



# **SISTEM SUMBER MANUSIA**

## **User Guide**

## **Security Vetting**

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

**Department HR Administrator, JPA, JPM and SPA**

**VERSION: 1.0**

SSM\_UG\_Back\_End\_SAPGUI\_Security Vetting\_Department HR Administrator\_JPA\_JPM\_SPA\_v1.0



## INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Security Vetting module**. In this user guide, it will show:

1. Department HR Administrator, JPA, JPM and SPA submit Security Vetting application.
2. Department HR Administrator, JPA, JPM and SPA views submitted application.

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

## GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal (www.ssm.gov.bn)
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service
<b>SV</b>	Security Vetting

## 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**.



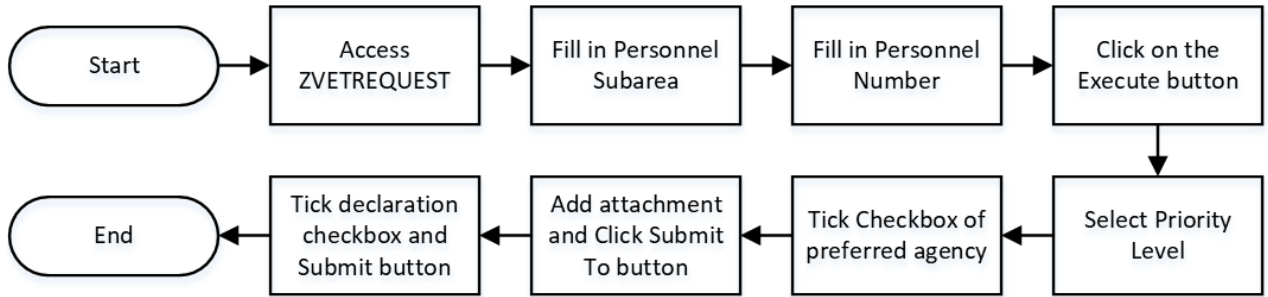
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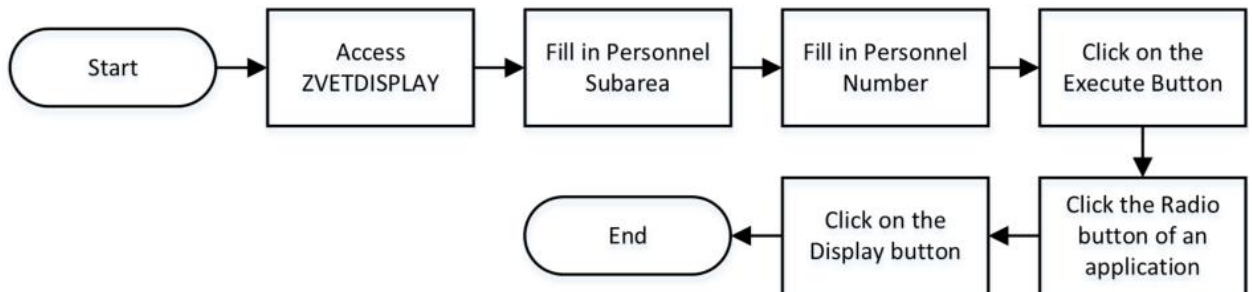


## Process Overview

### Department HR Administrator, JPA, JPM, SPA submit Security Vetting Application



### Department HR Administrator, JPA, JPM, SPA views submitted application





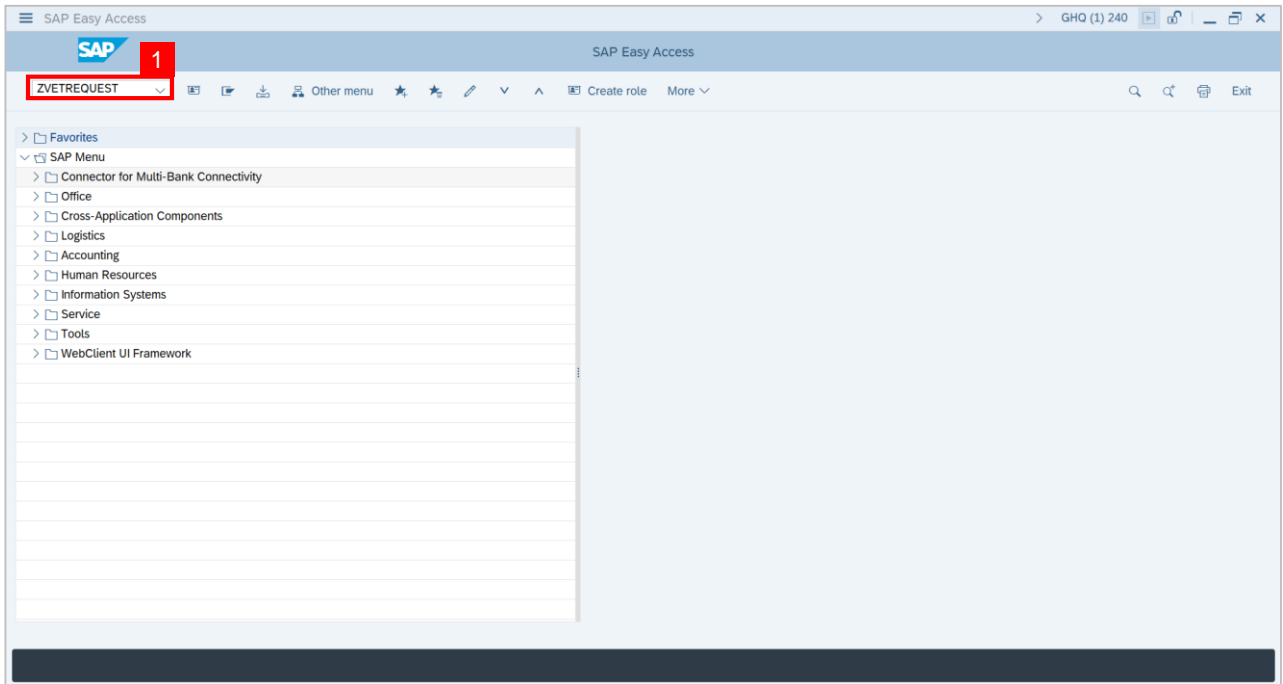
**SUBMIT SECURITY VETTING APPLICATION**

**Backend User**

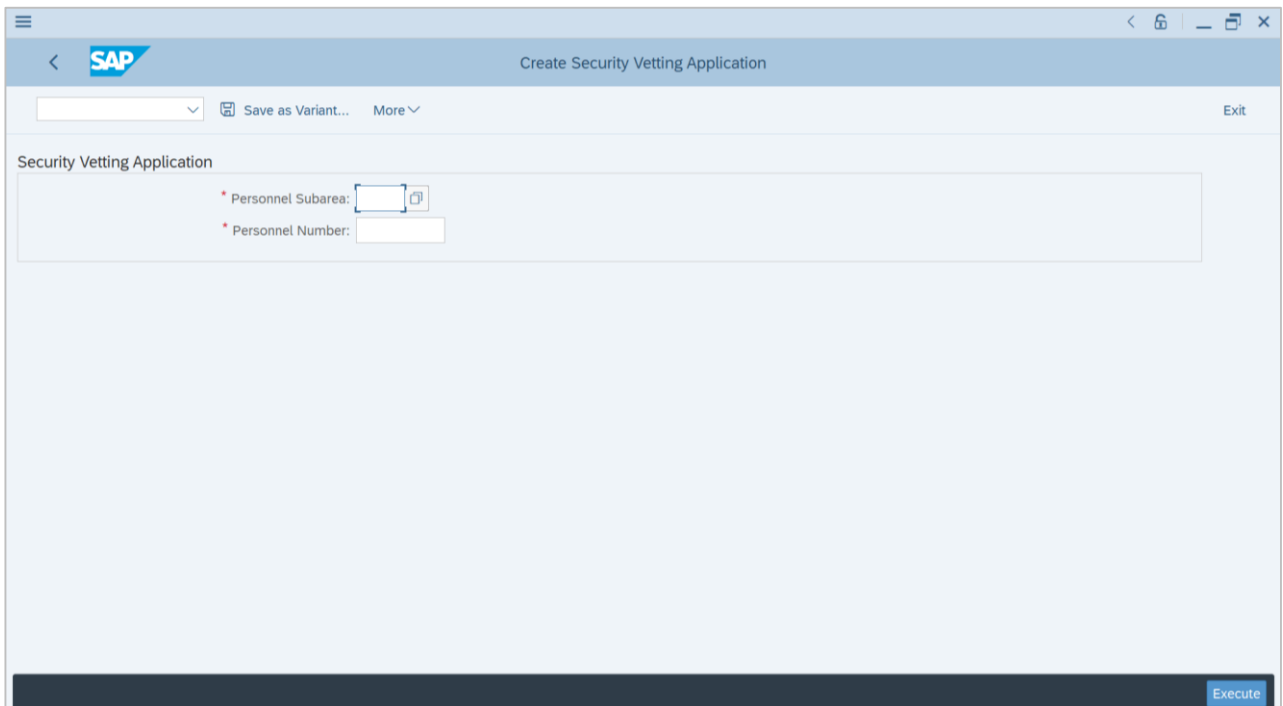
Department HR Administrator, JPA, JPM and SPA

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

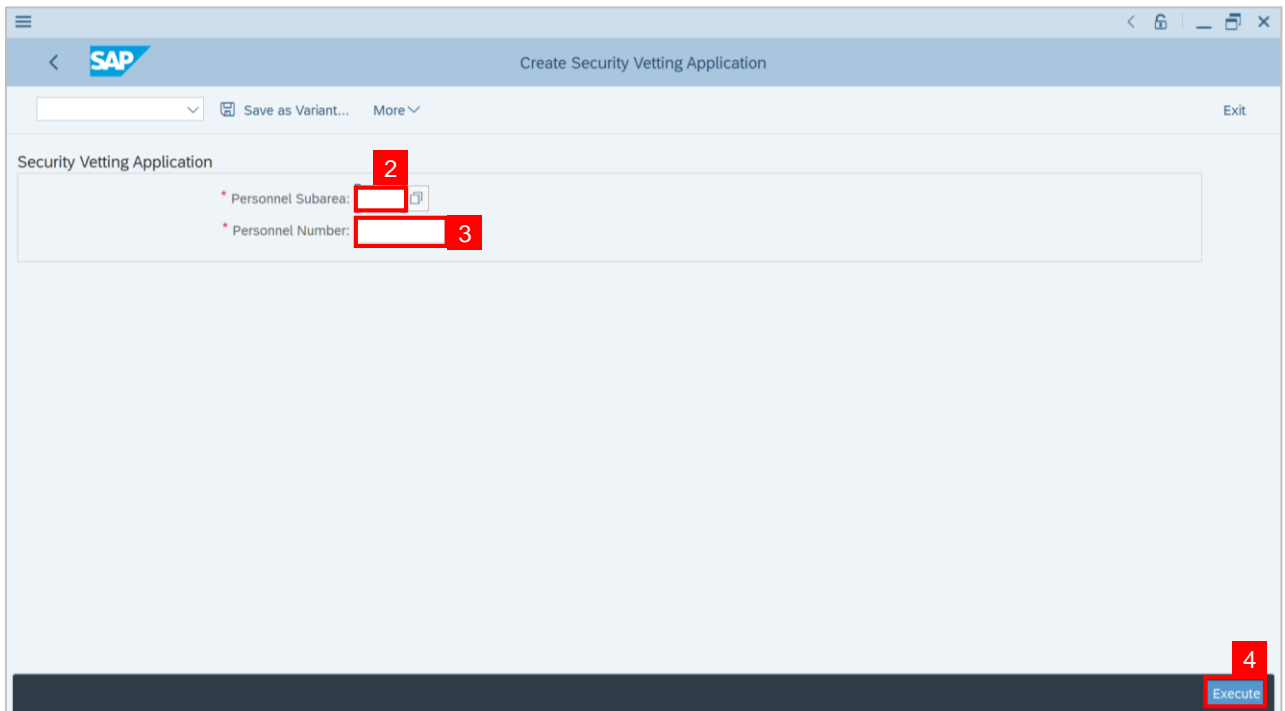
1. Enter **ZVEREQUEST** in the search bar.



**Note: Create Security Vetting Application** page will be displayed.



2. Enter the **Personnel Subarea**.
3. Enter the **Personnel Number**.
4. Click on the **Execute** button.



SAP Create Security Vetting Application

Save as Variant... More

Exit

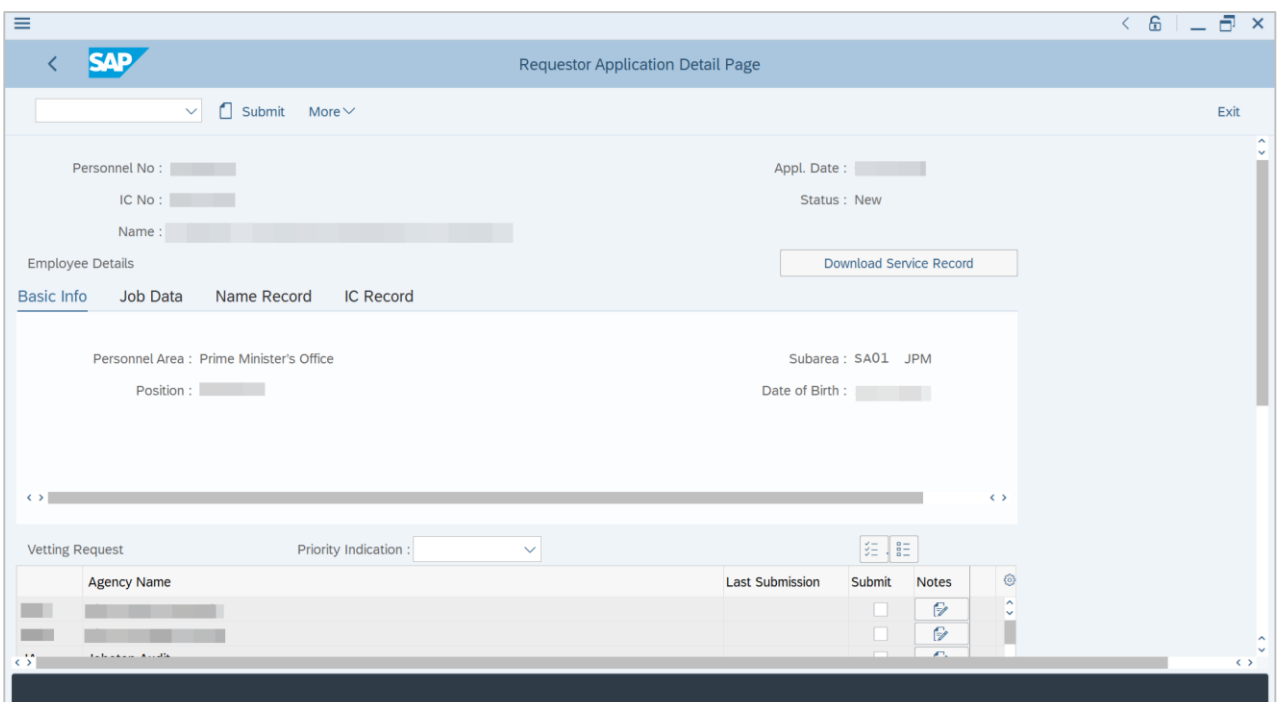
Security Vetting Application

\* Personnel Subarea:  2

\* Personnel Number:  3

Execute 4

**Note:** Requestor Application Detail Page will be displayed.



SAP Requestor Application Detail Page

Submit More

Exit

Personnel No :  Appl. Date :

IC No :  Status : New

Name :

Employee Details [Download Service Record](#)

[Basic Info](#) [Job Data](#) [Name Record](#) [IC Record](#)

Personnel Area : Prime Minister's Office Subarea : SA01 JPM

Position :  Date of Birth :

Vetting Request Priority Indication :

Agency Name	Last Submission	Submit	Notes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

5. Users may select the **Priority Level** of the application.

6. Tick on the **Checkbox** of the preferred agency to submit the application.

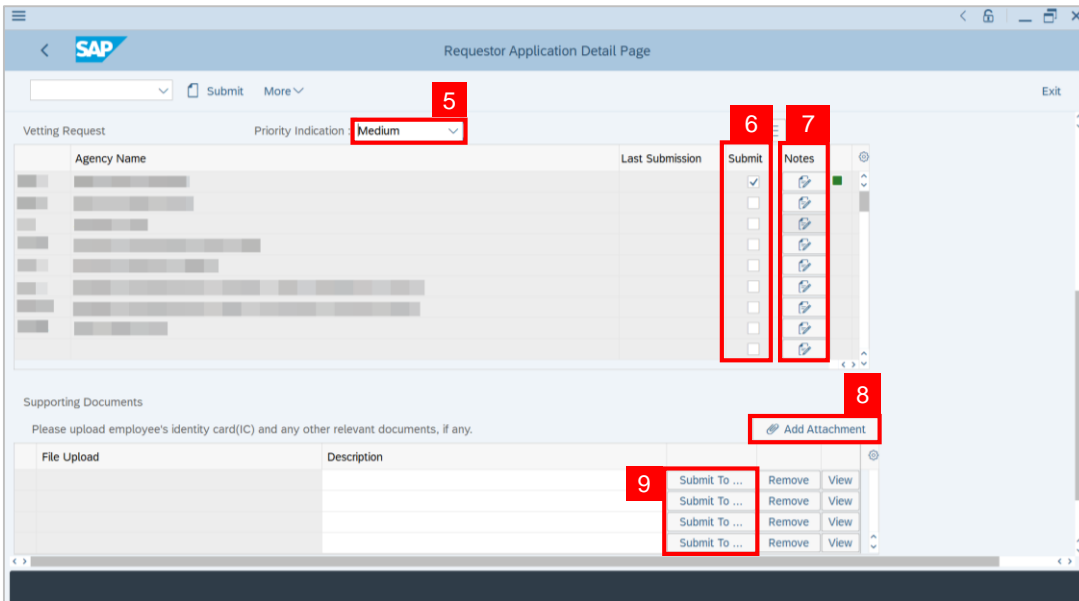
7. Click on the **Note** icon to enter notes for each agency

**Note:** Each note is for **each** agency.

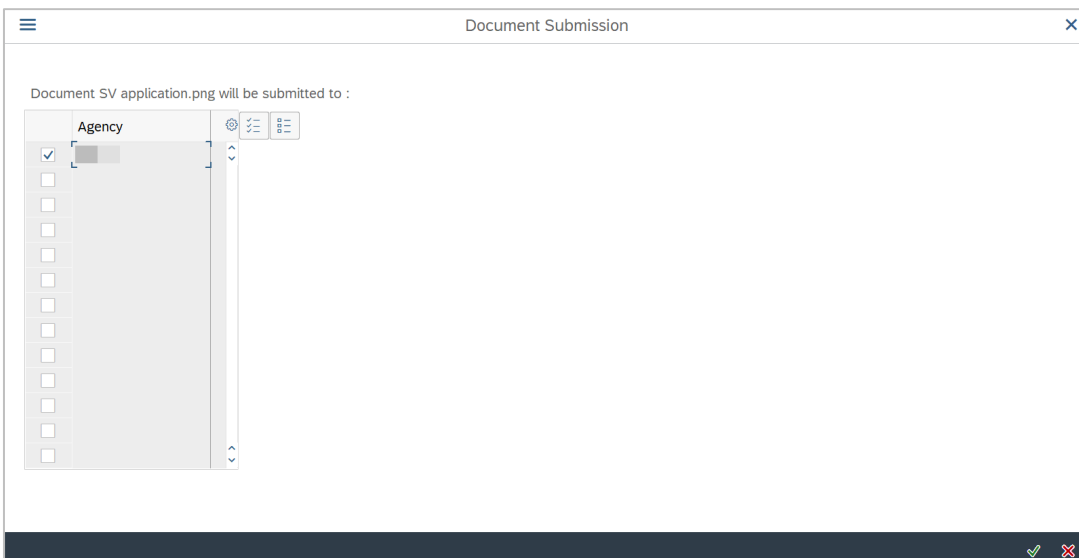
8. Click on **Add Attachment** and select an attachment.

**Note:** only PDF, JPG and PNG file type is allowed.

9. Click on **Submit To..** button to select the agency you wish to submit this application.

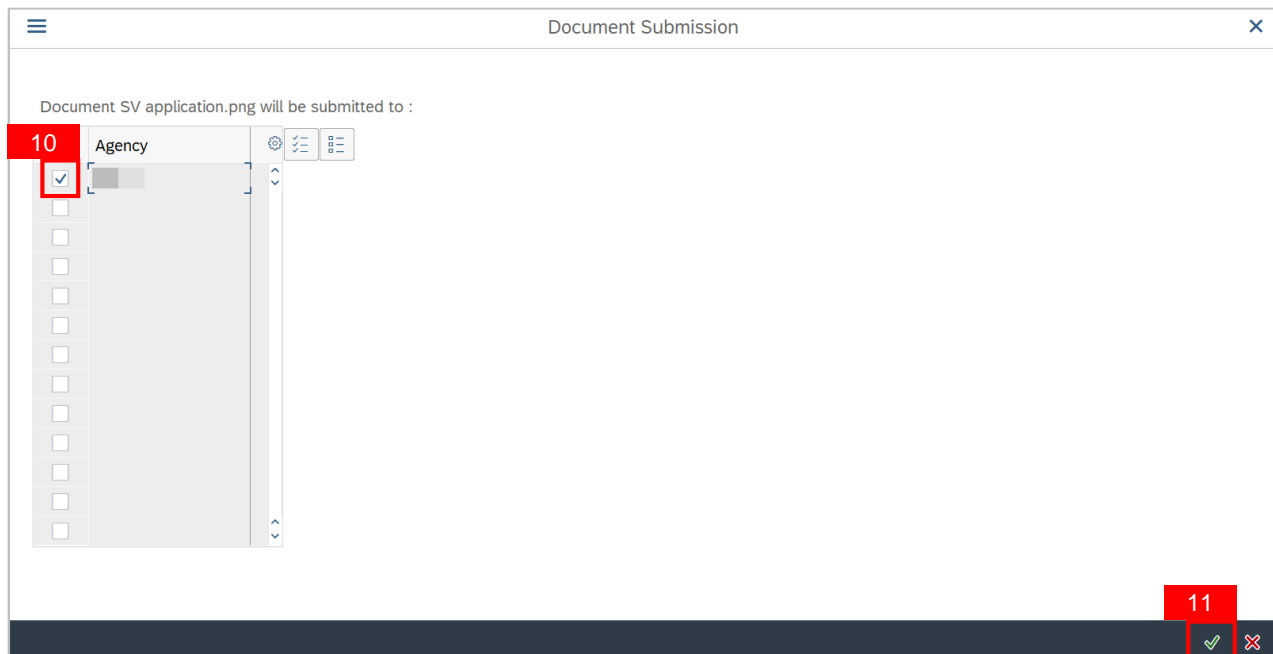


**Note:** A **Document Submission** pop-up window will appear upon clicking **Submit To..** button.



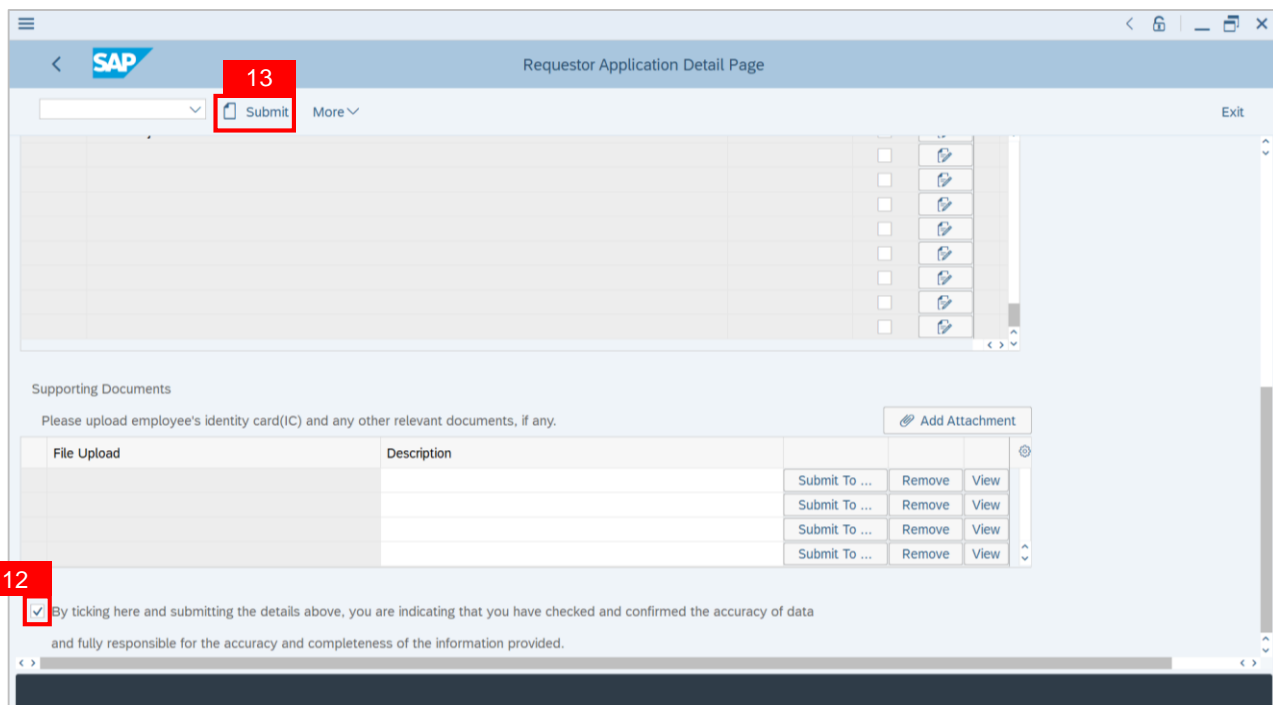
10. Tick on the **Checkbox** of the agency you wish to submit attachment.

11. Click on the **Tick** button.



12. Check on the declaration **Checkbox**.

13. Click on the **Submit** button to Submit the application.







**Outcome: Security Vetting Application** has been successfully submitted.

The screenshot displays a web application window titled "Requestor Application Detail Page". The main content area shows a single record in a table with the following text: "1 Request for Employee [redacted] With Agency [redacted] has been successfully created under ID SV [redacted]". The record is highlighted with a green square on the left. At the bottom of the window, there is a dark toolbar containing several icons: a checkmark, a magnifying glass, a list icon, a filter icon, a grid icon, and a refresh icon.

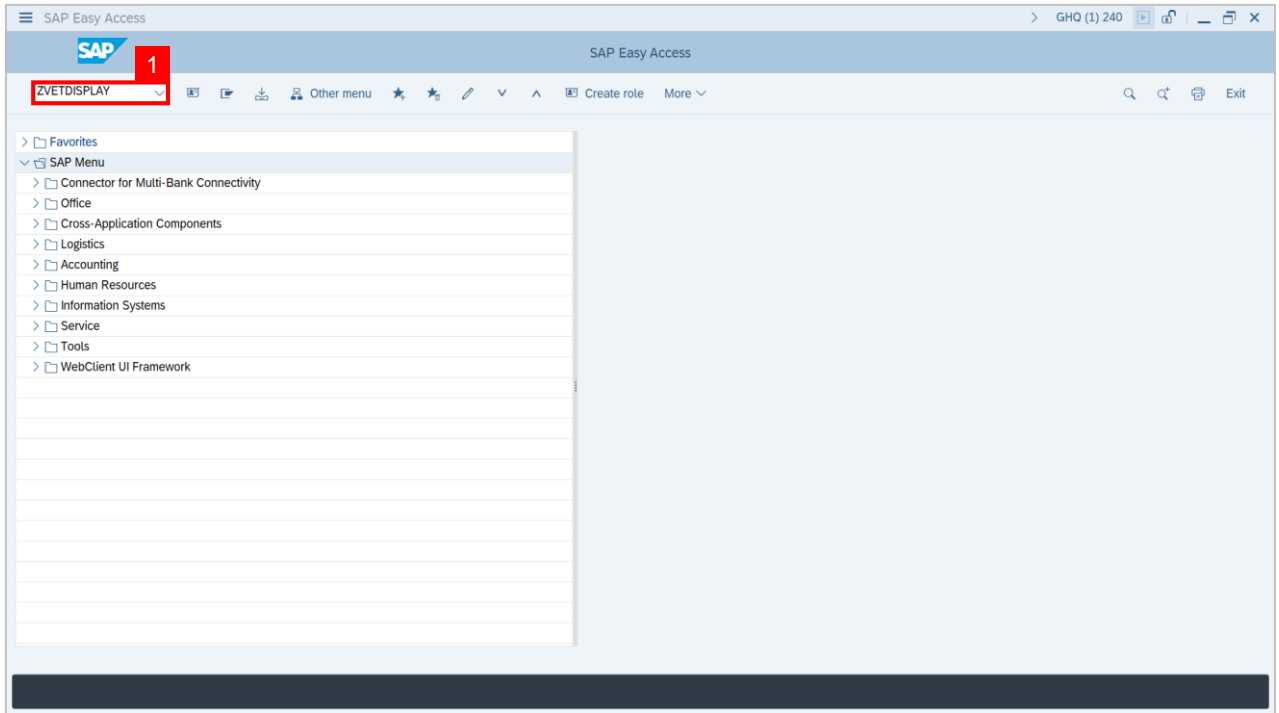
**VIEWS SUBMITTED  
APPLICATION**

**Backend User**

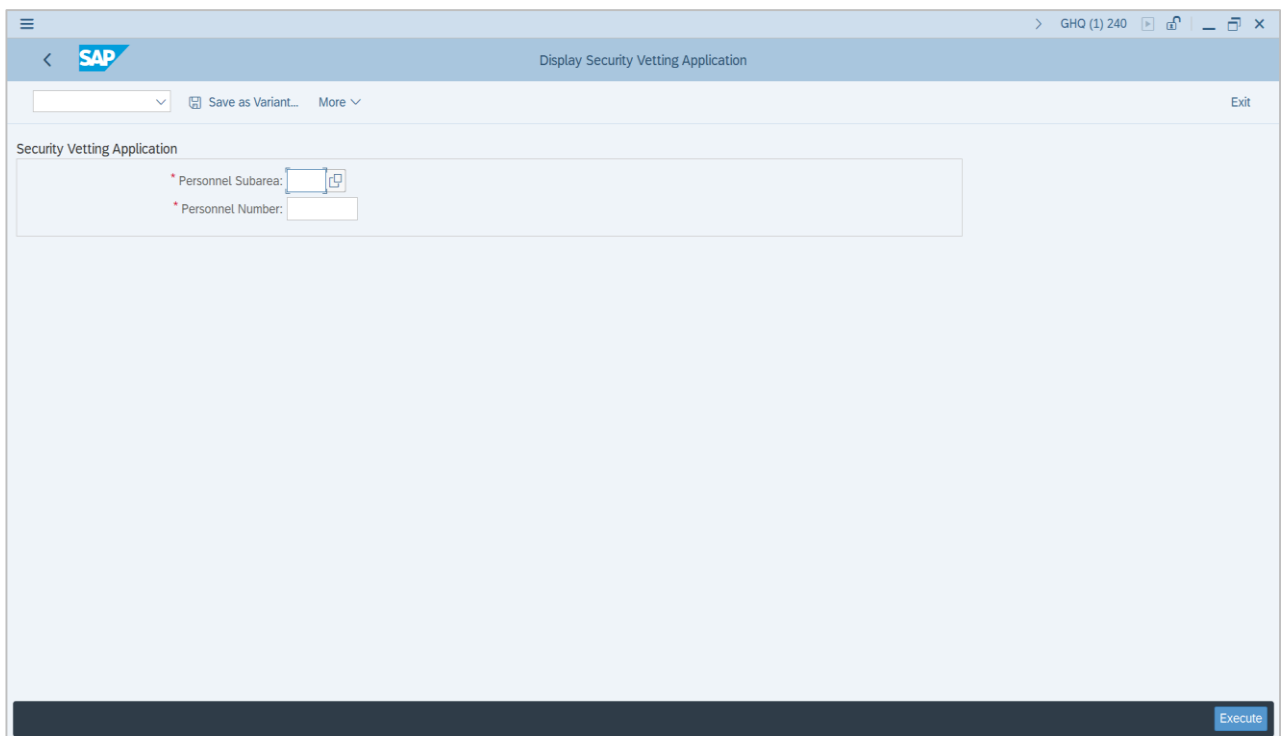
Department HR Administrator, JPA, JPM and SPA

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

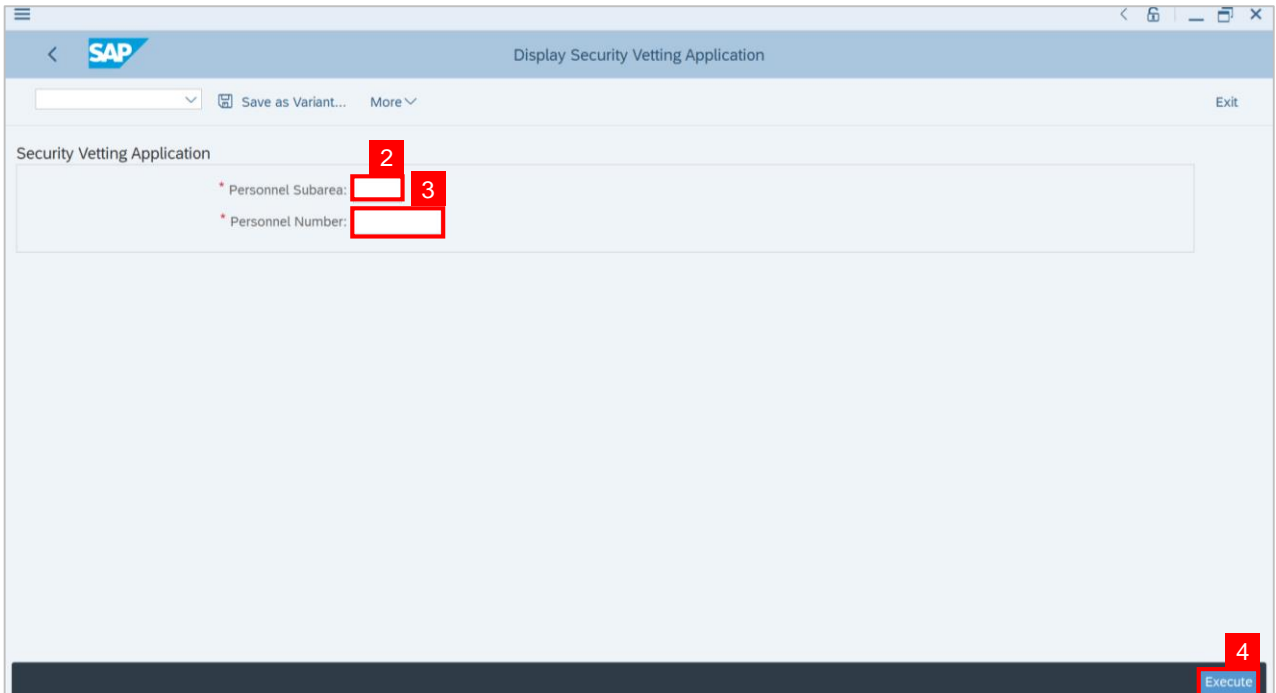
1. Enter **ZVETDISPLAY** in the search bar.



**Note: Display Security Vetting Application** page will be displayed.

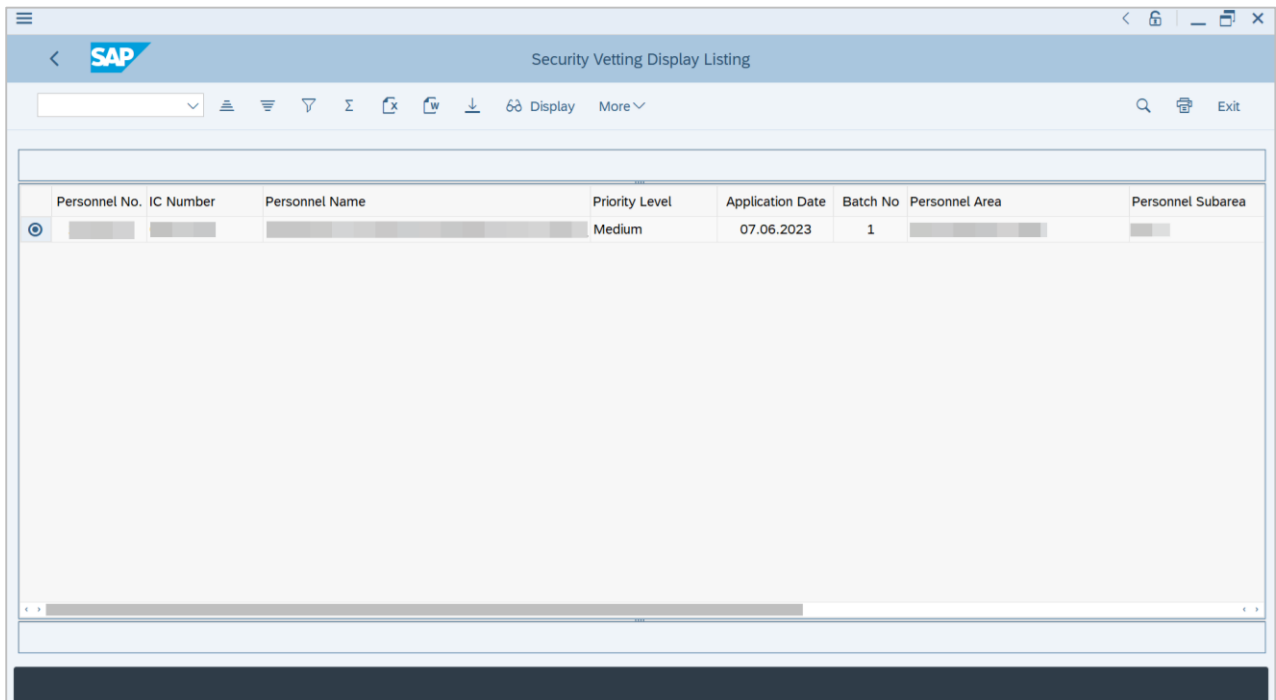


2. Enter the **Personnel Subarea**.
3. Enter the **Personnel Number**.
4. Click on the **Execute** button.



The screenshot shows the SAP 'Display Security Vetting Application' form. It features a search bar at the top, a 'Save as Variant...' button, and an 'Exit' button. The main form area contains two input fields: 'Personnel Subarea' and 'Personnel Number'. Red boxes with numbers 2 and 3 are placed over these fields. At the bottom right, there is an 'Execute' button with a red box and the number 4.

**Note: Security Vetting Display Listing will be displayed.**



The screenshot shows the SAP 'Security Vetting Display Listing' table. The table has the following columns: Personnel No., IC Number, Personnel Name, Priority Level, Application Date, Batch No, Personnel Area, and Personnel Subarea. A single row of data is visible, with a red circle highlighting the first cell (Personnel No.).

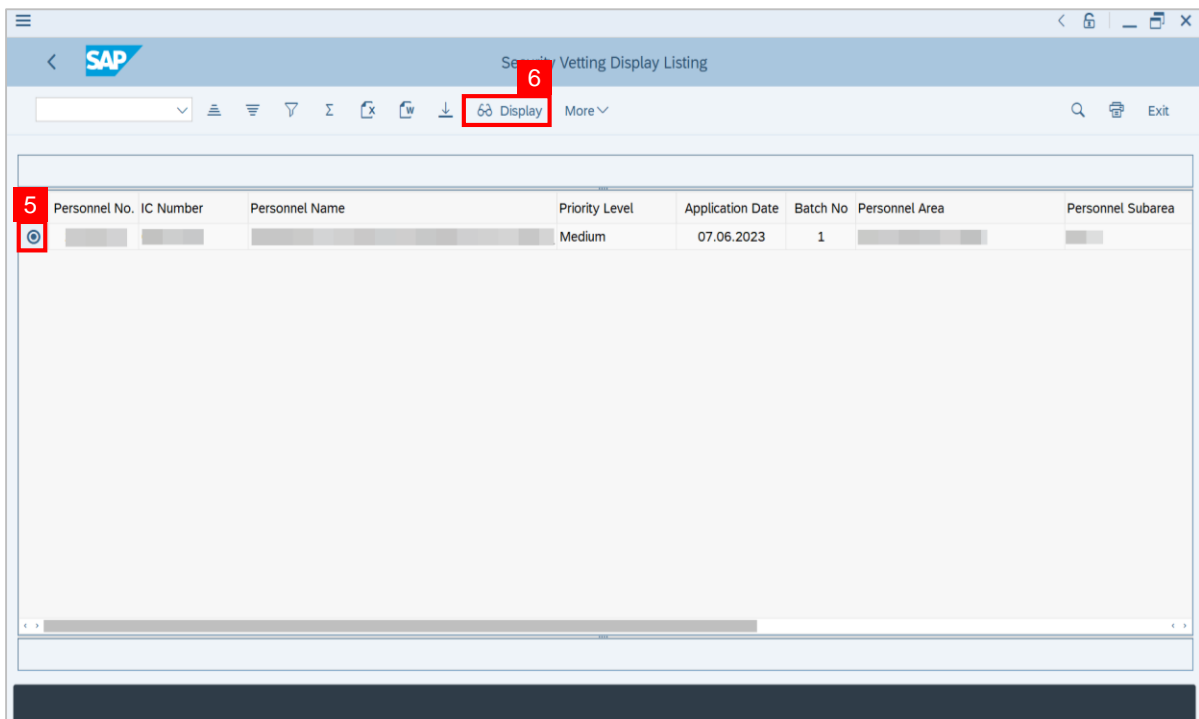
Personnel No.	IC Number	Personnel Name	Priority Level	Application Date	Batch No	Personnel Area	Personnel Subarea
⊙ [redacted]	[redacted]	[redacted]	Medium	07.06.2023	1	[redacted]	[redacted]

**Note :**

- (i) **JPM / JPA / SPA** will be able to view **all** Security Vetting Application **submitted**, including application from **Department HR Administrator**.
- (ii) **Department HR Administrator requestor** only able to view application submitted by **Department HR Administrators** and is unable to view application which is submitted by **JPM / JPA / SPA**.

5. Select the **Radio button** of the application that will be displayed.

6. Click **Display** button.





**Outcome :** The selected Application Details will be displayed.

The screenshot shows the SAP Requestor Application Detail Page. The page includes a header with the SAP logo and the title 'Requestor Application Detail Page'. Below the header, there are several input fields for personnel information: Personnel No., IC No., Name, and Appl. Date. A 'Download Service Record' button is located to the right of the Name field. The page is divided into tabs: 'Basic Info', 'Job Data', 'Name Record', and 'IC Record'. The 'Basic Info' tab is active, showing fields for Personnel Area, Subarea, Position, and Date of Birth. Below this, there is a 'Vetting Request' section with a 'Priority Indication' dropdown set to 'Medium'. A table lists the vetting requests with columns for Agency Name, Application ID, Last Submission, Submit, and Notes. The first row shows an application with ID 'SV' and a checked 'Submit' box.

Agency Name	Application ID	Last Submission	Submit	Notes
	SV		<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	