



SISTEM SUMBER MANUSIA

User Guide

for Front End User (FIORI)

JPA Approver

Latihan Dalam Perkhidmatan (LDP)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **JPA Approver (Front-End User)** to manage **Latihan Dalam Perkhidmatan (LDP) module**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

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
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

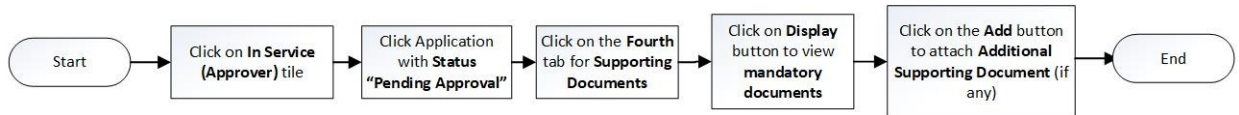
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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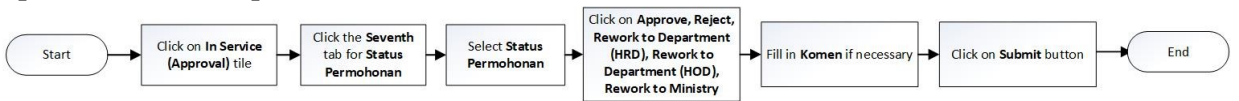
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Process Overview

[View Document]



[Submit Screen]



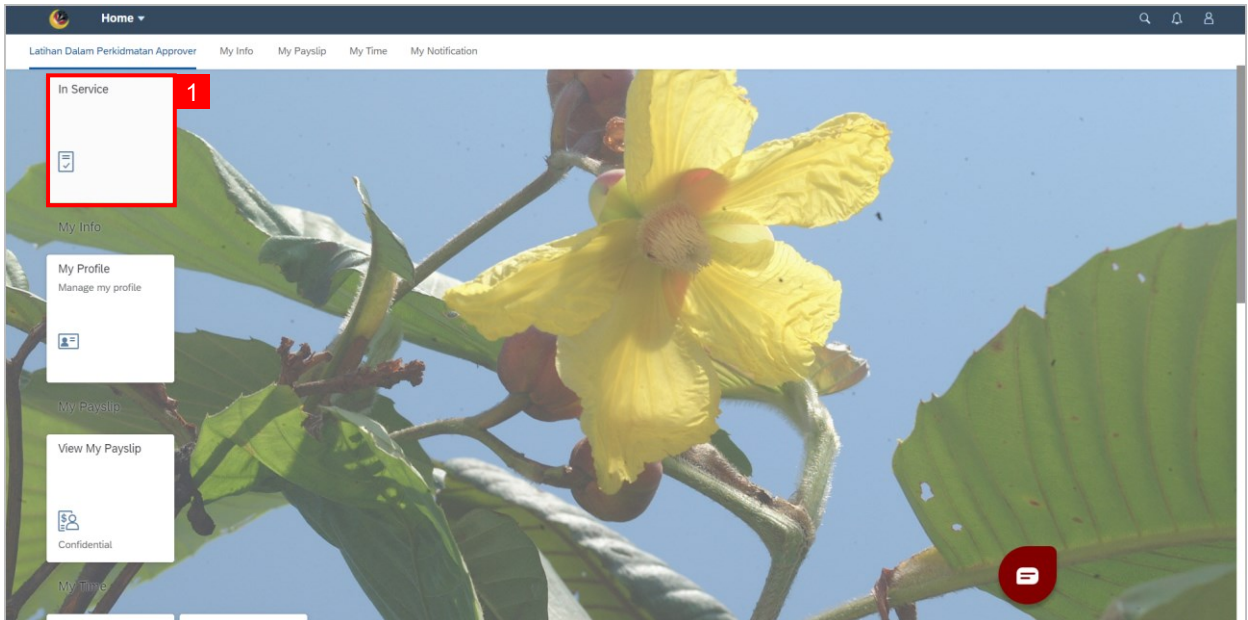
VIEW DOCUMENT

Front-End User (FIORI)

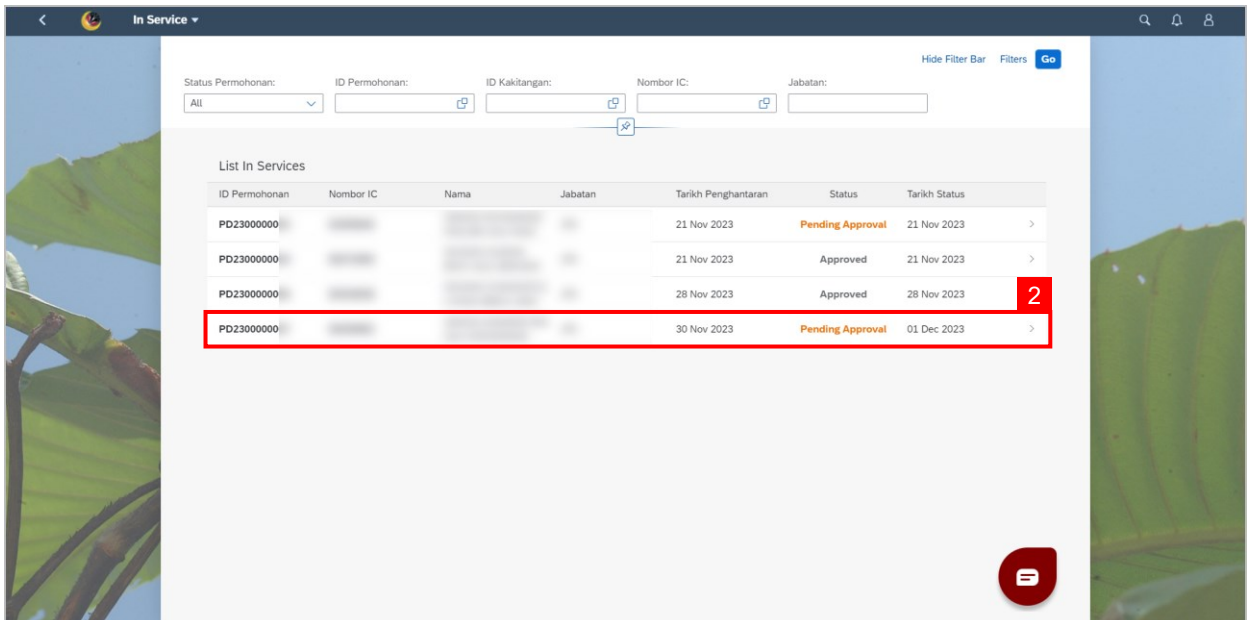
JPA Approver

Navigate to **SSM Homescreen**.

1. Click on **In Service (Approver)** tile.

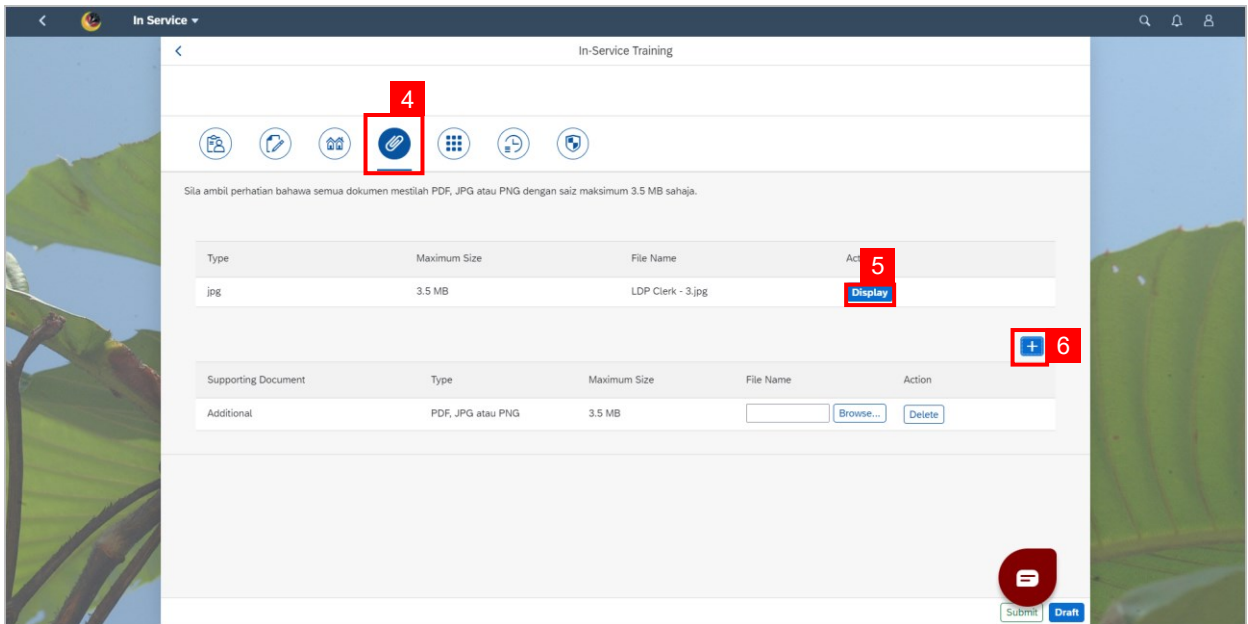


2. Click Application with Status **“Pending Approval”**.



4. Click on the **Fourth** tab for **Supporting Documents**.
5. Click on **Display** button to view **mandatory documents**.
6. Click on the **Add** button to attach **Additional Supporting Document** (if any).

Note: Click on **Delete** button if the attached document is wrong.



The screenshot shows the 'In-Service Training' interface. A red box labeled '4' highlights the 'Supporting Documents' icon in the top navigation bar. Below the navigation bar, a warning message states: 'Silalah ambil perhatian bahawa semua dokumen mestilah PDF, JPG atau PNG dengan saiz maksimum 3.5 MB sahaja.' There are two tables. The first table lists existing documents:

Type	Maximum Size	File Name	Action
jpg	3.5 MB	LDP Clerk - 3.jpg	5 Display

A red box labeled '6' highlights the '+' icon for adding a new document. The second table shows the 'Additional' document form:

Supporting Document	Type	Maximum Size	File Name	Action
Additional	PDF, JPG atau PNG	3.5 MB	<input type="text"/>	Browse... Delete

At the bottom right, there are 'Submit' and 'Draft' buttons.

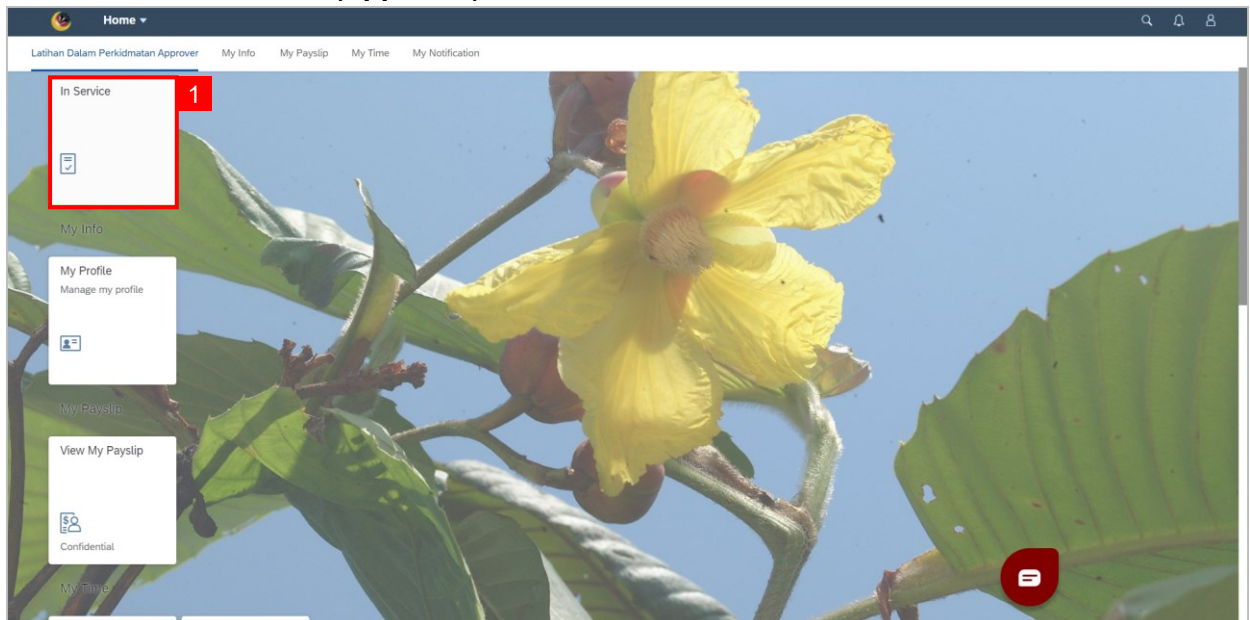
SUBMIT SCREEN

Front-End User (FIORI)

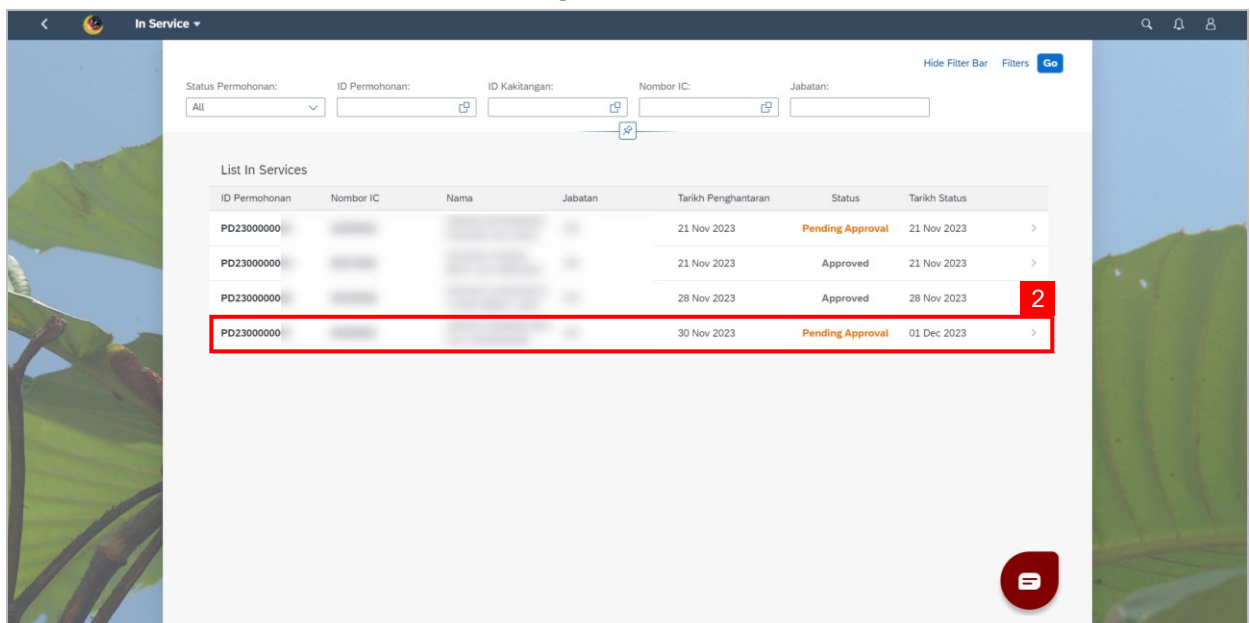
JPA Approver

Navigate to **SSM Homescreen**.

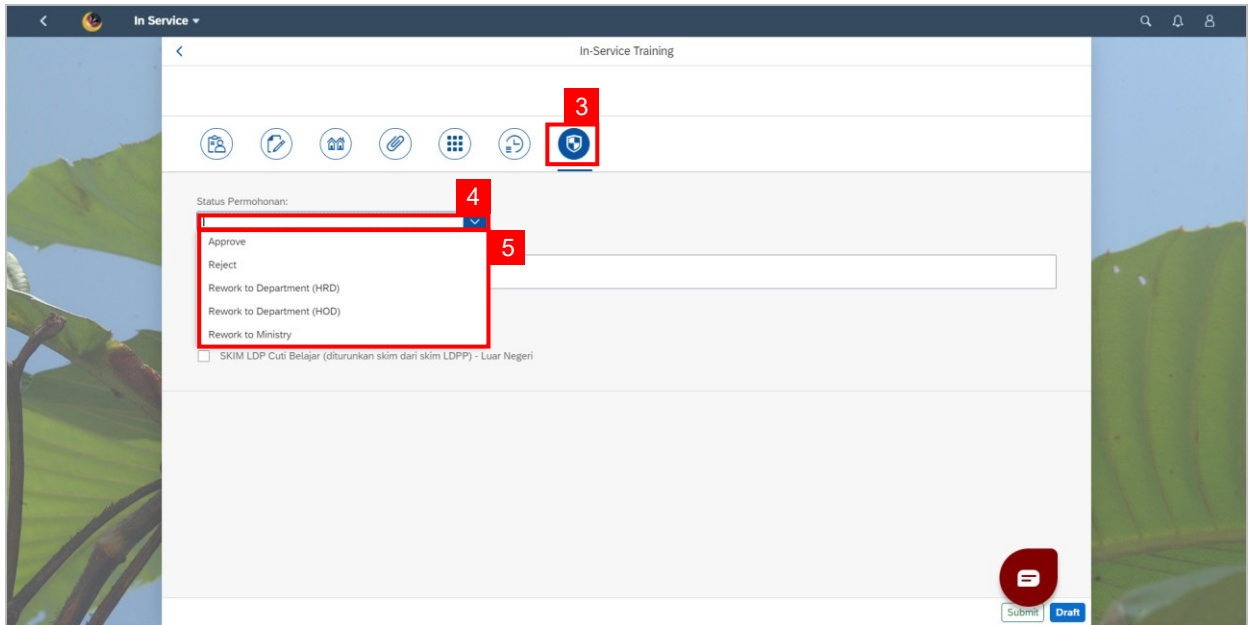
1. Click on **In Service (Approver)** tile.



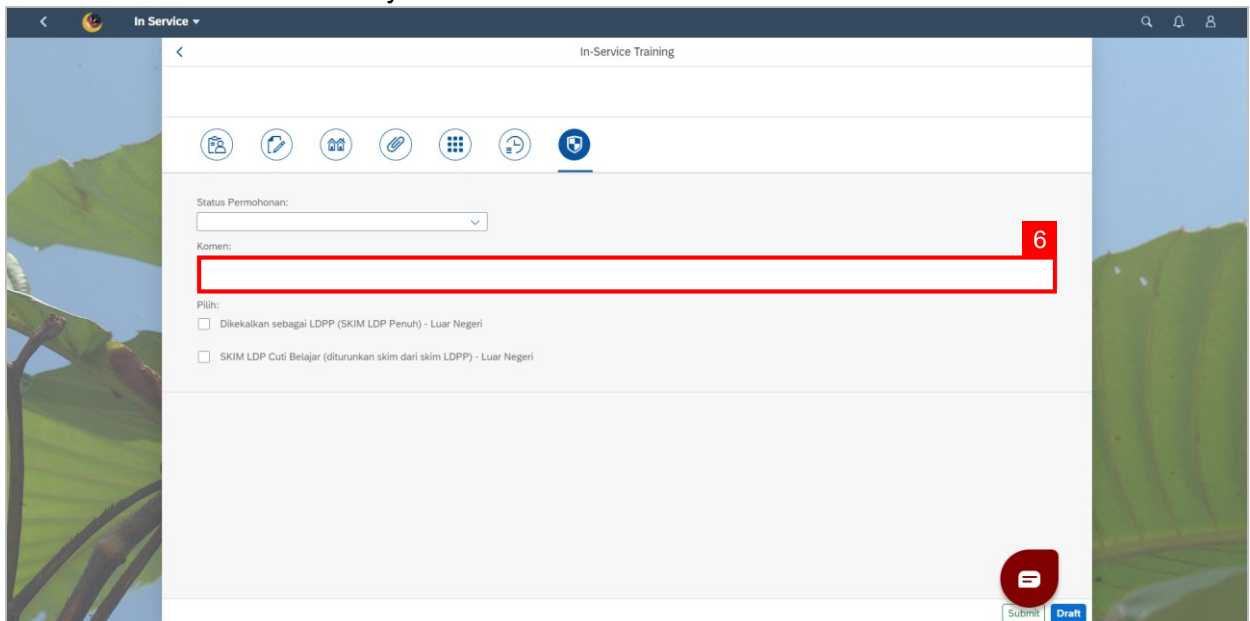
2. Click Application with **Status "Pending Approval"**.



3. Click on the **Seventh** tab for **Status Permohonan**.
4. Select **Status Permohonan**.
5. Click on **Approve, Reject, Rework to Department (HRD), Rework to Department (HOD), Rework to Ministry**.



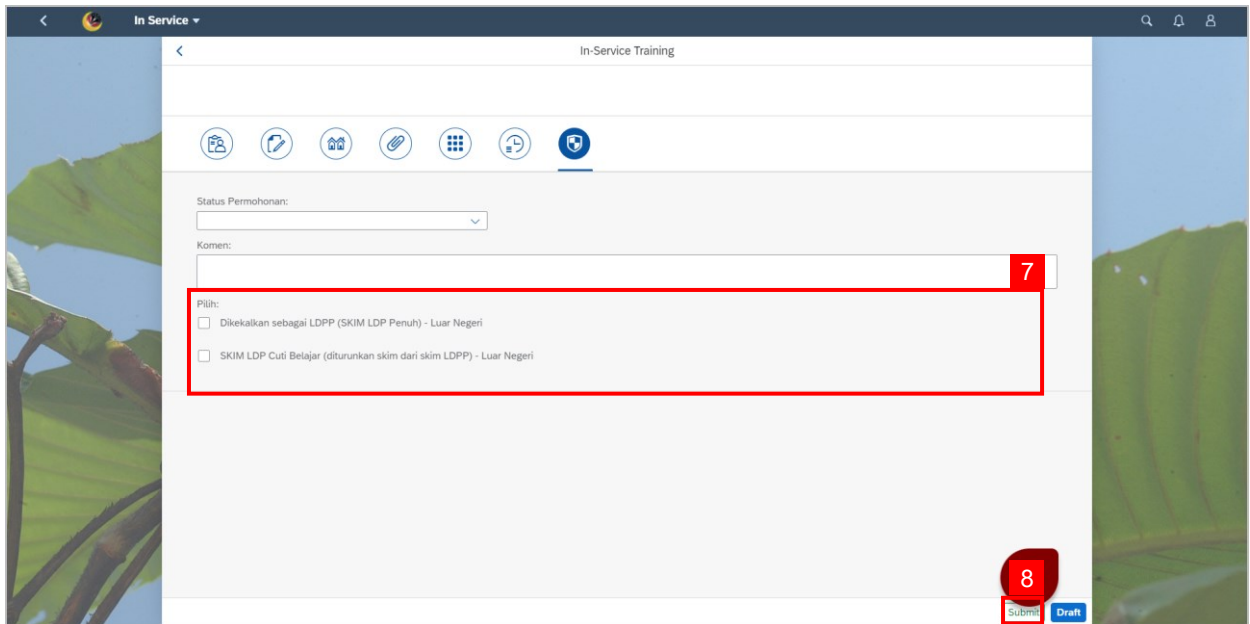
6. Fill in **Komen** if necessary.



7. Choose between:

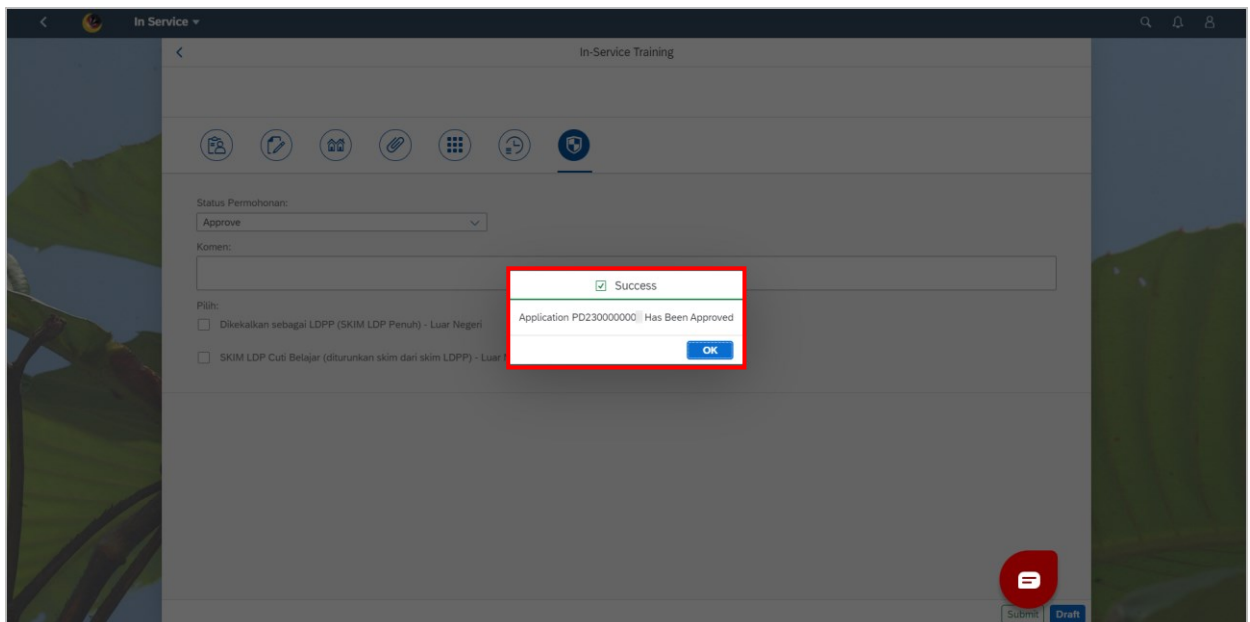
- Dikekalkan sebagai LDPP (SKIM LDP Penuh) – Luar Negeri.
- SKIM LDP Cuti Belajar (diturunkan skim dari skim LDPP) – Luar Negeri.

8. Click on **Submit** button.



The screenshot shows the 'In-Service Training' form. The 'Status Permohonan' dropdown is set to 'Approve'. The 'Komen' field is empty. The 'Pilih:' section contains two radio button options: 'Dikekalkan sebagai LDPP (SKIM LDP Penuh) - Luar Negeri' and 'SKIM LDP Cuti Belajar (diturunkan skim dari skim LDPP) - Luar Negeri'. A red box highlights these options, and a red circle with the number '7' is next to the second option. At the bottom right, a red circle with the number '8' is next to the 'Submit' button.

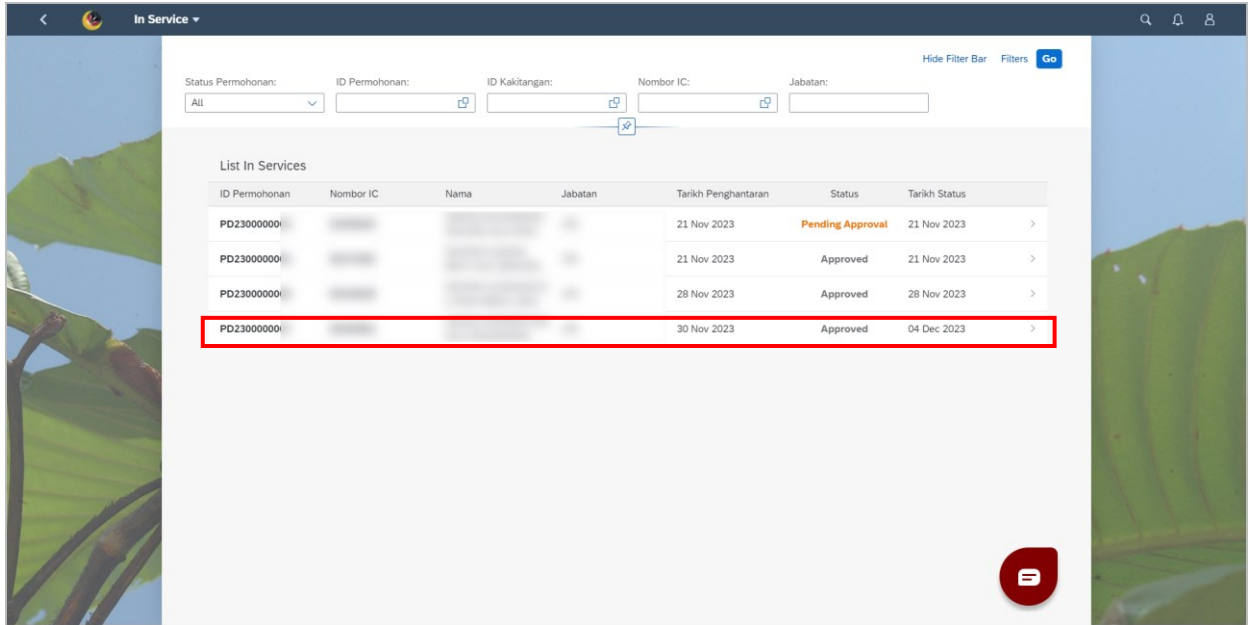
Note: A Success pop-up window will be displayed.



The screenshot shows the 'In-Service Training' form with a success pop-up window. The 'Status Permohonan' dropdown is set to 'Approve'. The 'Komen' field is empty. The 'Pilih:' section contains two radio button options: 'Dikekalkan sebagai LDPP (SKIM LDP Penuh) - Luar Negeri' and 'SKIM LDP Cuti Belajar (diturunkan skim dari skim LDPP) - Luar Negeri'. A red box highlights the success pop-up window, which contains the text: 'Success', 'Application PD230000000 Has Been Approved', and an 'OK' button. At the bottom right, a red circle with the number '8' is next to the 'Submit' button.

Outcome (i): The Application has successfully been Approved.

Outcome (ii): The status will show as “Approved”.



The screenshot shows a web application interface titled "In Service". At the top, there are search filters for "Status Permohonan" (set to "All"), "ID Permohonan", "ID Kakitangan", "Nombor IC", and "Jabatan". Below the filters is a table titled "List In Services". The table contains the following data:

ID Permohonan	Nombor IC	Nama	Jabatan	Tarikh Penghantaran	Status	Tarikh Status
PD23000000				21 Nov 2023	Pending Approval	21 Nov 2023
PD23000000				21 Nov 2023	Approved	21 Nov 2023
PD23000000				28 Nov 2023	Approved	28 Nov 2023
PD23000000				30 Nov 2023	Approved	04 Dec 2023

The last row of the table is highlighted with a red border. A red circular icon with a white speech bubble is visible in the bottom right corner of the interface.