

SISTEM SUMBER MANUSIA

User Guide For Department HRD Admin Back End User (SAP GUI)

Training and Event Management (TEM)



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**.

SUMBLE MADE

Table of Content

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



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.
Ø	Change	To edit the selected information.
	Сору	To copy the selected information.
Ŵ	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
69	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
 Backend User

 CATALOGUE
 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.

■ SAP Easy Access	< 🗠 🗌 🗕 🗧 ×
SAP Easy Access	
PSV1 🗸 📧 🖻 📩 🍒 Other menu ᄎ 🛧 🖉 V \land 📧 Create role More V	Q, Q [*] 🖶 Exit
> 🗅 Favorites	
V 🗇 SAP Menu	
> Connector for Multi-Bank Connectivity	
> 🗅 Office	
> Cross-Application Components	
> 🗅 Logistics	
> C Accounting	
> 🗋 Human Resources	
> 🗀 Information Systems	
> C Service	
> 🗋 Tools	
> C WebClient UI Framework	

Outcome: Dynamic Attendance Menu page will be displayed.

Ξ	< 🗠 🗌 🗕 🖓 🗙
C SAP Dynamic Attendance Menu	
[] ⊒ 🦻 q* q* è ≻ →≣ 🛋 🖷 🖓 Anore ∨	Exit
∨ Current plan 01.01.2022 - 31.12.2022 All Languages	
> Training and Examination Catalogue	
/ Ondanghed Submices over types	



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

Outcome: Catalogue has been successfully displayed.

E	< 🗠 🗌 🗕 🗧 ×
C SAP Dynamic Attendance Menu	
[I _]] ♥ ⊄ Q 注 ∐ ₪ 層 C 摺 More >	Exit
∨ Current plan 01.01.2022 - 31.12.2022 All Languages	0
\[\] Training and Examination Catalogue \]	
√ □ Training Catalogue	
> 🗀 Governance and Leadership Cluster	
> 🗅 Management Cluster	
> 🗐 Data Analytics for Public Sector	
> 🔄 Applying 4IR in Organisation	
✓	
00= 10.10.2022 - 14.10.2022 EN:IS04010	
> 🔄 Dev. DB Using MS Access W/ Visual Basic	
> 🔄 Project Management using MS Project (IT)	
> 🧧 IT Security Awareness for End Users	
> 🔄 Pengolahan Data dan Maklumat (Mailmerge)	
> 🔄 Basic Microsoft Excel	
> 🤮 Microsoft Powerpoint For Beginners	
Introsoft Word For Beginners	
> 🧧 Organisational Process Improvement	,
> 🤮 Kumpulan Kerja Cemerlang 倜Team-basedå€	~

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.

	< 🗠 📃 🗖 🗙
SAP Easy Access	
PSV1 🗸 📧 🔄 📩 🔓 Other menu 🍂 🛧 🖉 V \land 📧 Create role More V	Q, Q⁺ 🛱 Exit
> 🗅 Favorites	
V 🖞 SAP Menu	
> C Connector for Multi-Bank Connectivity	
> Office	
> Cross-Application Components	
> Dugistics	
> Accounting	
> Human Resources	
> Information Systems	
> _ service	
> WebClient UI Framework	

Outcome: Dynamic Attendance Menu page will be displayed.

	< 🗠 🗌 🗕 🖓 🗙
C SAP Dynamic Attendance Menu	
[] L 🦻 q* Q、注 Yi 🛋 🖷 C 招 More∨	Exit
Current plan 01.01.2022 - 31.12.2022 All Languages Drassigned business event types	



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

Outcome: Catalogue has been successfully displayed.

E Dynamic Attendance Menu	< 🗠 🗆 🗕 🗧 ×
C SAP Dynamic Attendance Menu	
✓ ほ 学 ペ Q、 注 ビ → ■ ■ ご 招 More ∨	Exit
✓ Current plan 01.01.2022 - 31.12.2022 All Languages	
└☐ Training and Examination Catalogue	
> 🗋 Training Catalogue	
✓ □ Examination Catalogue	
V 🗋 Mandatory Examination Catalogue	
> 📄 Peraturan Am 1961 & Peraturan Perkhid.	
> 📄 Peraturan-Peraturan Kewangan	
> 🖆 Peperiksaan Perkhidmatan Kesetiausahaan	
V 🖕 Peperiksaan Melayu Islam Beraja	
00■ 05.12.2022 - 05.12.2022 EN:MIB	
> Undang-Undang Am NBD	
Perfembangaan Negara Brunei Darussalam	
Kerani-Kerani Rendah	
>] JPA External Exam Group	
> Unassigned business event types	

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



DISPLAY FOR	Backend User
COURSE CODE	Dept. HRD Admin

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

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

■ SAP Easy Access	< 🗠 📃 🗖 🗙
SAP Easy Access	
PSV1 🗸 📧 🖝 📩 🖧 Other menu 🗚 🏂 🖉 V \land 📧 Create role More V	Q, Q⁺ 🖶 Exit
> 🗋 Favorites	
✓ [™] SAP Menu	
> 🗀 Connector for Multi-Bank Connectivity	
> _ Office	
> 🗋 Cross-Application Components	
> 🗅 Logistics	
> C Accounting	
> 🗋 Human Resources	
> C Information Systems	
> C Service	
> C Tools	
> 🗅 WebClient UI Framework	

Outcome: Dynamic Attendance Menu page will be displayed.

≡	< 🗠 🗌 — 🖻 🗙
C SAP Dynamic Attendance Menu	
[] ⊒ 🦻 < @, 注 ڬ ≠ 🛋 🖷 C & More∨	Exit
V Current plan 01.01.2022 - 31.12.2022 All Languages	
> 🗀 Training and Examination Catalogue	
> Unassigned business event types	



2. Click on the Arrow to open the folder.

Outcome: Catalogue has been successfully displayed.

≡	< 🗠 🗌 🗕 🗗 🗙
C SAP Dynamic Attendance Menu	
[] L 🎐 < < < 注 ڬ ≠ I I = I 🖷 C 招 More ∨	Exit
V Current plan 01.01.2022 - 31.12.2022 All Languages	0
Training and Examination Catalogue Training and Examination Catalogue	
C Training Catalogue	
V 🗀 Institut Perkhidmatan Awam	
> 🗀 Governance and Leadership Cluster	
> 🗀 Management Cluster	
> 🗧 Data Analytics for Public Sector	
> 🧧 Applying 4IR in Organisation	
🗸 🖆 Data Anlys & Decis. Making w/ MS Excel	
00= 10.10.2022 - 14.10.2022 EN:IS04010	
> 🧴 Dev. DB Using MS Access W/ Visual Basic	
> 🧧 Project Management using MS Project (IT)	
> 🧾 IT Security Awareness for End Users	
> 🖆 Pengolahan Data dan Maklumat (Mailmerge)	
> 🗧 Basic Microsoft Excel	
> 🧾 Microsoft Powerpoint For Beginners	
🖆 Microsoft Word For Beginners	
> 🗧 Organisational Process Improvement	
> 🖆 Kumpulan Kerja Cemerlang ⩜Team-basedâ€	Ç

3. Click on Settings.

🚍 Attendance Edit Goto Extras Settings System Help	< 🗠 🗕 🗗 ×
C SAP 3 Dynamic Attendance Menu	
[] L ፇ q Q H H H H ■ C A More >	Exit
∨Current plan 06.01.2022 - 05.01.2023 All Languages	Ç
√ □ Training Catalogue	
V 🗋 Institut Perkhidmatan Awam	
> 🗋 Governance and Leadership Cluster	
> 🗋 Management Cluster	
V 🗋 Innov. & Info-Comm. Tech Cluster	
> 📄 Data Analytics for Public Sector	
> 🖆 Applying 4IR in Organisation	
∨ 🖆 Data Anlys & Decis. Making w/ MS Excel	
00■ 10.10.2022 - 14.10.2022 EN:IS04010	
> 🔄 Dev. DB Using MS Access W/ Visual Basic	
> 🔄 Project Management using MS Project (IT)	
> 🔄 IT Security Awareness for End Users	
> 🔄 Pengolahan Data dan Maklumat (Mailmerge)	
> 🖆 Basic Microsoft Excel	
> 🖆 Microsoft Powerpoint For Beginners	
🖆 Microsoft Word For Beginners	
> 🖆 Organisational Process Improvement	
> 🖆 Kumpulan Kerja Cemerlang âEœTeam-basedâE	Ų



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

E Change User-Defined Settings X	< 🗠 📃 🖻 🗙
% Plan version: Current plan V	Exit
Reporting Dynamic Menus MasterData View	
Object view	•
✓ With key 5, 6, 7	
Vith additional information	
- With abbreviation	
	÷
Li Save 🐰	

Outcome: Course Code has been successfully displayed.

			< 🖻 🗌 🗖 🗙
< SAP Dyn	amic Attendance Menu		
✓ 월 월 석 원 권 품 ■ 률	⊖ 🖉 More ∨		Exit
- F			7
Current plan 06.01.2022 - 05.01.2023 All Languages			Y
Training and Examination Catalogue			L 50083954
			L 50083957
Coversance and Leadership Cluster			L 50083964
			L 50083960
			L 50083963
> E Data Analytics for Public Sector			D 50084006
> Applying 4IR in Organisation			D 50084007
✓ ☐ Data Anlys & Decis. Making w/ MS Excel			D 50084008
00 10.10.2022 - 14.10.2022 EN:IS04010	Planned Internal IPA	99 Avail. 0 Booked 0 Waitlist	E 50084086
> 📋 Dev. DB Using MS Access W/ Visual Basic			D 50084009
> 🗐 Project Management using MS Project (IT)			D 50084010
> 🗐 IT Security Awareness for End Users			D 50084011
🗦 📋 Pengolahan Data dan Maklumat (Mailmerge)			D 50084012
> 🗐 Basic Microsoft Excel			D 50084013
> 🗐 Microsoft Powerpoint For Beginners			D 50084014
Microsoft Word For Beginners			D 50084015
> 🗐 Organisational Process Improvement			D 50084016
	$\langle \rangle$		() [*]



NOMINATE EMPLOYEE

Backend User Dept. HRD Admin

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

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

■ SAP Easy Access	< 📽 📃 🗗 🗙
SAP Easy Access	
ZHRTEM001 🧹 🗷 🖻 📩 🖧 Other menu ᄎ 🛧 🖉 🗸 🔺 🗷 Create role More 🗸	Q, Q ⁺ Ē Exit
> Favorites	
V 🖸 SAP Menu	
> Connector for Multi-Bank Connectivity	
> Office	
> Cross-Application Components	
> _ Logstics	
>information systems	
> webclient of Pranework	

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

							< 📽 📃 🗗
SAP	•			Trainin	g and Exam Nominatio	n Program	
	~ M	ore 🗸					୍ ୍ 🕆 🖶 Exit
	Business event	type:	- -				
	We We	h link:	j_				
Status	Start date	End date	Obj. ID	Bus. event	Location	0	
						÷	
0						^	
\leftrightarrow						< > ♀	
	66						
	Nominee List						



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

≡							< 🗟 📃 🖻 🗙
<	SAP			Training	g and Exam Nomination	Program	
	✓ M	ore 🗸					् ् 🕆 🖶 Exit
	Business event Wel	type:	C	3			
	Status Start date	End date	Obj. ID	Bus. event	Location	٢	
						0	
	\bigcirc					• • •	
	Image: Comparison of the second se						

- 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.

E Choose	e Business event type		×	
			0	Q, Q* 🖶
Name	ID	Code	Vali	
\sim 🕤 Course groups with pertinent course type				
√ ☐ Training and Examination Catalogue			10.00	
🖌 🖂 Training Catalogue				
✓ ☐ Institut Perkhidmatan Awam			10.00	
\sim 🗇 Governance and Leadership Cluster			10.00	
Policy Monitoring and Evaluation			10.00	
Introduction to Public Policy			10.00	
🗐 Intro. to Cost Bnft Anyls in Plcy Making			10.00	
Foresight and Horizon Scanning				
🗐 Rukun Akhlak & Etika Kerja Perkhid. Awam			10.00	
🗐 Bimbingan Penggerak Negara Zikir			10.00	
Leading Change Management				
🗐 Women in Leadership			10.00	
🗐 Enhancing Self - Leadership				
🗐 Strategic Leadership				
Frontline Leadership			10.00	
Leading With Strategic Intelligence				
5 📋 Penerapan Etika Melalui Kepimpinan Org.				
> 🗋 Management Cluster				
> 🗋 Innov. & Info-Comm. Tech Cluster			~	
> Ph IDA External Training Group			×	



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

SAP	•			Traini	ng and Exam Nomination	n Program
	→ Mo	ore 🗸				
	Business event t	type: 50084005	Pene	erapan Etika Mela	lui Kepimpinan Org.	
	Web	link:				
Status	Start date	End date	Obj. ID	Bus. event	Location	0
	14.11.2022	15.11.2022	50084067	GE12130	Institut Perkhidm	atan Awam 🕽
$\langle \rangle$						\leftrightarrow \checkmark
fî (î	េរា					
1	Nominee List					

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

=							< 📽 💷 🗖	×
< SAP		Training and Exam	Nomination Overview					
✓ ± ▼ N	More 🗸						E	xit
Business event type: 50084005 Business event: 50084067 Location: 50084036 Start Date: 14.11.20	GE12130 Institut Perkhidr C22 End Date:	a Melalui Kepimpinan Org. matan Awam 15.11.2022						
Nominated: 4 Approved	ed: O	Waiting List: 0	Rejected:	0	Cancelled:	0	Total:	4
Status Index Number	Per	rsonnel IC Number	Name			Action	Action Desc.	Posit
	[]0						
	Ī							
						\leftrightarrow		
								\sim
							Save Ca	ancel



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

≡								< 📽 🗆 🗖	×
< SAP		Training a	nd Exam Nomin	ation Overview					
	🖹 🐺 More 🗸							Ex	kit
Business event type:	50084005 Penerapan	Etika Melalui Kepimpii	nan Org.						
Business event:	50084067 GE12130								
Location:	50084036 Institut Per	khidmatan Awam							
Start Date:	14.11.2022 End Da	ate: 15.11.2022							
Training and Exam Nomination Ov	review								
Nominated: 4	Approved: 0	Waiting List:	0	Rejected:	0	Cancelled:	0	Total:	4
Nominee List									
Status Index Number		Personnel IC Nun	nber Name				Action	Action Desc.	Posit
	9	C							
							\bigcirc		
\diamond					_		_		$\langle \rangle$
								Save Ca	incel

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

≡								< 🖻 🗆 i	ī ×
< SAP		Training a	nd Exam Nomina	ation Overview					
	🚊 😇 More 🗸							E	Exit
Business event type:	50084005 Penerapa	n Etika Melalui Kepimp	nan Org.						
Business event:	50084067 GE12130								
Location:	50084036 Institut Pe	erkhidmatan Awam							
Start Date:	14.11.2022 End I	Date: 15.11.2022							
Training and Exam Nomination Ov Nominated: 4 Nominee List	erview Approved: 0	Waiting List:	0	Rejected:	0	Cancelled:	0	Total:	4
Status Index Number		Personnel IC Nu	mber Name				Action	Action Desc.	Posit
							1	<u>.</u> 10	
							$\langle \rangle$		
\bigcirc									$\langle \rangle$
								Save C	ancel



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

≡			Title (1)	2 Entries found		×
Re	strictions					
				\checkmark		
✓	12 à a⁺ 🖶	\sim				
Fixe.	Short Descript.					
01	Nominate	11				
05	Cancel					
21	Entries found				1	,

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

≡								< 🗠 🗆 🗖	×
< SAP		Training and E	Exam Nominati	on Overview					
	🚊 🛒 More 🗸							E	xit
Business event type: Business event: Location:	50084005 Penerapar 50084067 GE12130 50084036 Institut Pere	n Etika Melalui Kepimpinan rkhidmatan Awam	Org.						
Start Date: Training and Exam Nomination Ov Nominated: 5	14.11.2022 End I verview Approved: 0	Waiting List:	٦ 0	Reiected:	0	Cancelled:	0	Total:	5
Nominee List		L	<u>َ</u> د						
Status Index Number		Personnel IC Number	Name				Action	Action Desc.	Posit
							01	Nominate	PEG.
							$\langle \rangle$		
			_			_	_		$\langle \rangle$
								13 Save Ca	ancel

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

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



NOMINATE EMPLOYEE	Backend User
TO EXAM	Dept. HRD Admin

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

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

■ SAP Easy Access	< 📽 📃 🗗 🗙
SAP Easy Access	
ZHRTEM001 🧹 🗷 🖻 📩 🖧 Other menu ᄎ 🛧 🖉 🗸 🔺 🗷 Create role More 🗸	Q, Q ⁺ Ē Exit
> Favorites	
V 🖸 SAP Menu	
> Connector for Multi-Bank Connectivity	
> Office	
> Cross-Application Components	
> _ Logstics	
>information systems	
>webclient of Pranework	

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

SA							< 🗠 🗌 — 🖻 🗌
	•			Trainir	ng and Exam Nominatio	n Program	
	~ N	∕lore ∨					Q, Q⁺ 🖶 Exit
	Business even	t type:	lo				
	W	eb link:					
Sta	itus Start date	End date	Obj. ID	Bus. event	Location	0	
						\$	
	_					\$\$	



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

=							< 💩 📃 🗗 🗧
<	SAP			Trainin	g and Exam Nominat	ion Program	
	~ M	ore 🗸					୍ ୍⁺ 🖶 Exit
	Business event	type:	C	3			
	Status Start date	End date	Obi ID	Rus event	Location	٥	
		Enu date	00j. 10	Bus. event	Location	0	
						\$\$	
	C C C C						

- 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.

				< 🖻 🗌 🗖
CAD	Training and Eve	Momination Program		
Choose Bu	usiness event type		×	
				Q, Q ⁺ 🖶 I
			÷	
Name	ID	Code	Vali	
$\smile \boxdot$ Course groups with pertinent course type				
> 🗀 Training Catalogue				
4 🖂 🖂 Examination Catalogue				
✓ ➡ Mandatory Examination Catalogue				
5 🗐 Peraturan Am 1961 & Peraturan Perkhid.				
Peraturan-Peraturan Kewangan				
🗐 Peperiksaan Perkhidmatan Kesetiausahaan				
🗐 Peperiksaan Melayu Islam Beraja				
🗐 Undang-Undang Am NBD				
🗐 Perlembangaan Negara Brunei Darussalam				
🗐 Kerani-Kerani Rendah				
> 🗀 JPA External Exam Group				
			~	
			~	
	6 	навс	a z g 🗙	



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

More Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 06 07 08 09 0	More Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location 05. 12. 2022 10. 1 11. 1 12. 1 13. 1 14. 1 15. 1 15. 1 16. 1									< a	< 🗗	< 🗠 🗕	< 📽 📃	< 🗠 🔔	< 📽 🔔 🛛	< 🗠 🗕 i	< 📽 📜 🗄	< 📽 🔔 🖥	< 📽 🔔 🖥	< 📽 📜 🗖	< 📽 📜 🗖	< 🗠 🗌 🗕 🗗	< 📽 📃 🗗	< 📽 📜 🗗	< 📽 📜 🗗	< 📽 📜 🗗	< 📽 📜 🗗	< 📽 📜 🗗	< 🗠 🗌 🗖	< 📽 📜 🗗	< 📽 📜 🗗	< 📽 📜 🗗	< 📽 📜 🗗 🗄	< 📽 📃 🗗	< 📽 📃 🗗 🗧
More Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: tatus: Start date End date Obj. ID Bus. event Location 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 10. 10 10. 10 10. 10 10. 10 10. 10 10. 10 10. 10 10. 10 12. 2022 13. 10 14. 10 15. 10 15. 10 16. 10 16. 10 16. 10 17. 10 18. 10 19. 10 <t< td=""><td>More Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: tatus: Start date End date Obj. ID Bus, event Location 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 10. 10. 10. 10. 10. 10. 10. 10. 10. 10.</td><td>P</td><td>,</td><td></td><td></td><td>Trainir</td><td>ng and Exam Nomination Prog</td><td>am</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	More Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: tatus: Start date End date Obj. ID Bus, event Location 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 05. 12. 2022 10. 10. 10. 10. 10. 10. 10. 10. 10. 10.	P	,			Trainir	ng and Exam Nomination Prog	am																											
Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location © OS.12.2022 05.12.2022 50084179 GO Examination Hall C	Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link:		✓ Mo	re 🗸					Q	q	Q+	¢† @	्* 🖶	⊄ 🖶	<^†	⊄ 🖶	Q⁺ @ E	्† @ E	्† @ E		<\$		୍† 🖶 Ex			Q⁺ 🖶 Exi	्* 🖶 Exi	्* 🖶 Exit	ू ⁺ 클 Exit	ू ⁺ 클 Exit	Q ⁺ 클 Exit	Q⁺ 🖶 Exit	Q⁺ 🖶 Exit	Q ⁺ 쿱 Exit	Q⁺ 🖶 Exit
Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location © O5.12.2022 O5.12.2022 50084179 GO Examination Hall	Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location O 5.12.2022 O5.12.2022 50084179 GO Examination Hall C 1 C 4																																		
Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link Status Start date End date Obj. ID Bus. event Location © O5. 12. 2022 05. 12. 2022 50084179 GO Examination Hall C	Business event type: 50083986 Peraturan Am 1961 & Peraturan Perkhid. Web link: Status Start date End date Obj. ID Bus. event Location © OS. 12. 2022 OS. 12. 2022 S0084179 GO Examination Hall C																																		
Web link: Status Status End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 05.12.2022 50084179 GO Examination Hall Image: Comparison of the second of the s	Web link: Status Start date End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 50084179 GO Examination Hall	1	Business event t	ype: 50083986	Pera	ituran Am 1961 &	Peraturan Perkhid.																												
Start date End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 50084179 GO Examination Hall C 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 <td< td=""><td>Startu Start date End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 50084179 GO Examination Hall C 1 1 1 1 1 1 1 1 1 1<</td><td></td><td>Web</td><td>link:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Startu Start date End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 50084179 GO Examination Hall C 1 1 1 1 1 1 1 1 1 1<		Web	link:																															
Start date End date Obj. ID Bus. event Location ● 05.12.2022 05.12.2022 50084179 GO Examination Hall C ● 05.12.2022 05.12.2022 50084179 GO Examination Hall C ● 05.12.2022 05.12.2022 50084179 GO Examination Hall C	Status Statu Mathematical Status End date Obj. ID Bus. event Location 05.12.2022 05.12.2022 50084179 GO Examination Hall Control Contro Control Control Contro Control Control Control Control Contro Co																																		
05.12.2022 05.12.2022 50084179 GO Examination Hall C	■ 05.12.2022 05.12.2022 50084179 GO Examination Hall C	Status	Start date	End date	Obj. ID	Bus. event	Location	0																											
			05.12.2022	05.12.2022	50084179	GO	Examination Hall	¢																											
0																																			
\sim																																			
								0																											
		1	Nominee List																																
Nominee List	C Nominee List																																		
Nominee List	Nominee List																																		
C Nominee List	C Nominee List								_	_																									

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

≡		< 🗠 🗕 🖻 ×
< SAP	Training and Exam Nomination Overview	
✓ ≜ \equiv More \vee		Exit
Business event type: 50083986 Business event: 50084179 Location: 50083965 Start Date: 05.12.2022	Peraturan Am 1961 & Peraturan Perkhid. GO Examination Hall End Date: 05.12.2022	
Training and Exam Nomination Overview Nominated: 1 Approved: 0 Nominee List	0 Waiting List: 0 Rejected: 0 Cancelled: 0	D Total: 1
Status Index Number	Personnel IC Number Name Actio	n Action Desc. Posit
		\sim
		Save Cancel



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

≡								< 🗠 🗆 🗖	×
< SAP		Training a	nd Exam Nomina	tion Overview					
	🗐 🗐 More 🗸							Ex	cit
Business event type:	50083986 Pe	eraturan Am 1961 & Peraturan	Perkhid.						
Business event:	50084179 G	0							
Location:	50083965 Ex	kamination Hall							
Start Date:	05.12.2022	End Date: 05.12.2022							
Training and Exam Nomination Ov Nominated: 1 Nominee List	Approved: 0	Waiting List:	0	Rejected:	0	Cancelled:	0	Total:	1
Status Index Number		Personnel IC Nur	nber Name				Action	Action Desc.	Posit
		9							
							$\langle \rangle$		
		(î)							
						_		5010	
								Save Ca	ncel

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

≡								< 🗠 🔔	- ×
< SAP		Training an	d Exam Nomina	tion Overview					
~	≞ ≡ More ∨								Exit
Business event type:	50083986 Peraturan A	Am 1961 & Peraturan Pe	rkhid.						
Business event:	50084179 GO								
Location:	50083965 Examinatio	n Hall							
Start Date:	05.12.2022 End Da	ate: 05.12.2022							
Training and Exam Nomination O	verview								
Nominated: 1	Approved: 0	Waiting List:	0	Rejected:	0	Cancelled:	0	Total:	1
Nominee List									
Status Index Number		Personnel IC Number	er Name				Action	Action Desc.	Positio
							5	<u>e</u> 10	
							1		
							\bigcirc		
									$\langle \rangle$
								Save	Cancel



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

≡			Title (1)	2 Entries found	×
Re	strictions				
				\checkmark	
✓	12 🔍 Q ⁺ 🖶	\sim			
Fixe	Short Descript.				
01	Nominate	11			
05	Cancel				
21	Entries found				1.

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

■ Training and Exam Nomina	ation Overview							< 📽 🗆 🗖	×
< SAP		Training and	Exam Nominatio	on Overview					
✓ ≞								E	xit
Business event type: Business event:	50083986 Peraturan 50084179 GO 50083965 Examination	Am 1961 & Peraturan Per	khid.						
Start Date:	05.12.2022 End E	Date: 05.12.2022							
Training and Exam Nomination Ove Nominated: 2 Nominee List	rview Approved: 0	Waiting List:	0	Rejected: 0)	Cancelled:	0	Total:	2
Status Index Number		Personnel IC Number	r Name				Action	Action Desc.	Posit
							01	Nominate	PEG.
							$\langle \rangle$		
									$\langle \rangle$
								13 Save Ca	ancel

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.

≡ SAP Easy Access	< 📽 _ 🗗 ×					
SAP SAP SAP Easy Access						
ZHRTEM003 🗸 📧 🖻 📩 🖧 Other menu 🍂 🌴 🖉 V \land 🗵 Create role 🛛 More 🗸	🔍 🔍 🖶 Exit					
> 🗅 Favorites						
V 🗇 SAP Menu						
> Connector for Multi-Bank Connectivity						
> 🗅 Office						
> Cross-Application Components						
> C Logistics						
> C Accounting						
> 🗋 Human Resources						
> C Information Systems						
> 🗅 Service						
> _ Tools						
> D WebClient UI Framework						

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

■ Report For Training and Exam Nomination	< 🗠 🗌 🗕 🖶 ×
Keport For Training and Exam Nomination	
✓ [2] Save as Variant More ✓	Exit
Selection	
Business Event Group: Image: Course in the	
	Execute



2. Determine the selection as below:

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

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

<u> </u>	<u>G</u> oto S <u>y</u> stem <u>H</u> elp		< 🔓 📃 🖻 ×
< SAP		Report For Training and Exam Nomination	
[Save as Variant More	×	Exit
Selection			
	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:		
			3 Execute



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

<u>List</u> <u>E</u> dit <u>G</u> oto	Vjews <u>S</u> ettings System <u>H</u> elp			< 🗠 📃 🗖 ×
< SAP		Report For Training	and Exam Nomination	
	V Q = 7 B D	fw 🗗 🖂 🏛	i More ~	् 🖶 Exit
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



TRAINING HISTORY	Backend User
REPORT	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.

■ SAP Easy Access	< 🗠 🗌 _ 🖻 ×					
SAP Easy Access						
ZHRTEM004 🗸 📧 🖻 📩 🖧 Other menu ᄎ 🛧 🖉 🗸 🔺 🗷 Create role More 🗸	Q, Q⁺ 🛱 Exit					
> C Favorites						
Connector for Multi-Bank Connectivity						
Cross-Application Components						
> C Logistics						
> D Human Resources > D Information Systems						
> 🗅 Service						
> 🗋 WebClient UI Framework						

Outcome: Report for Training History page will be displayed.

Report for Training History	<	e€ _	∃ ×
< SAP	Report for Training History		
✓ Save as Variant ☐ More ✓			Exit
Selection			
Training Type: Business Event Group: Business Event Type: Business Event Type: Business Event Date From: Personnel Area: Personnel SubArea: Personnel Number:	to:		
			Execute



2. Determine the selection as below:

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

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

Edit Goto System Help	< 🖻	_ 🗗 ×
K SAP Report for Training History		
[V] Save as Variant □ More V		Exit
Selection		
Training Type: 0003 Internal (IPA)		
Business Event Group: 50084023		
Business Event Type: 50084068 Power of Negotiation		
Business Event Date From: 01.01.2022 to: 31.12.9999		
Personnel Area:		
Personnel SubArea:		
Personnel Number:		
		3
		Execute



Outcome: Report For Training History has been successfully displayed.

<u> </u>	it <u>G</u> oto Vj	ews <u>S</u> etting	gs System	Help								< 📽 🗆	- 🗗 🗙
< 🛃	P					Report for T	raining Histor	у					
[~] ≪ ≞	- = V	Σ	1 🖻 🖸	6 🛛	^ _€ ⊞ [i	i] More∨				Q 🖶	Exit
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			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 🗘
\sim													$\langle \rangle$



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.

	< 🗠 🔔 – 🗗 ×					
SAP Easy Access						
ZHRTEM008 🗸 📧 🔄 📩 🔓 Other menu 🗱 🏂 🖉 V \land 📧 Create role More V	Q, Q⁺ 🛱 Exit					
> 🗅 Favorites						
V 🖞 SAP Menu						
> C Connector for Multi-Bank Connectivity						
>] Office						
> Cross-Application Components						
> C Logistics						
> C Accounting						
> 🗅 Human Resources						
> C Information Systems						
> Service						
> C Tools						
> 🗅 WebClient UI Framework						

Outcome: Report for Examination History page will be displayed.

≡ Program Edit Goto System Help	< 🗠 🗌 🗕 🗧 🗙
C SAP Report for Examination History	
✓ [2] Save as Variant More ✓	Exit
Input Selection	
* Examination Type:	
	Execute



2. Determine the selection as below:

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

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

Edit Goto System Help	< 🗗	_ 🗗 ×
< SAP Report for Examination History		
[Save as Variant More ∨		Exit
Input Selection		
* Examination Type: 01 Government Examination 2		
* Start Date From: 01.01.2022 to: 31.12.9999		
Personnel Subarea:		
Personnel Number:		
		3
		Execute



Outcome: Report For Examination Details has been successfully displayed.

≡ List Edit	<u>G</u> oto	Vjews <u>S</u> ettings System <u>H</u> e	lp						< 🗠 🗕	ð ×
< SAF	7			Repor	t for Examina	tion History				
[☑] @ ≞ ऱ ४) 🖾 🏛	略 暍	i More ∨			Q 🖶	Exit
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					2
	01	GOVERNMENT EXAMINATION	02.07.2022	02.07.2022	04.10.2022					Ť
	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					1000
	01	GOVERNMENT EXAMINATION	01.01.2022	02.01.2022	03.10.2022	-		the set the set of		
	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	10000		the state of the local distance of the local	100.000	÷
										. /