



SISTEM SUMBER MANUSIA

User Guide

for Front End User (FIORI)

Ministry Endorser

Latihan Dalam Perkhidmatan (LDP)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Ministry Endorser (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

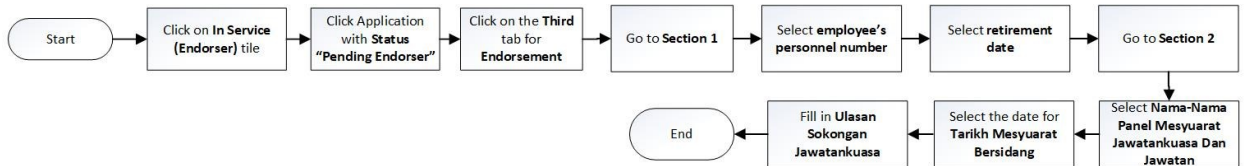
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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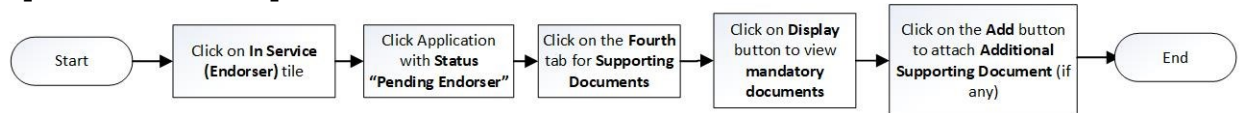
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Process Overview

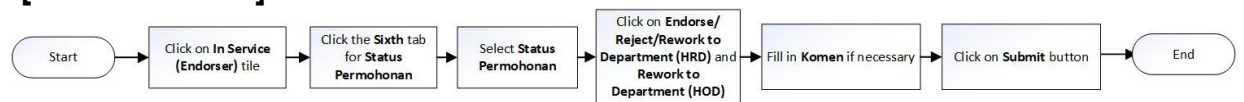
[Maintain Verification Tab]



[View Document]



[Submit Screen]



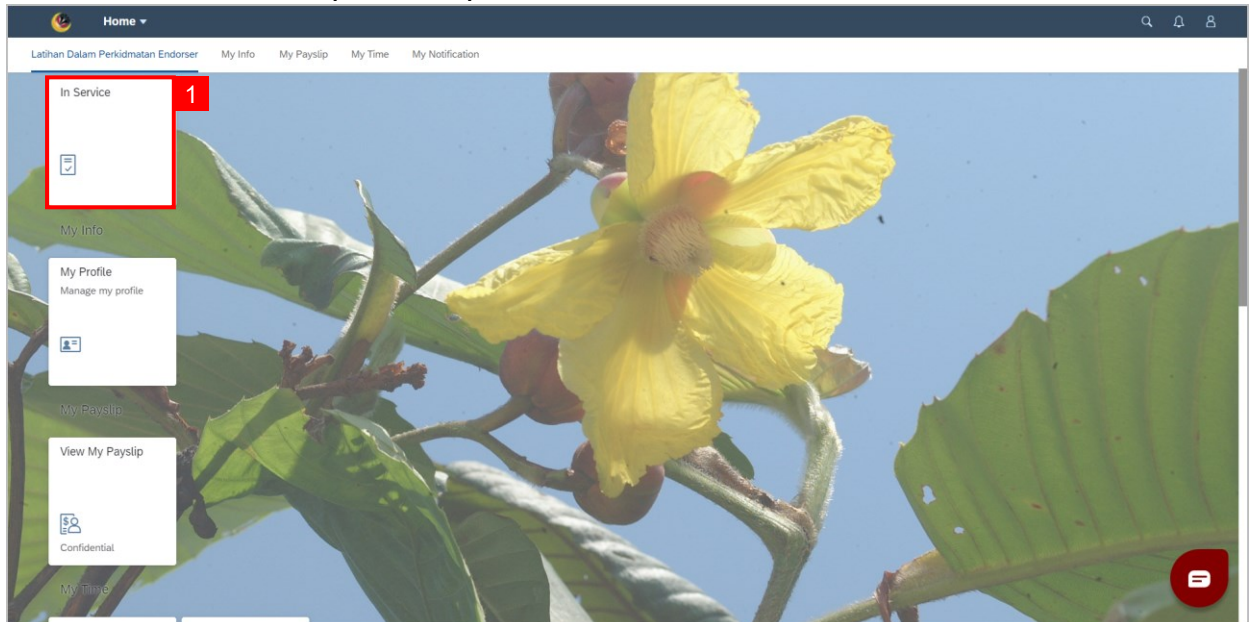
**MAINTAIN
VERIFICATION TAB**

Front-End User (FIORI)

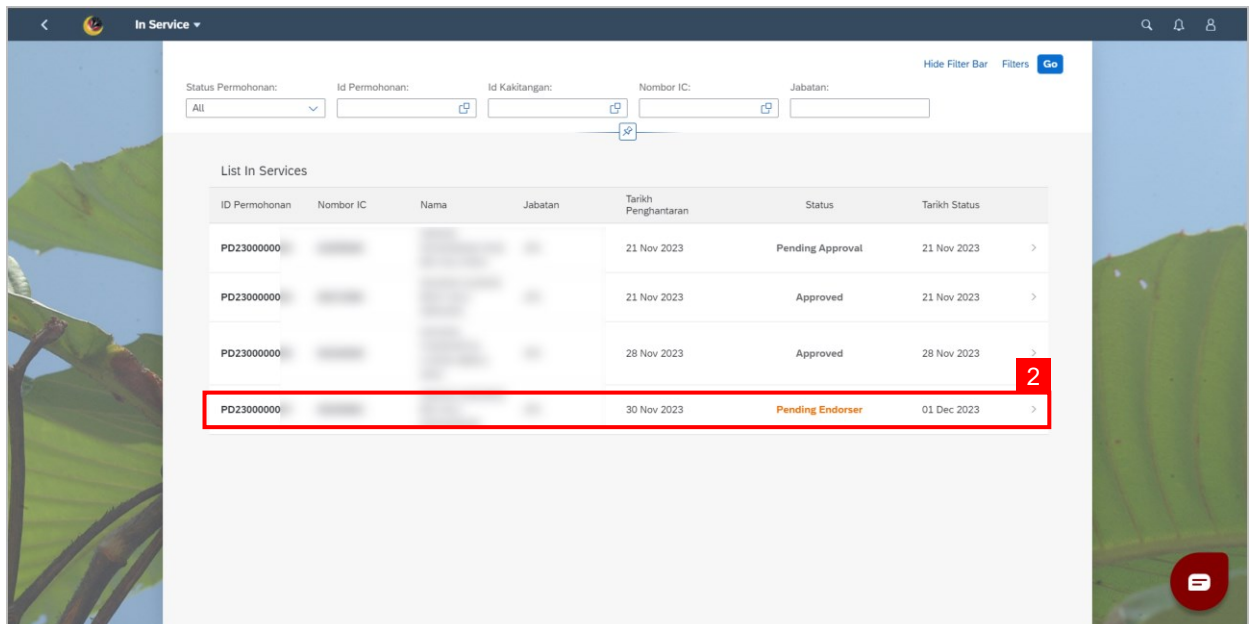
Ministry Endorser

Navigate to **SSM Homescreen**.

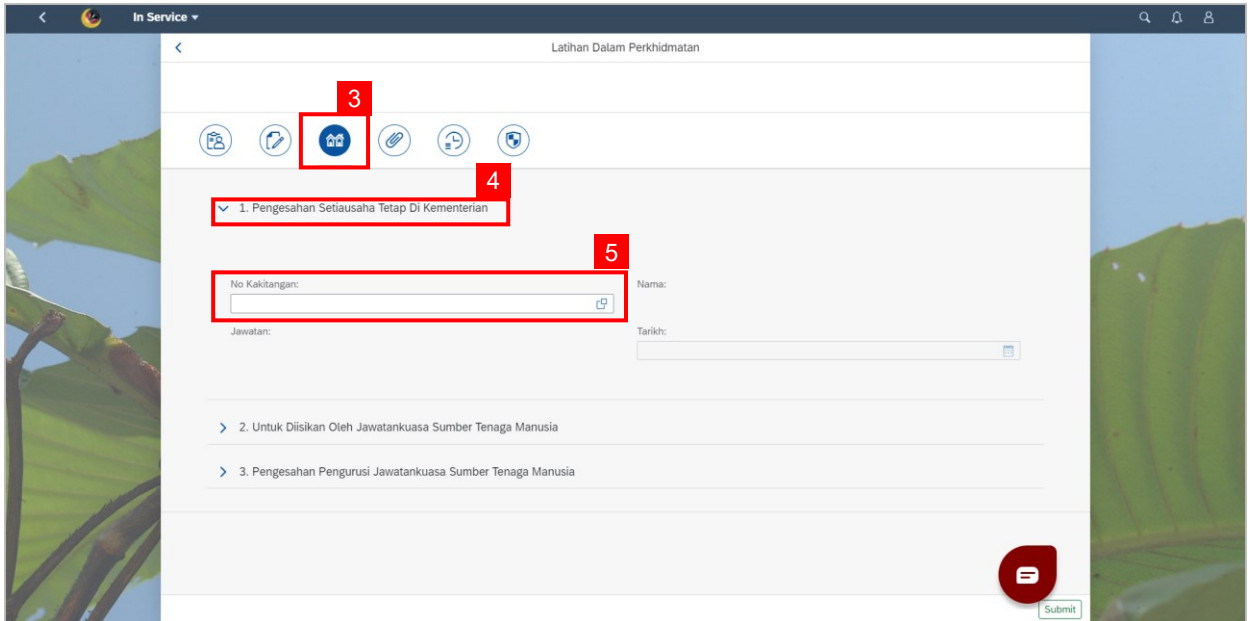
1. Click on **In Service (Endorser)** tile.



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



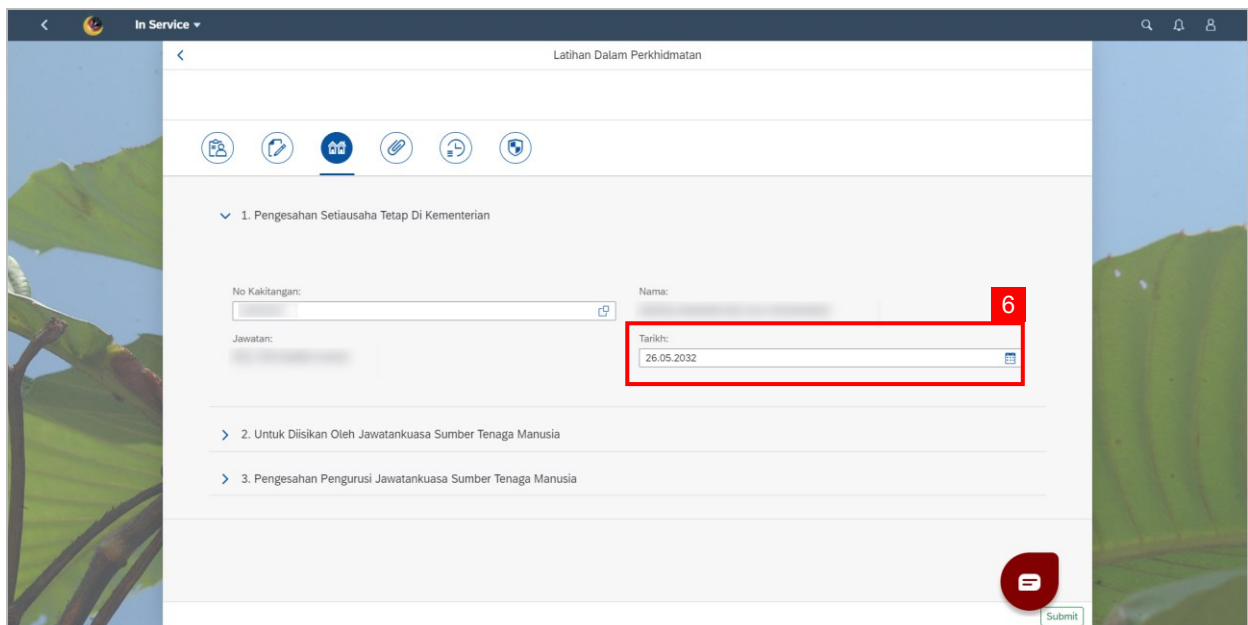
3. Click on the **Third** tab for **Verification**.
4. Go to **Section 1**.
5. Click on the **Lookup** icon to select **employee's personnel number**.



The screenshot shows the SAP GUI interface for 'Latihan Dalam Perkhidmatan'. The top navigation bar includes 'In Service' and search, notification, and user icons. Below the navigation bar is a toolbar with icons for Home, Edit, Print, and other functions. The main content area displays a form with a dropdown menu for 'Section 1' (highlighted with a red box and the number 4) and a 'No Kakitangan' field (highlighted with a red box and the number 5). The 'Home' icon in the toolbar is also highlighted with a red box and the number 3. The form includes fields for 'Nama', 'Tarikh', and 'Jawatan'. A 'Submit' button is located at the bottom right.

Note: The Employee details will be displayed.

6. Click on the **Calendar** icon to select the **retirement date**.



The screenshot shows the SAP GUI interface for 'Latihan Dalam Perkhidmatan'. The top navigation bar includes 'In Service' and search, notification, and user icons. Below the navigation bar is a toolbar with icons for Home, Edit, Print, and other functions. The main content area displays a form with a dropdown menu for 'Section 1' and a 'No Kakitangan' field. The 'Tarikh' field is highlighted with a red box and the number 6, indicating the selection of a retirement date. The form includes fields for 'Nama', 'Tarikh', and 'Jawatan'. A 'Submit' button is located at the bottom right.

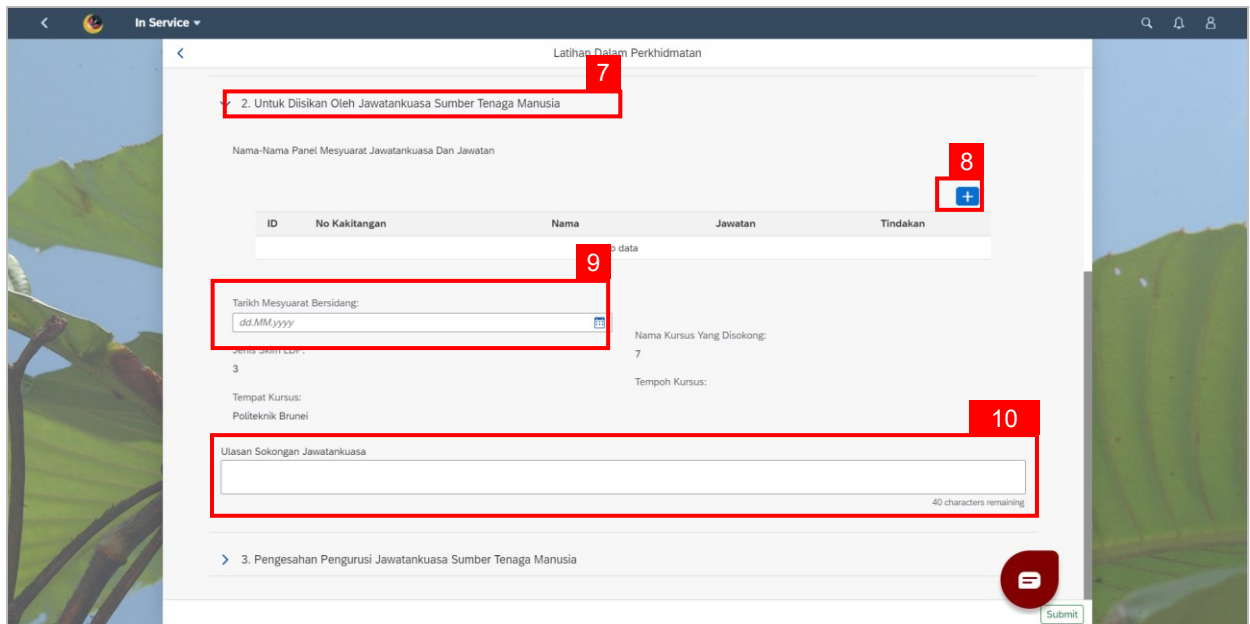
7. Go to **Section 2**.

8. Click on **Add button** to select **Nama-Nama Panel Mesyuarat Jawatankuasa Dan Jawatan**.

Note: Click on **Delete button** if the name is incorrect.

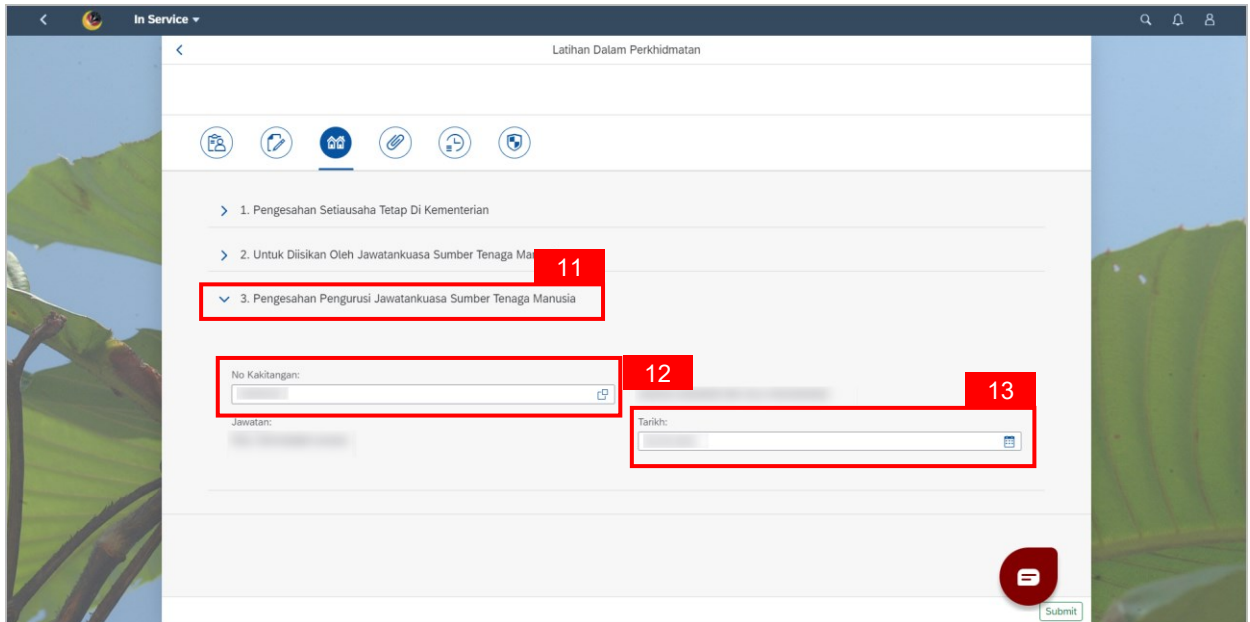
9. Click on **Calendar icon** to select the date for **Tarikh Mesyuarat Bersidang**.

10. Fill in the **Ulasan Sokongan Jawatankuasa**.



The screenshot shows the SAP GUI interface for 'Latihan Dalam Perkhidmatan'. The interface includes a header with 'In Service' and a search icon. The main content area is titled 'Latihan Dalam Perkhidmatan' and contains a section for 'Nama-Nama Panel Mesyuarat Jawatankuasa Dan Jawatan'. This section features a table with columns for 'ID', 'No Kakitangan', 'Nama', 'Jawatan', and 'Tindakan'. A red box labeled '7' highlights the title '2. Untuk Disiksan Oleh Jawatankuasa Sumber Tenaga Manusia'. A red box labeled '8' highlights the '+ Add' button. A red box labeled '9' highlights the 'Tarikh Mesyuarat Bersidang' field, which contains the text 'dd/MM/yyyy'. A red box labeled '10' highlights the 'Ulasan Sokongan Jawatankuasa' text area, which has a '40 characters remaining' indicator. The interface also includes a 'Submit' button and a navigation arrow pointing to '3. Pengesahan Pengurusi Jawatankuasa Sumber Tenaga Manusia'.

11. Go to **Section 3**.
12. Click on the **Lookup** icon to select **employee's personnel number**.
13. Click on the **Calendar** icon to select the **retirement date**.



The screenshot shows the SAP GUI interface for 'Lathan Dalam Perkhidmatan'. The interface includes a navigation bar with icons for Home, Back, Forward, and Refresh. Below the navigation bar, there are three menu items:

- 1. Pengesahan Setiausaha Tetap Di Kementerian
- 2. Untuk Disikan Oleh Jawatankuasa Sumber Tenaga Ma
- 3. Pengesahan Pengurusi Jawatankuasa Sumber Tenaga Manusia

Item 3 is highlighted with a red box and the number 11. Below the menu items, there are two input fields:

- No Kakitangan: [Input field with a lookup icon] (highlighted with a red box and the number 12)
- Tarikh: [Input field with a calendar icon] (highlighted with a red box and the number 13)

At the bottom right, there is a 'Submit' button.

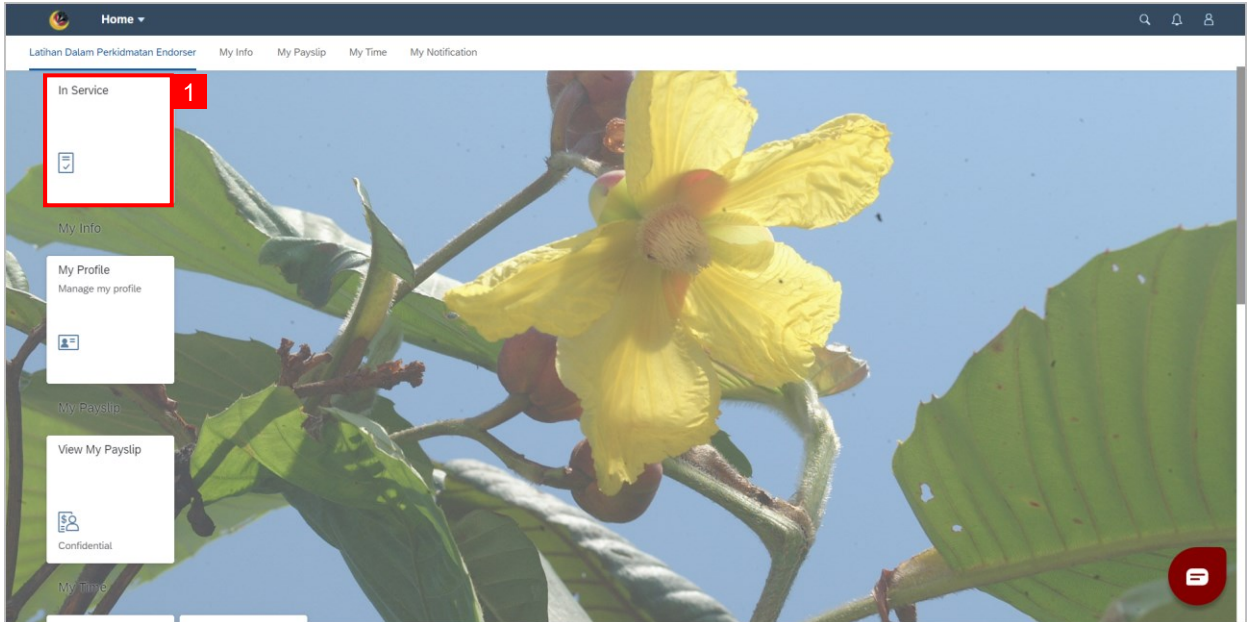
VIEW DOCUMENT

Front-End User (FIORI)

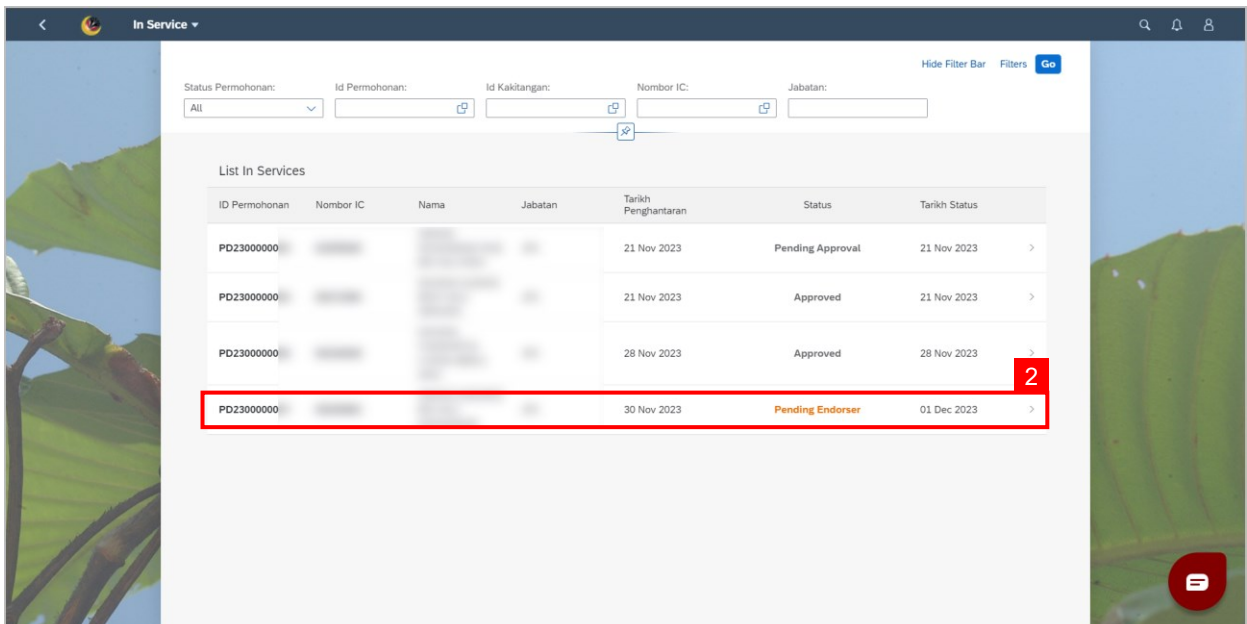
Ministry Endorser

Navigate to **SSM Homescreen**.

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

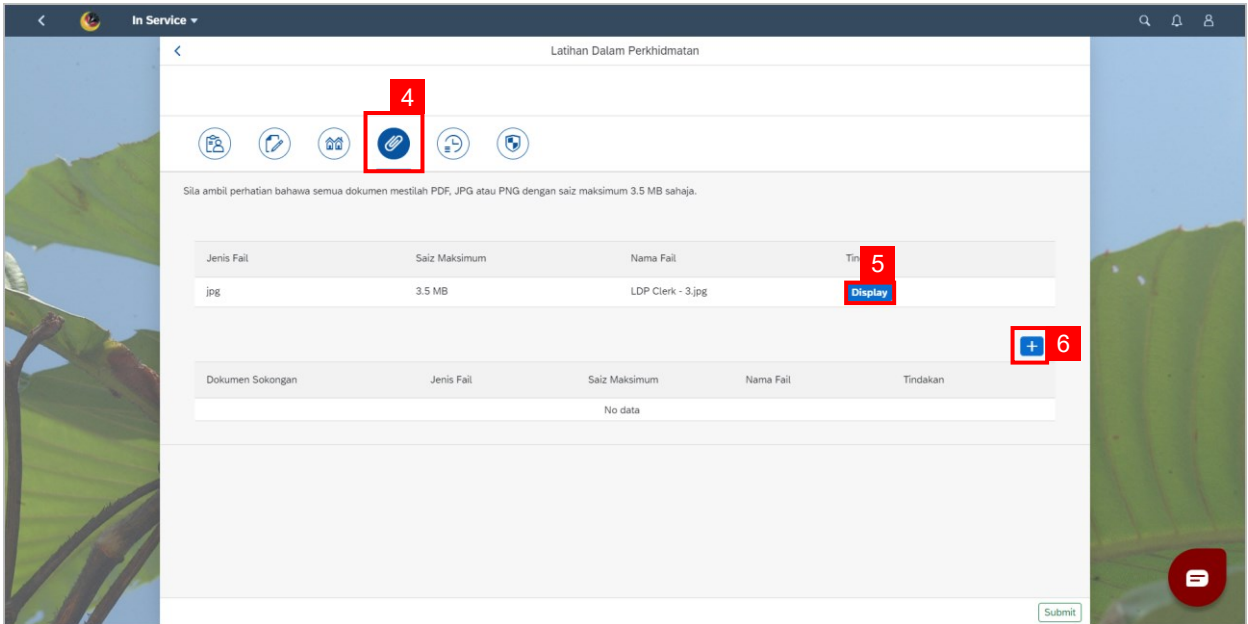


2. Click Application with **Status "Pending Endorser"**.



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 'Latihan Dalam Perkhidmatan' interface. At the top, there are navigation icons: a person, a document, a house, a document with a plus sign (labeled '4'), a refresh icon, and a shield icon. Below the icons, a warning message states: 'Sila ambil perhatian bahawa semua dokumen mestilah PDF, JPG atau PNG dengan saiz maksimum 3.5 MB sahaja.' There are two tables. The first table has columns: 'Jenis Fail', 'Saiz Maksimum', 'Nama Fail', and 'Tindakan'. It contains one row: 'jpg', '3.5 MB', 'LDP Clerk - 3.jpg', and a 'Display' button (labeled '5'). The second table has columns: 'Dokumen Sokongan', 'Jenis Fail', 'Saiz Maksimum', 'Nama Fail', and 'Tindakan'. It contains one row: 'No data'. A plus sign icon (labeled '6') is located to the right of the second table. A 'Submit' button is at the bottom right.

Jenis Fail	Saiz Maksimum	Nama Fail	Tindakan
jpg	3.5 MB	LDP Clerk - 3.jpg	Display

Dokumen Sokongan	Jenis Fail	Saiz Maksimum	Nama Fail	Tindakan
No data				

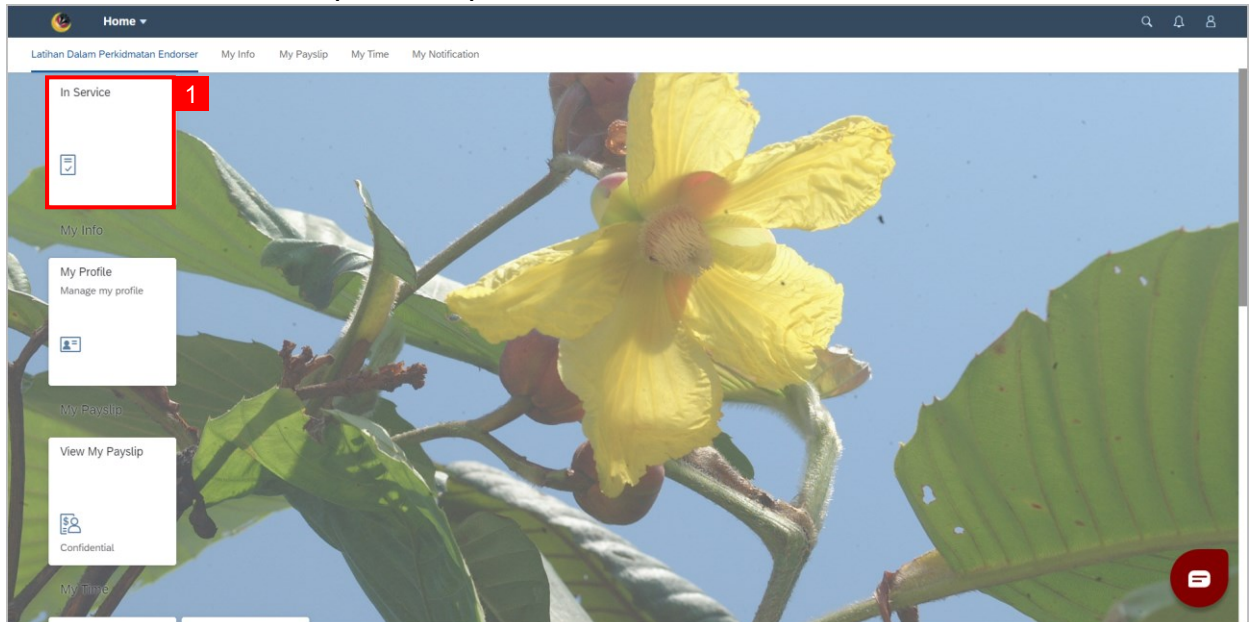
SUBMIT SCREEN

Front-End User (FIORI)

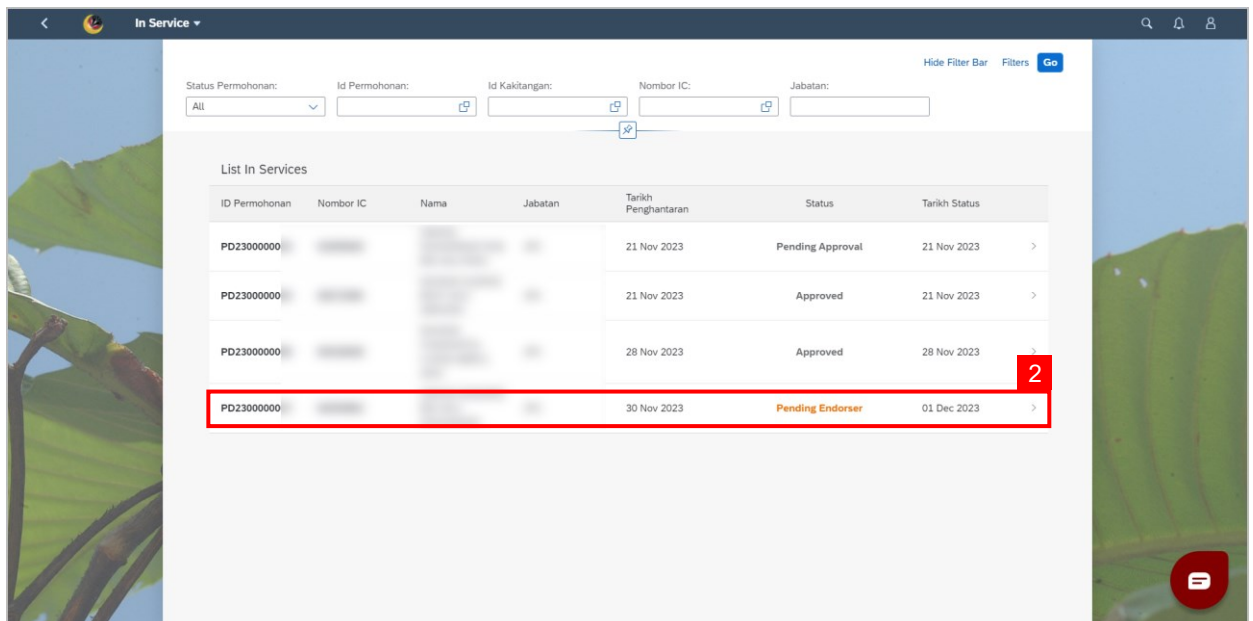
Ministry Endorser

Navigate to **SSM Homescreen**.

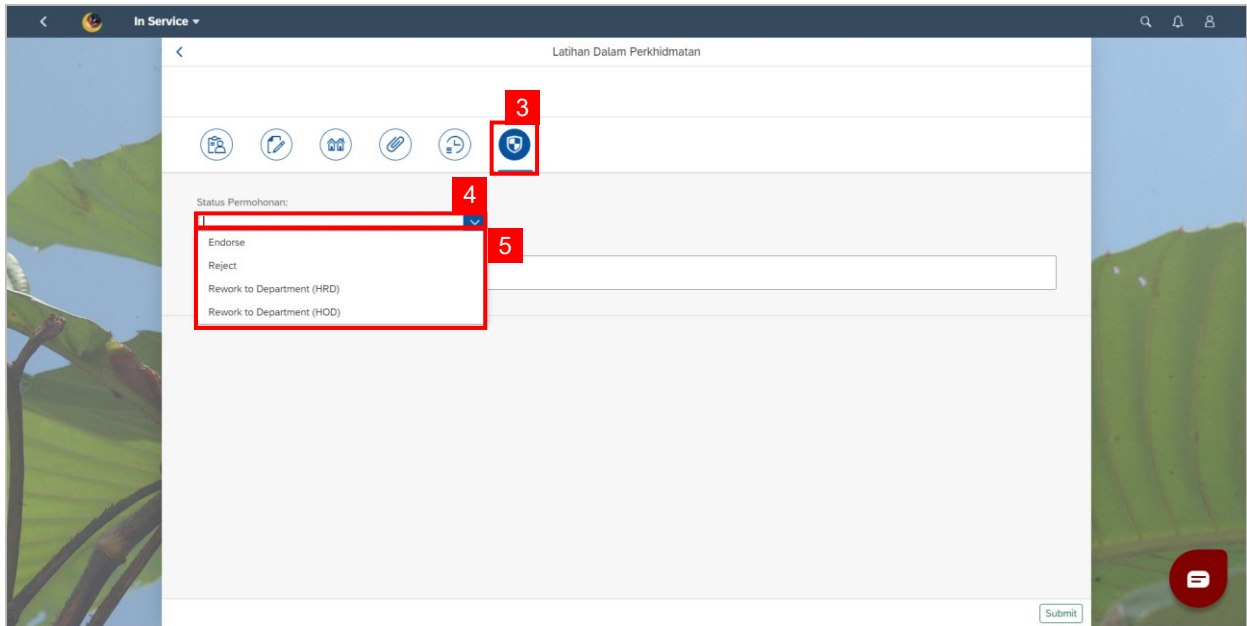
1. Click on **In Service (Endorser)** tile.



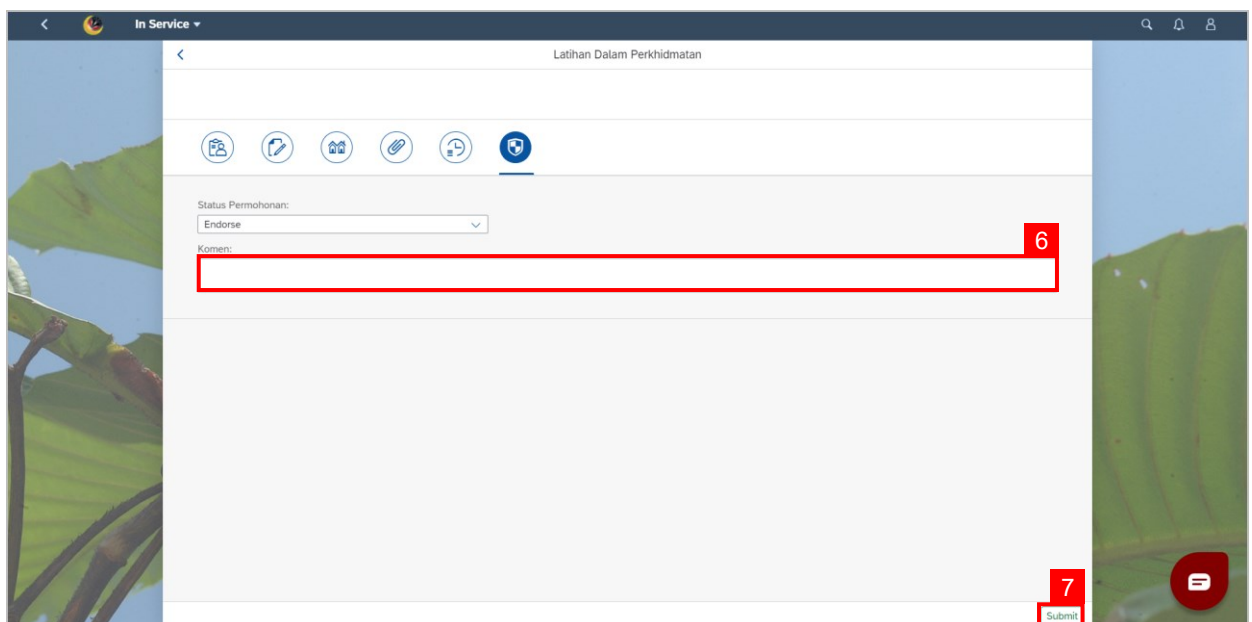
2. Click Application with **Status "Pending Endorser"**.



3. Click on the **Sixth** tab for **Status Permohonan**.
4. Select **Status Permohonan**.
5. Click on **Endorse/Reject/Rework to Department (HRD)** and **Rework to Department (HOD)**.



6. Fill in **Komen** if necessary.
7. Click on **Submit** button.



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

Outcome: The application has successfully been Endorsed.

