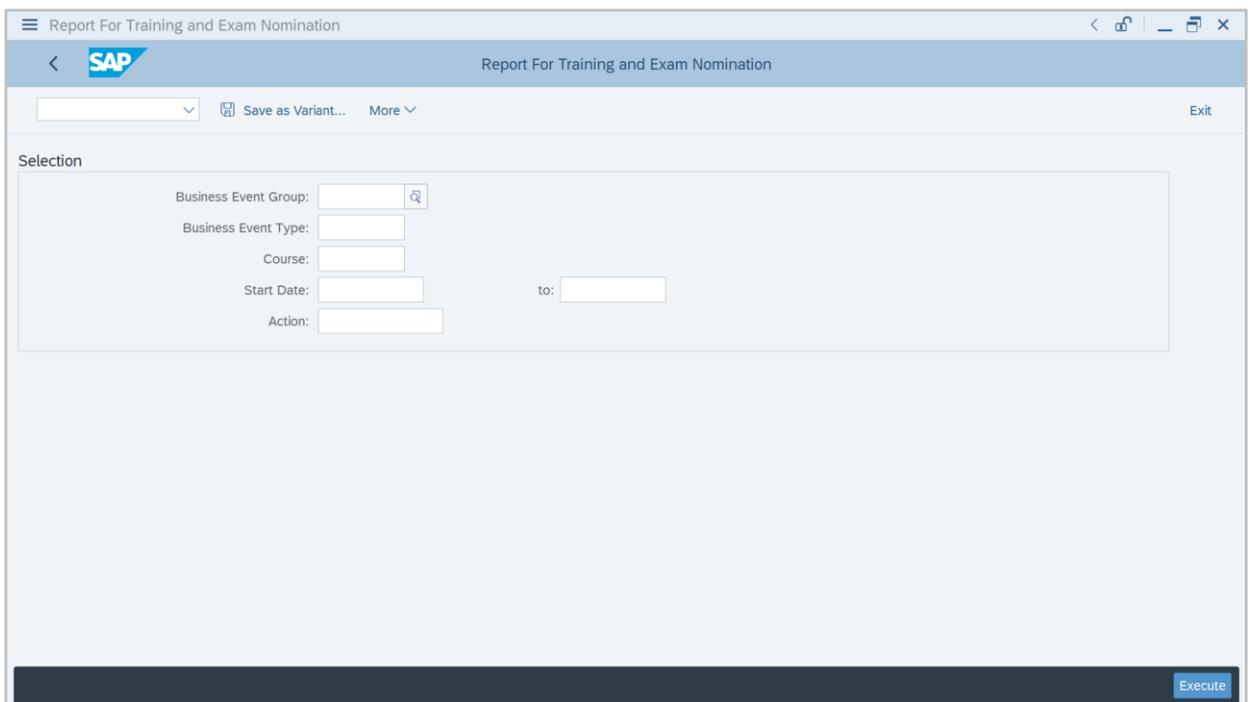
Training and Exam Organiser, Dept. HRD Admin

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

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



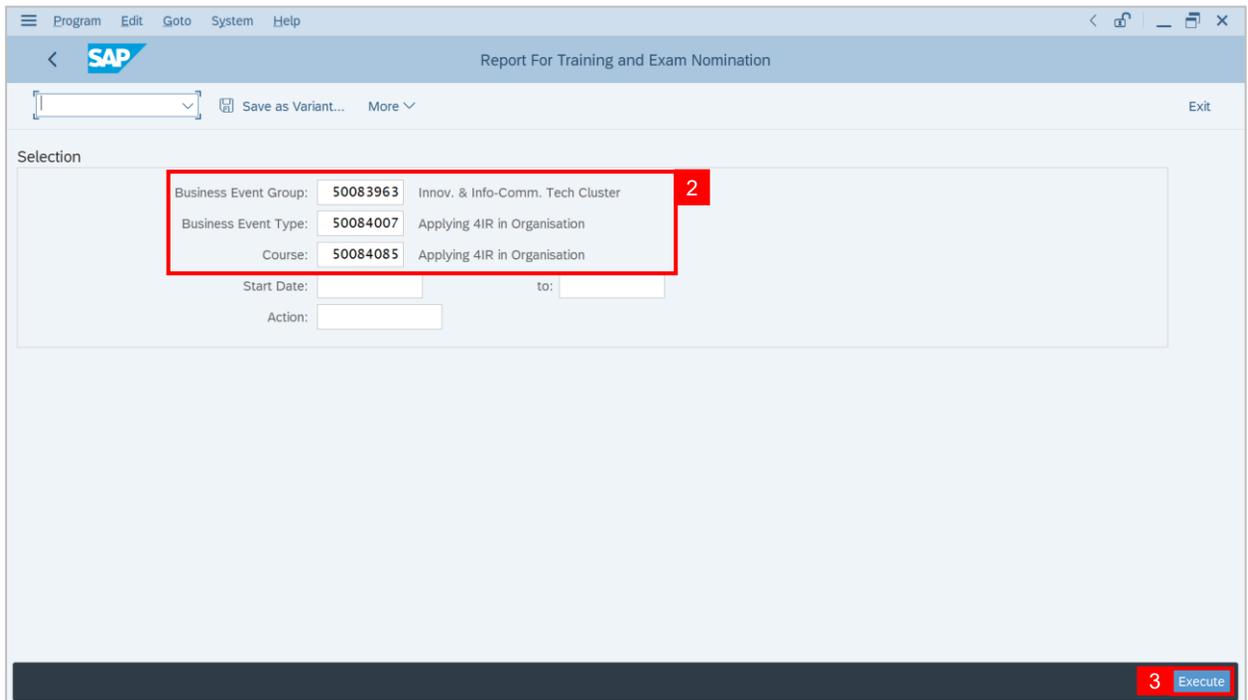
Outcome: Report for Training and Exam Nomination page will be displayed.



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.



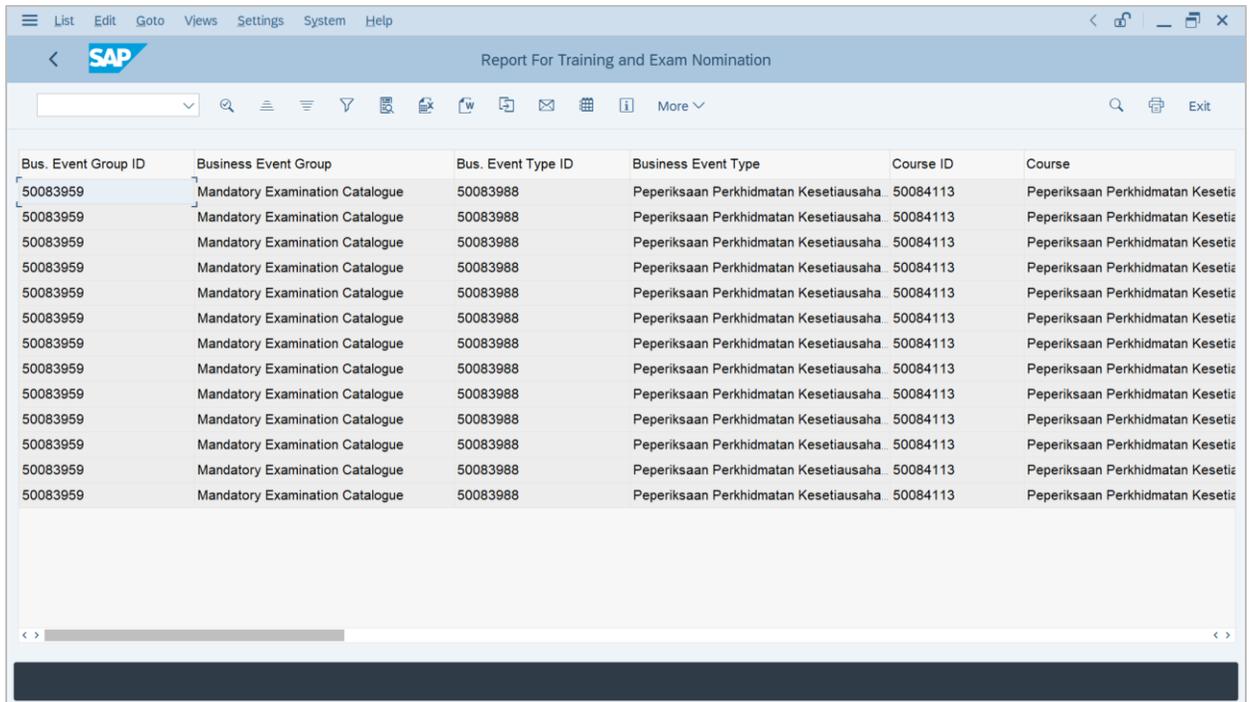
The screenshot shows the SAP GUI interface for the 'Report For Training and Exam Nomination'. The selection criteria are as follows:

Business Event Group:	50083963	Innov. & Info-Comm. Tech Cluster
Business Event Type:	50084007	Applying 4IR in Organisation
Course:	50084085	Applying 4IR in Organisation

Start Date: to:
 Action:

The 'Execute' button is located at the bottom right of the screen.

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
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetia

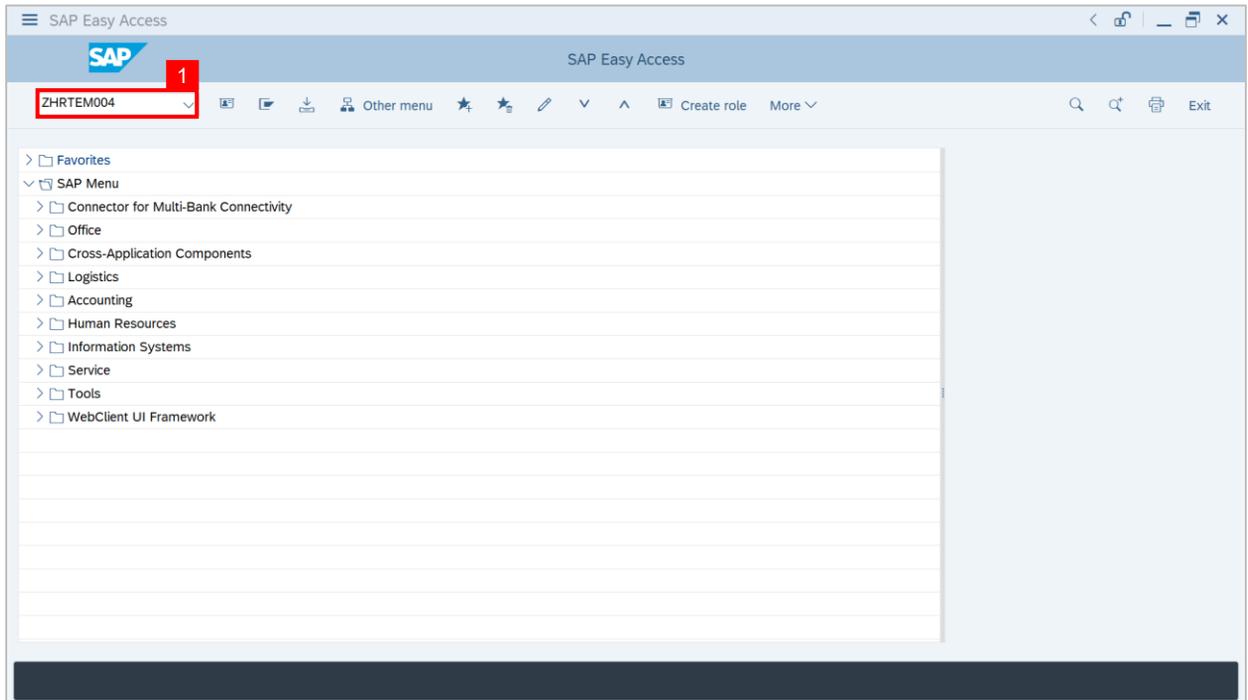
TRAINING HISTORY REPORT

Backend User

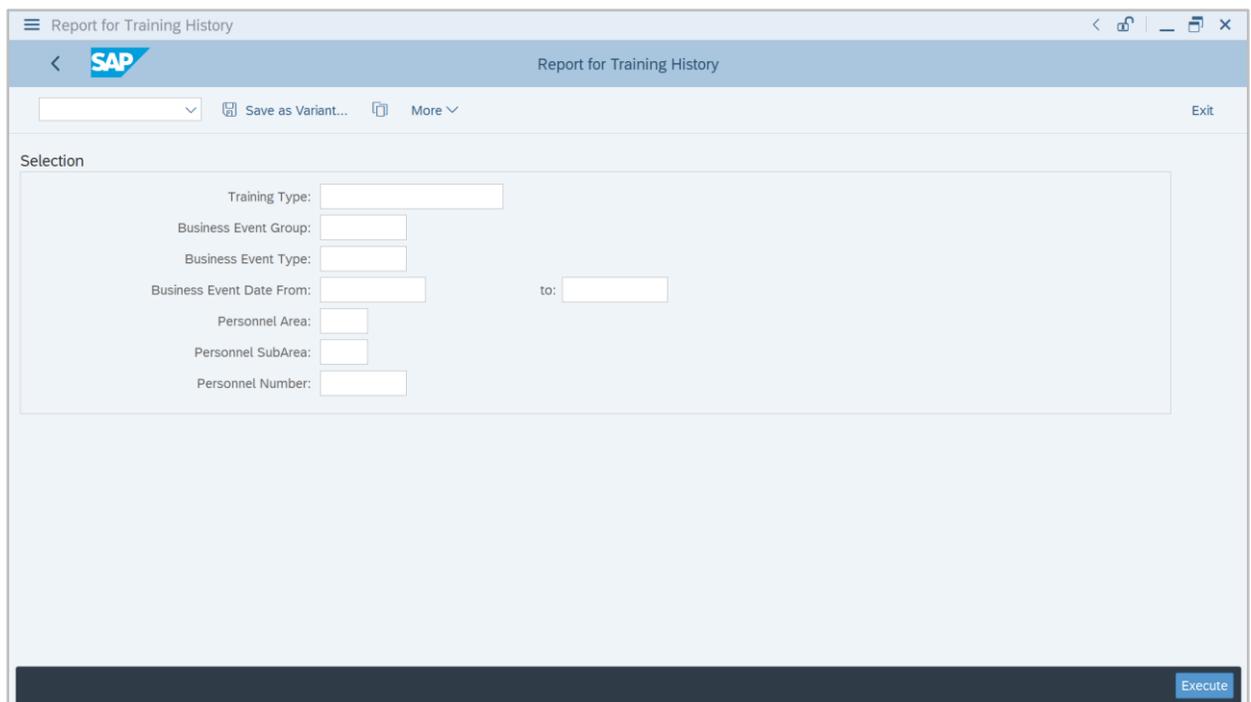
Training Organiser and Dept. HRD Admin

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

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



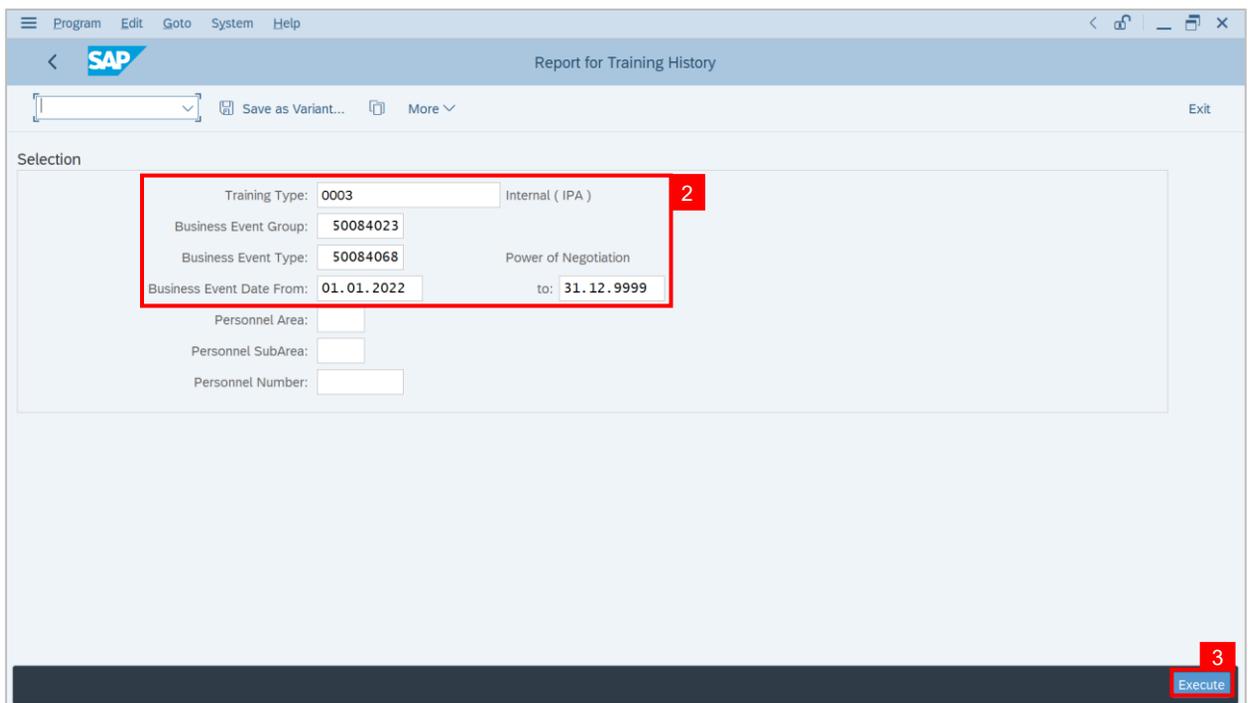
Outcome: Report for Training History page will be displayed.



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.



The screenshot shows the SAP 'Report for Training History' selection screen. A red box highlights the input fields for Training Type (0003), Business Event Group (50084023), Business Event Type (50084068), and Business Event Date From (01.01.2022) to Business Event Date To (31.12.9999). A red '2' is placed next to the highlighted area. At the bottom right, the 'Execute' button is highlighted with a red '3'.



Outcome: Report For Training History has been successfully displayed.

SAP Report for Training History

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			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

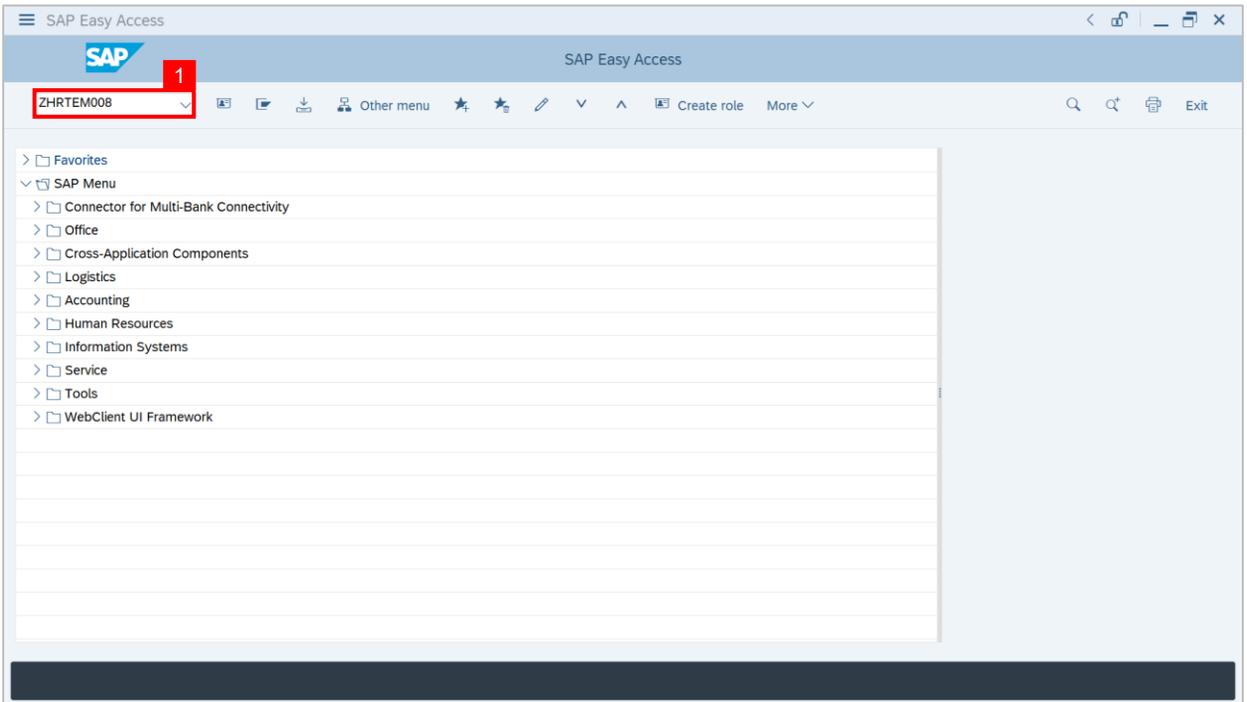
EXAMINATION DETAILS HISTORY REPORT

Backend User

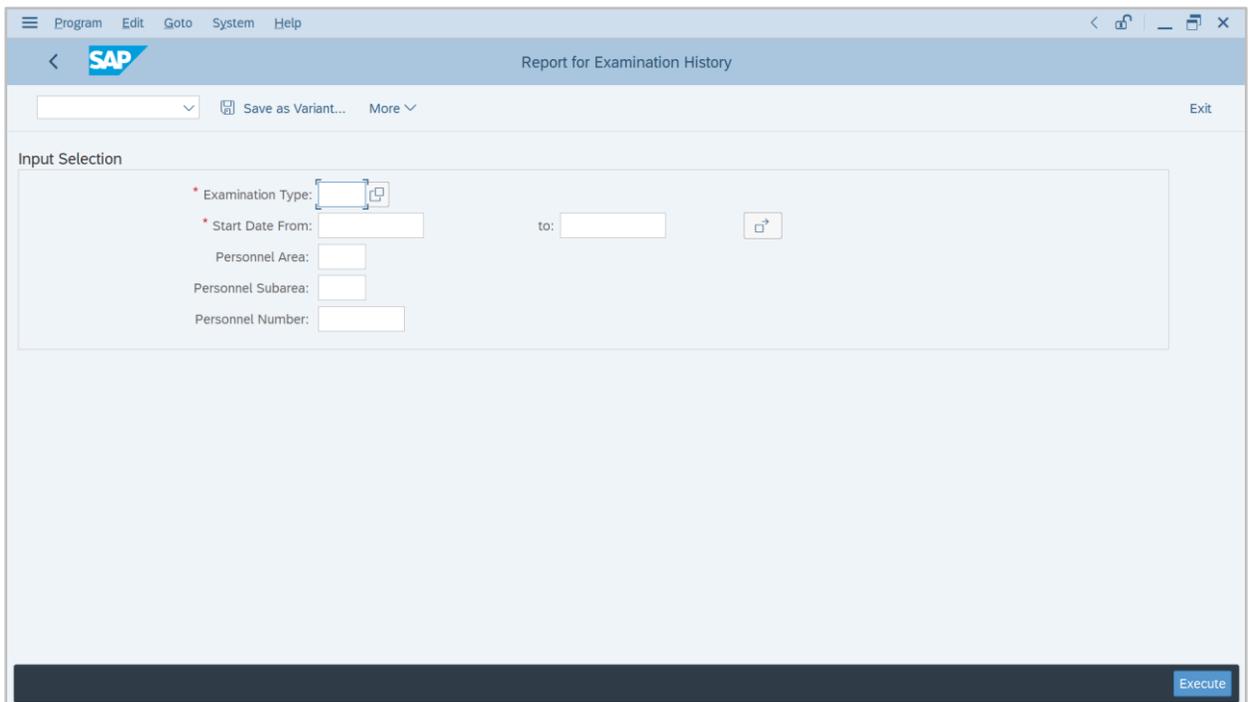
Exam Organiser and Dept. HRD Admin

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

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



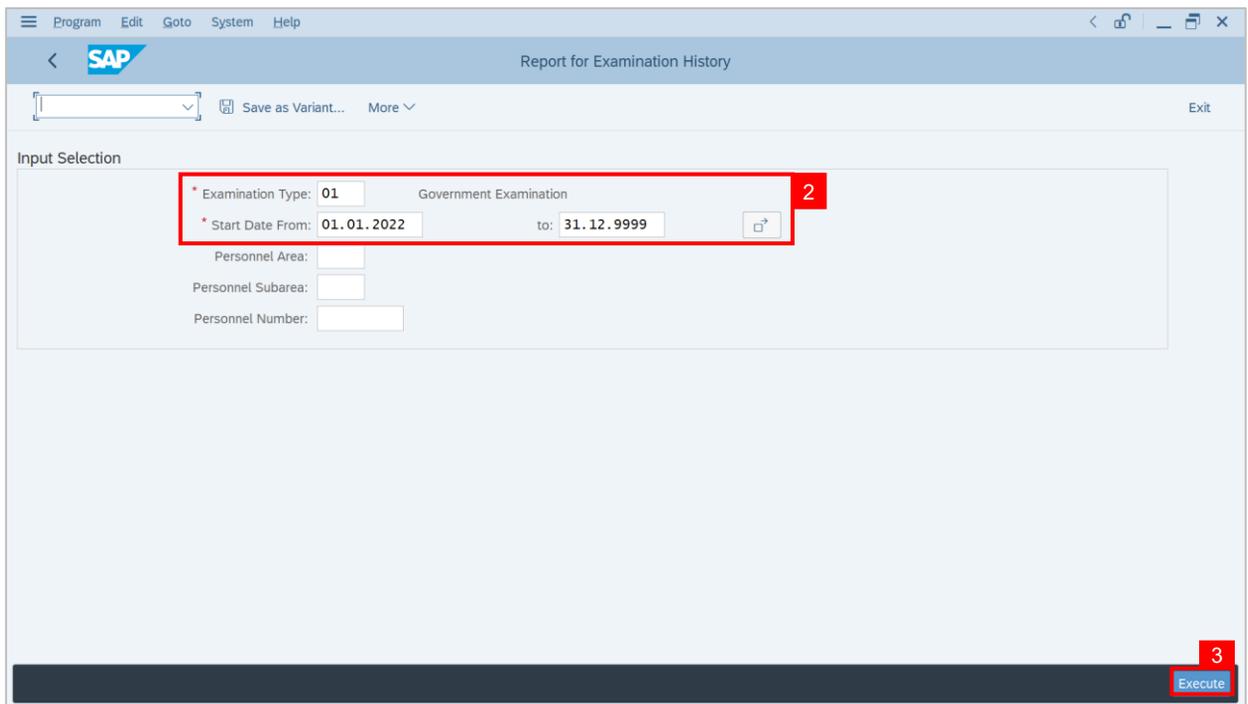
Outcome: Report for Examination History page will be displayed.



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.



The screenshot shows the SAP GUI interface for the 'Report for Examination History'. The 'Input Selection' section contains the following fields:

- * Examination Type: Government Examination (marked with a red '2')
- * Start Date From: to: (marked with a red '2')
- Personnel Area:
- Personnel Subarea:
- Personnel Number:

The 'Execute' button is located at the bottom right of the screen and is highlighted with a red box and marked with a red '3'.



Outcome: Report For Examination Details has been successfully displayed.

SAP Report for Examination History

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