SISTEM SUMBER MANUSIA

User Guide

Security Vetting Report

for Back End User (SAP GUI)

Security Agency

VERSION: 1.0

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. Generate and View Monitoring Report

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
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal (www.ssm.gov.bn)
ESS	Employee Self Service
MSS	Manager Self Service

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**.
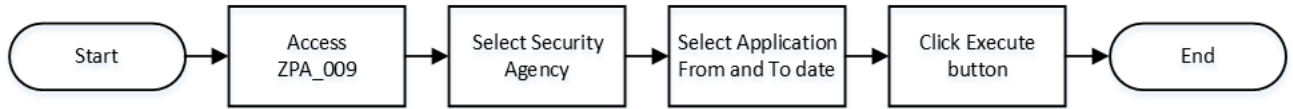
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Process Overview

Generate and View Report

```
Start → Access ZPA_009 → Select Security Agency → Select Application From and To date → Click Execute button → End
```
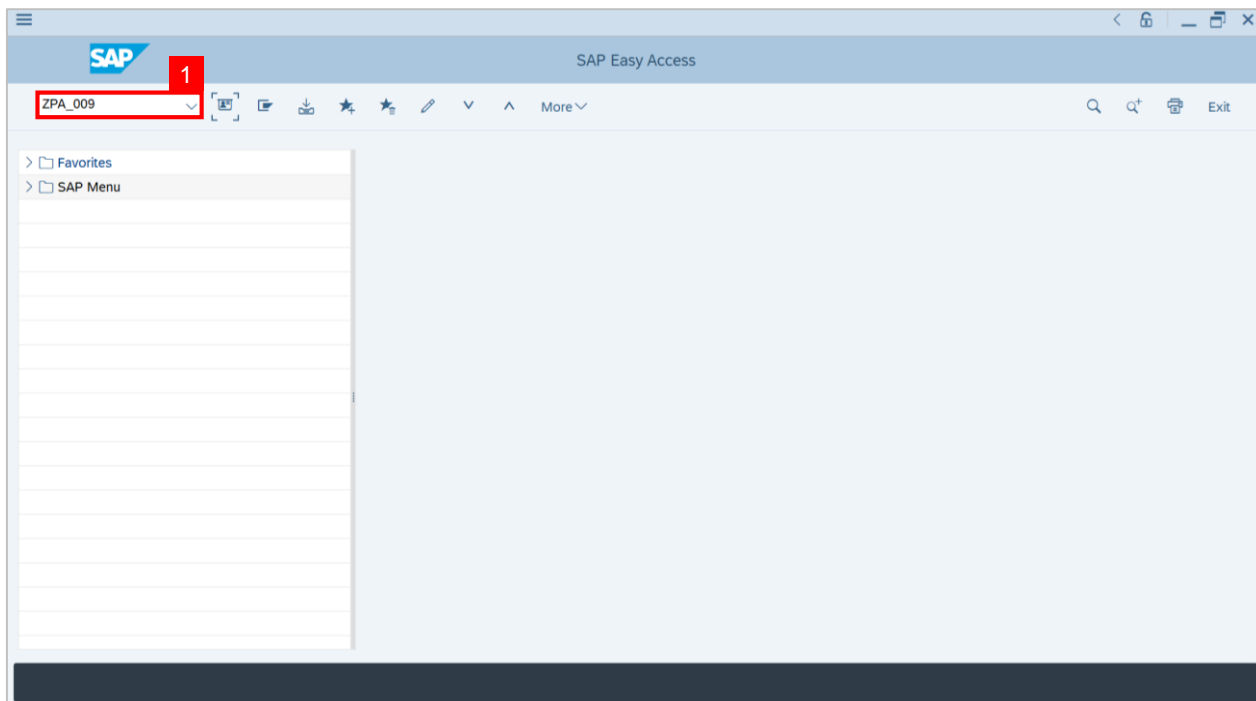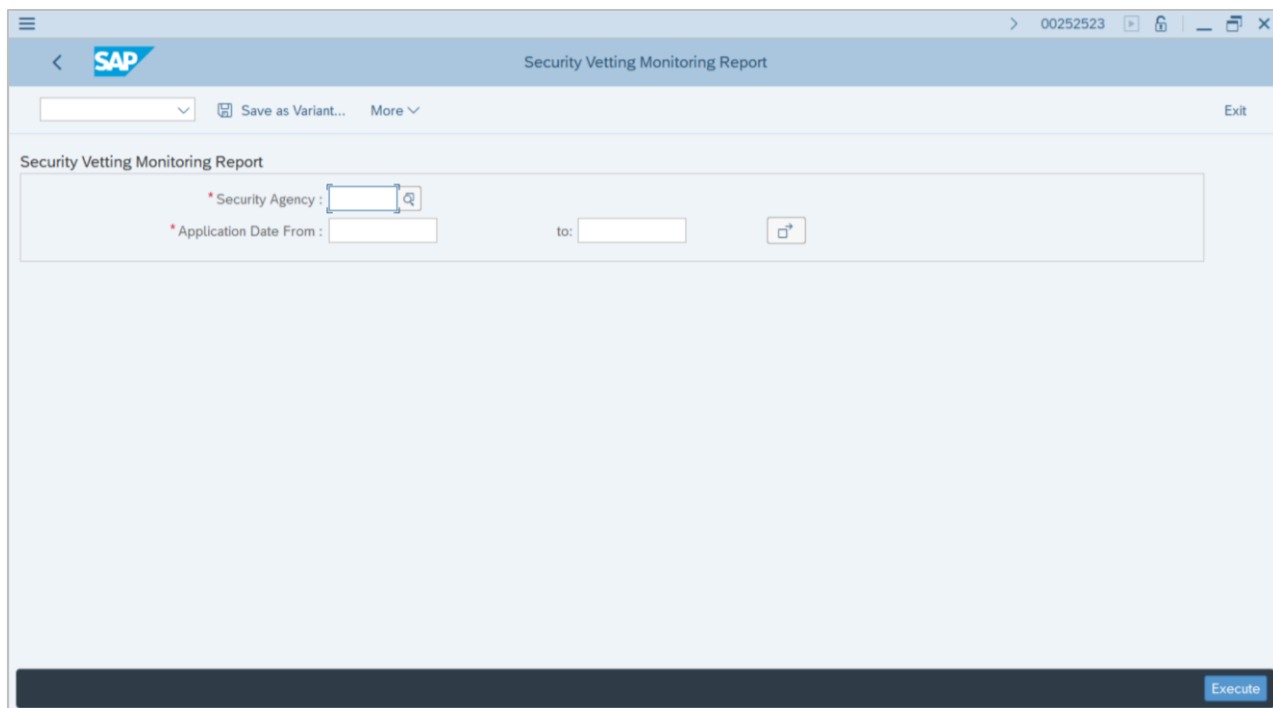
Generate and View Monitoring Reports	Backend User
	Security Agency

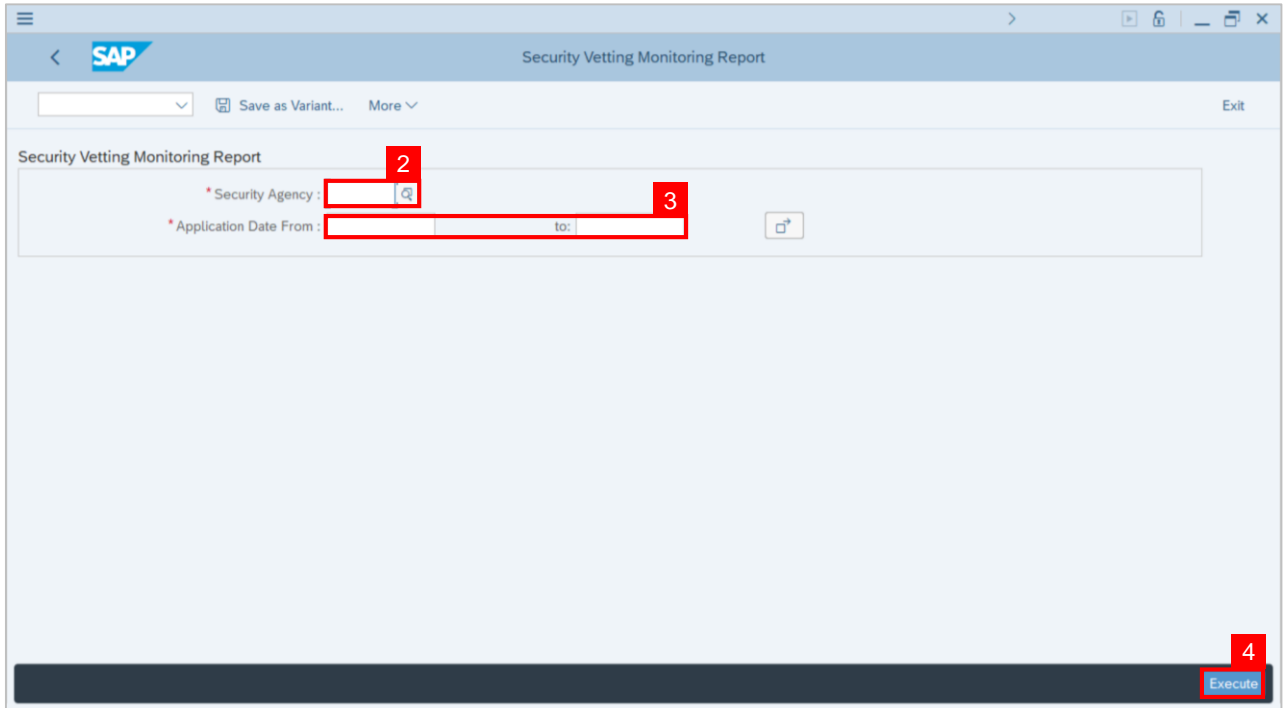Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZPA_009** in the search bar.

Note: Security Vetting Monitoring Report page will be displayed.

2. Enter **Security Agency.**

3. Select a desired **Application From and To Date.**

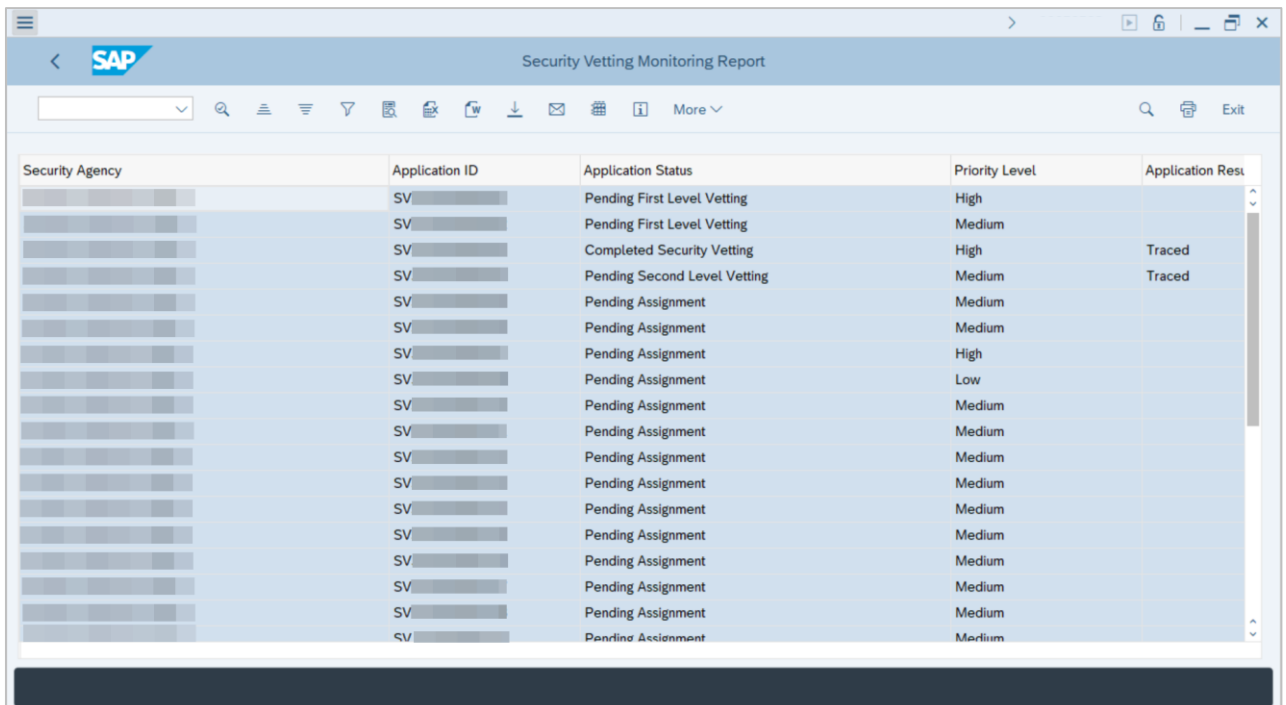4. Click on the **Execute** button.

Note Security Vetting Monitoring Report page with employee data will be displayed.

Sistem Sumber Manusia – Security Vetting

Outcome: Monitoring Report For Security Agency is generated.

Note:

(i)   To download the report, right click anywhere on the report and click **Spreadsheet...**

(ii) To set a filter on the report, user may click on the Filter icon.

(iii) To sort the order of the report, user may click on either **Sort in ascending order** or

Sort in descending order icon**.**