



SISTEM SUMBER MANUSIA

User Guide

For Back End User (SAP GUI)

Maintain Succession Planning

Department of Energy

(HRCF Process Owner)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for end users on how they can use the features for **Succession Planning**. In this user guide, it will show the users on how they can:

1. View Qualification Catalogue.
2. Maintain Qualification Group
3. Maintain Qualification
4. Assign Qualification to Position
5. Assign Qualification to Person
6. Mass Upload Qualification to Position
7. Mass Upload Qualification to Person
8. Download Mass Upload Position Template
9. Download Mass Upload Person Template
10. Assign Qualification to Person
11. Generate Profile Matchup Report
12. Generate Search for Object Report

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

FURTHER ASSISTANCE

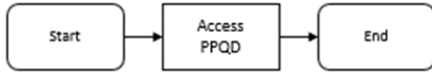
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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Download Mass Upload Position Template	49
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Process Overview

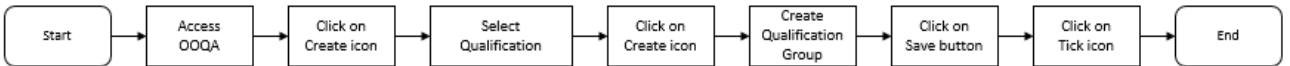
View Qualification Catalog



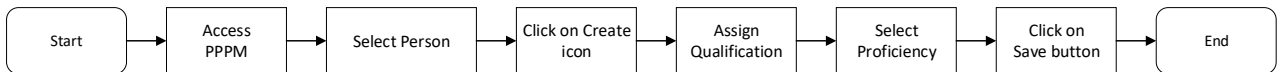
Maintain Qualification Group



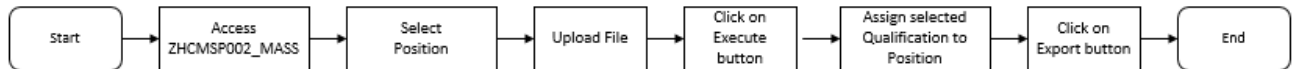
Maintain Qualification



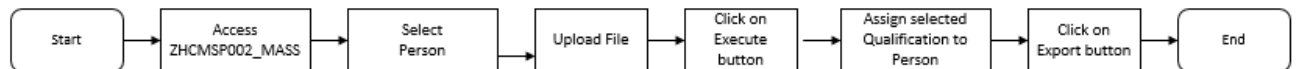
Assign Qualification to Person



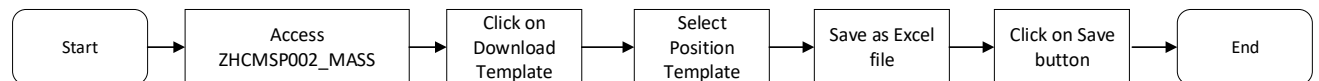
Mass Assign Qualification to Position



Mass Assign Qualification to Person



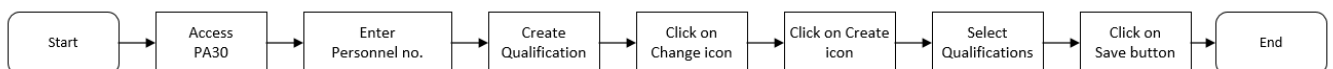
Download Mass Upload Position Template



Download Mass Upload Person Template

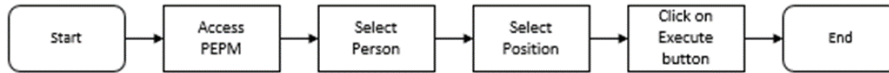


Assign Qualification to Person

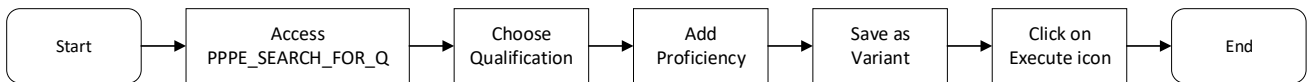


Process Overview

Generate Profile Matchup Report



Generate Search for Object Report



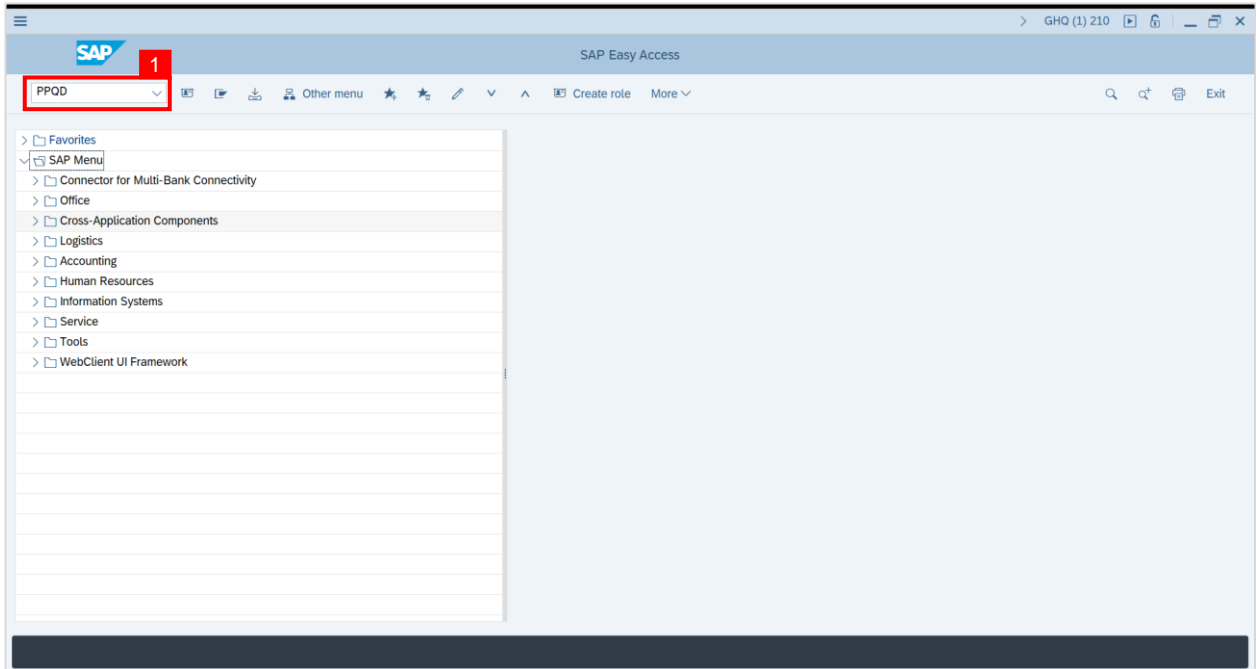
**VIEW QUALIFICATION
CATALOG**

Backend User

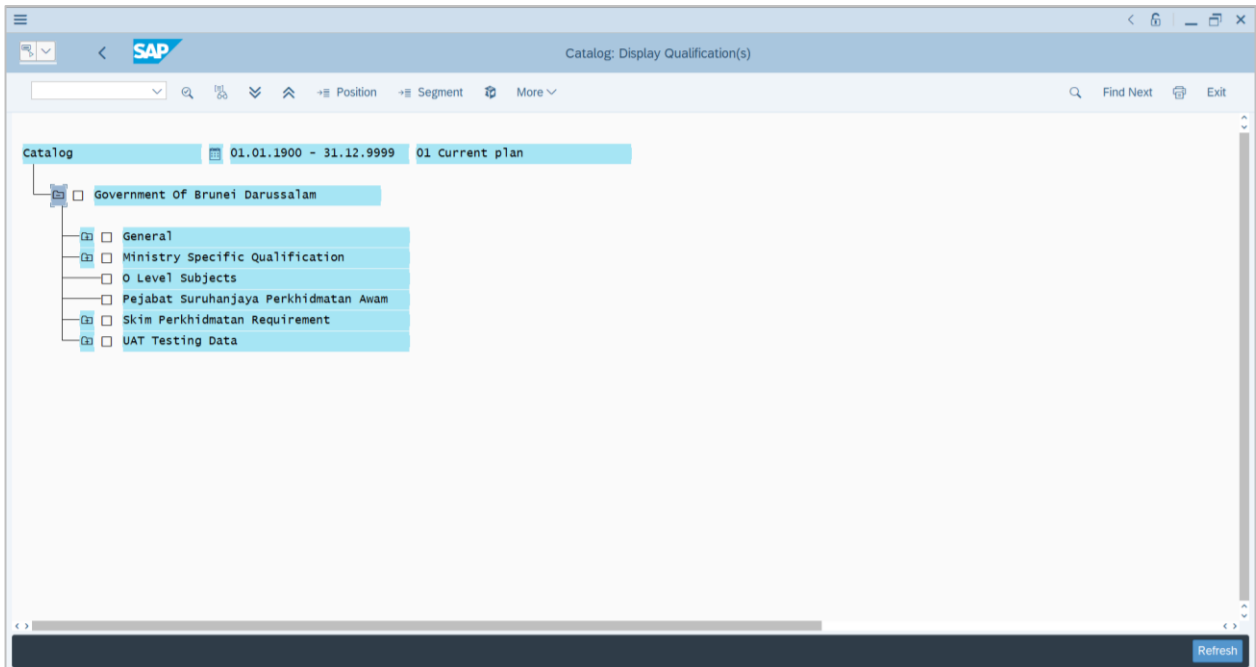
HRCF Process Owner

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

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



Outcome: Catalog: Display Qualification(s) will be displayed. Users may click on the dropdown icon beside the qualification group to view the qualifications.



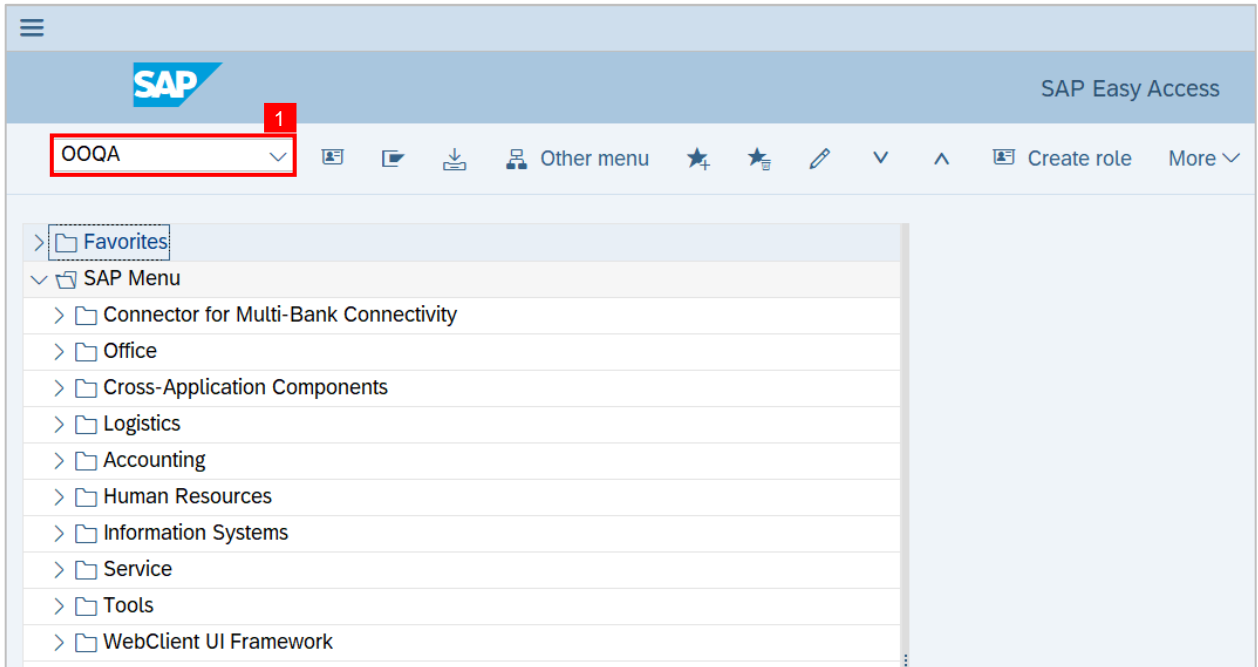
**MAINTAIN
QUALIFICATION
GROUP**

Backend User

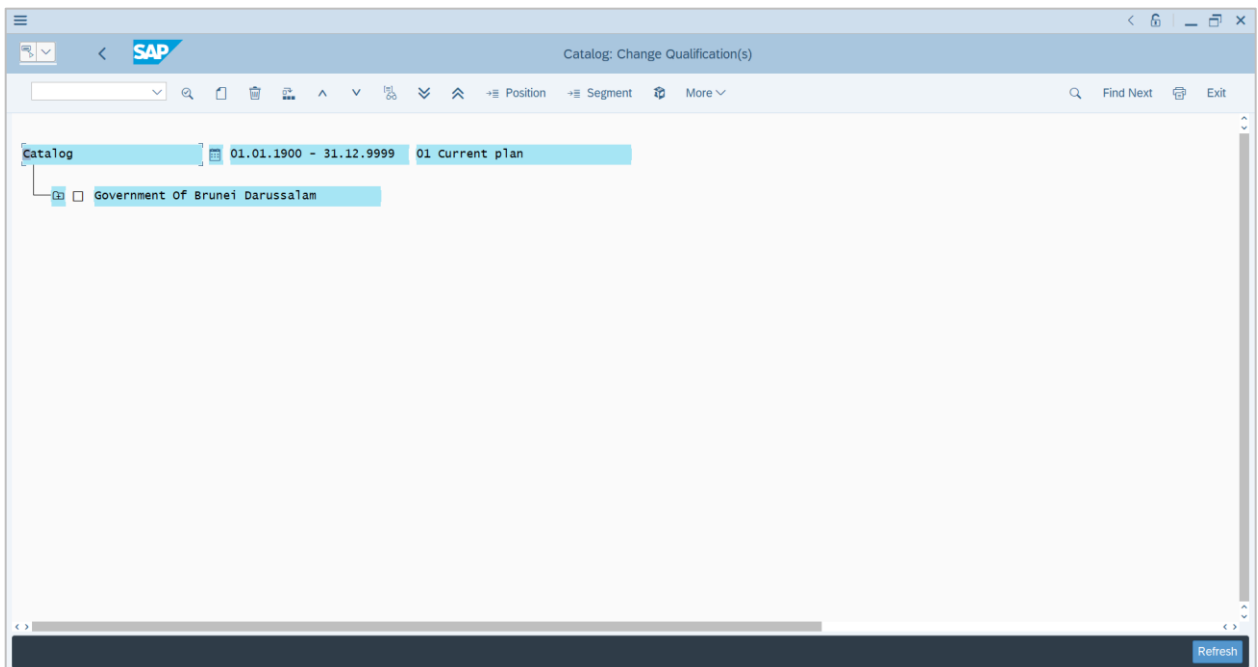
HRCF Process Owner

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

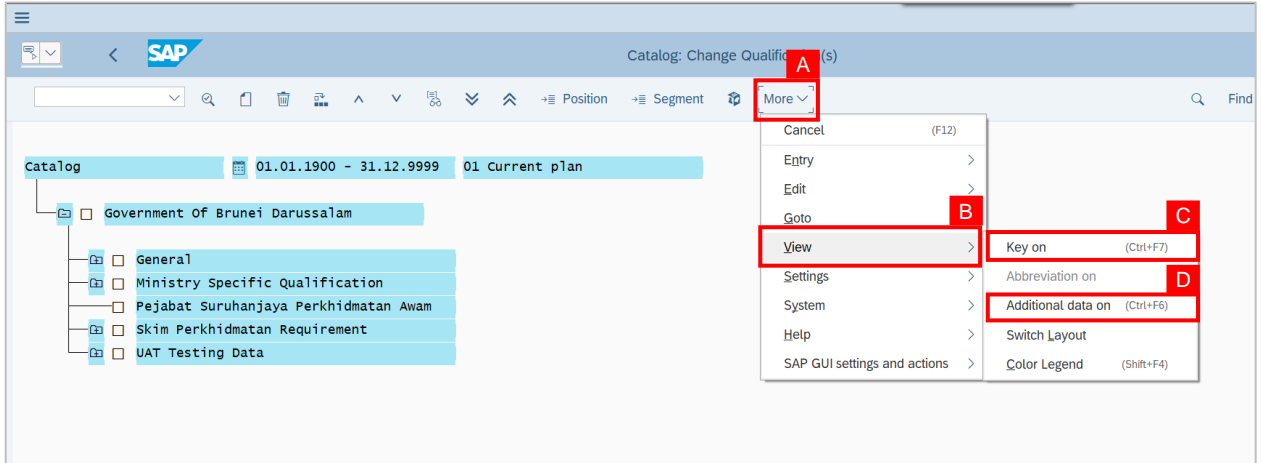
1. Enter transaction code **OOQA** in the search bar.



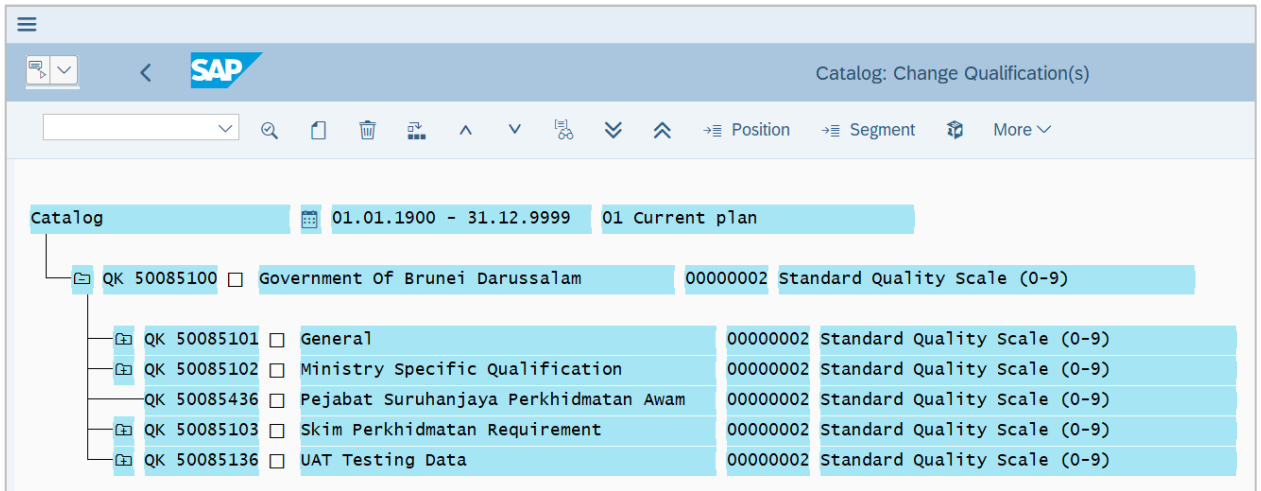
Note: Catalog: Change Qualification(s) will be displayed.



Note: User may navigate to **More > View > Key on: Additional data on** to show the Object ID of the catalog items and its scale.



Note: The Object ID of the catalog items and its scale system will be displayed.



Note: User may click on the Folder button to show or hide the items within the folder.

2. Select the group in which the user would like to create a new Qualification Group into.

3. Click on the **Create icon**.

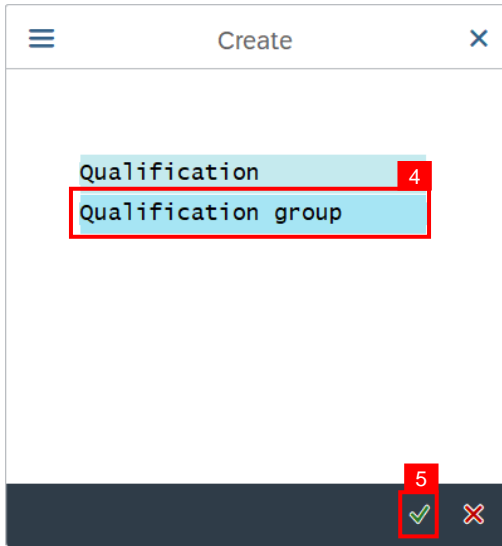
The screenshot shows the SAP Catalog: Change Qualification(s) interface. At the top, there is a search bar and navigation icons. A red box labeled '3' highlights the 'Create' icon (a document with a plus sign) in the top toolbar. Below the toolbar, the catalog details are shown: 'Catalog' (01.01.1900 - 31.12.9999) and '01 Current plan'. A folder 'QK 50085100 Government Of Brunei Darussalam' is expanded, and a red box labeled '2' highlights its 'Create' icon. A red box labeled 'NOTE' points to the folder icon. Below the folder, a list of qualification groups is displayed:

Qualification ID	Qualification Name	Qualification Code	Qualification Scale
QK 50085101	General	00000002	Standard Quality Scale (0-9)
QK 50085102	Ministry Specific Qualification	00000002	Standard Quality Scale (0-9)
QK 50085436	Pejabat Suruhanjaya Perkhidmatan Awam	00000002	Standard Quality Scale (0-9)
QK 50085103	Skim Perkhidmatan Requirement	00000002	Standard Quality Scale (0-9)
QK 50085136	UAT Testing Data	00000002	Standard Quality Scale (0-9)

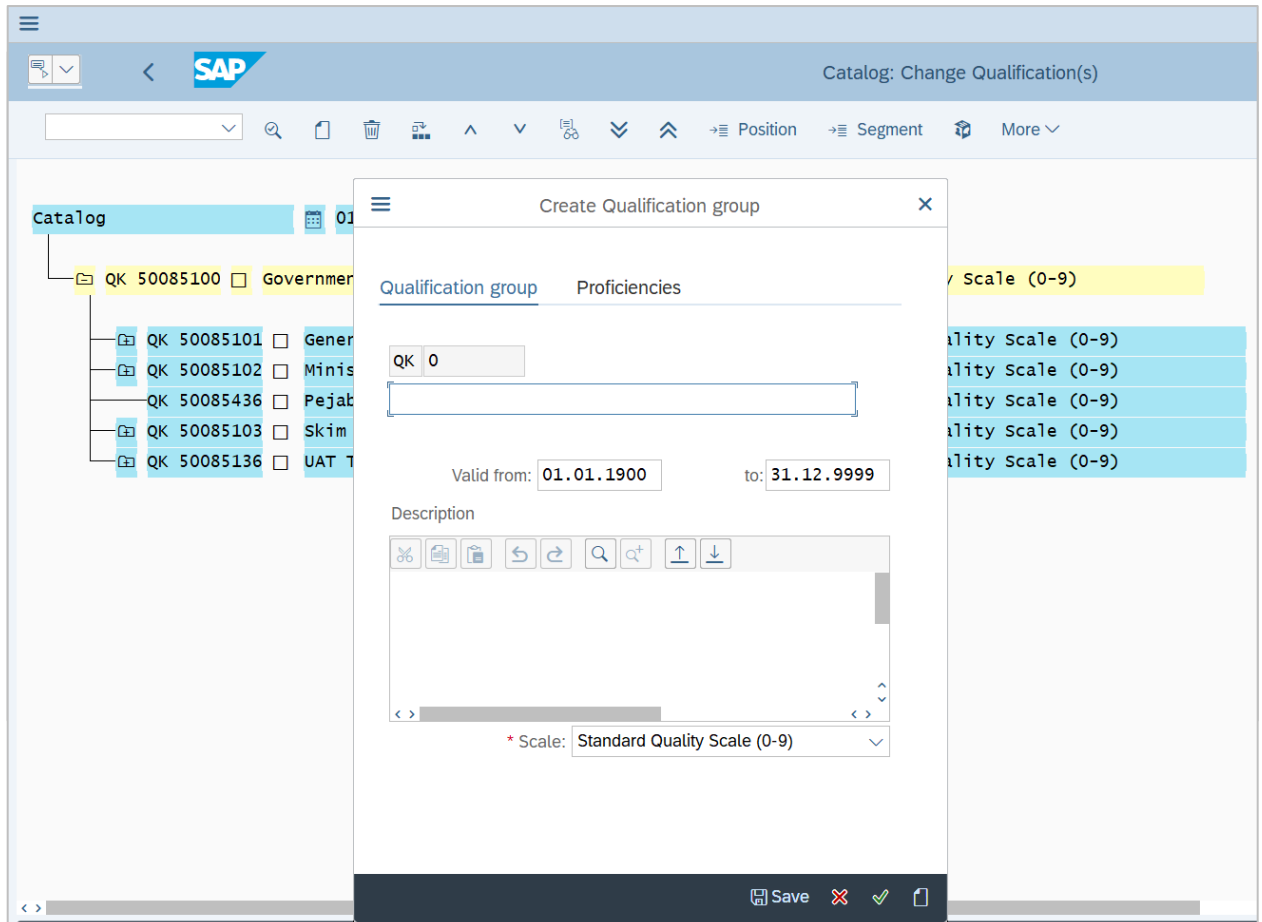
Note: A view page to Create 'Qualification' and 'Qualification Group' will be displayed.

The screenshot shows the same SAP Catalog: Change Qualification(s) interface, but with a 'Create' dialog box open. The dialog box has a title bar 'Create' and a close button 'X'. It contains two options: 'Qualification' and 'Qualification group', both highlighted in blue. At the bottom of the dialog box, there are green checkmark and red X icons for confirmation.

4. Click on 'Qualification Group'.
5. Click on the **Tick** icon.



Note: A view page to 'Create Qualification Group' will be displayed.

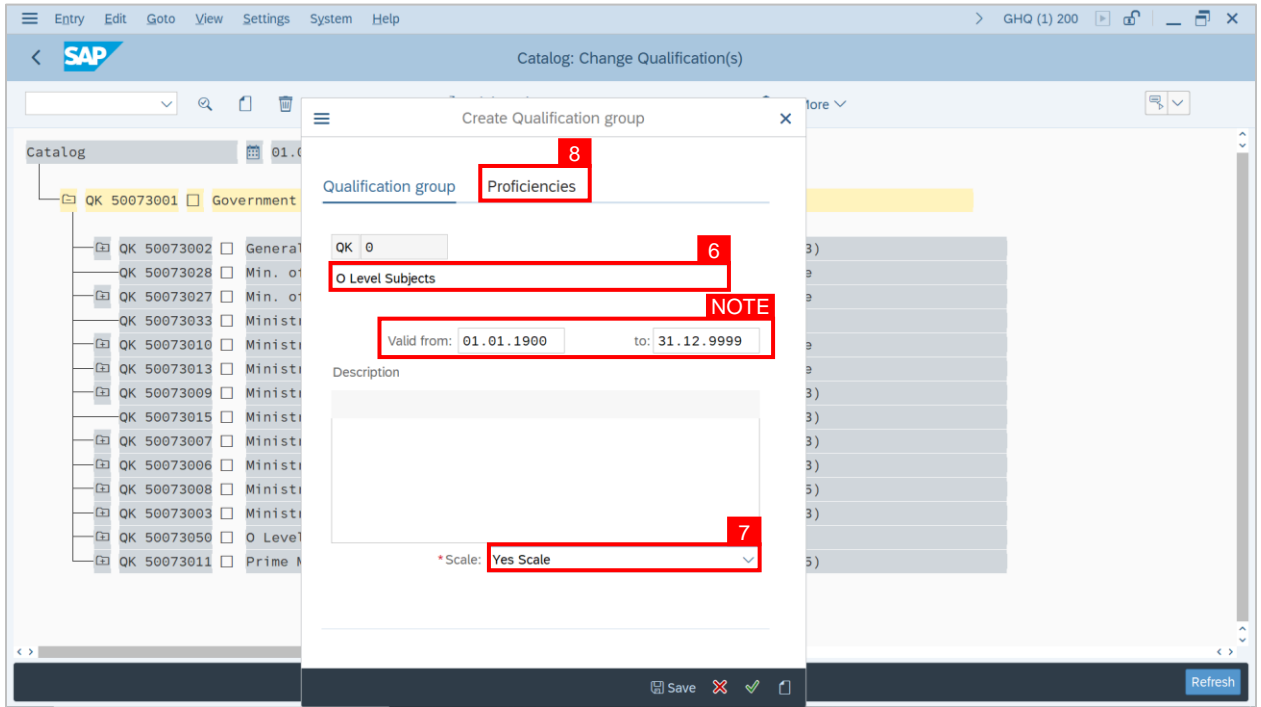


6. Fill the **Qualification Group Name**.

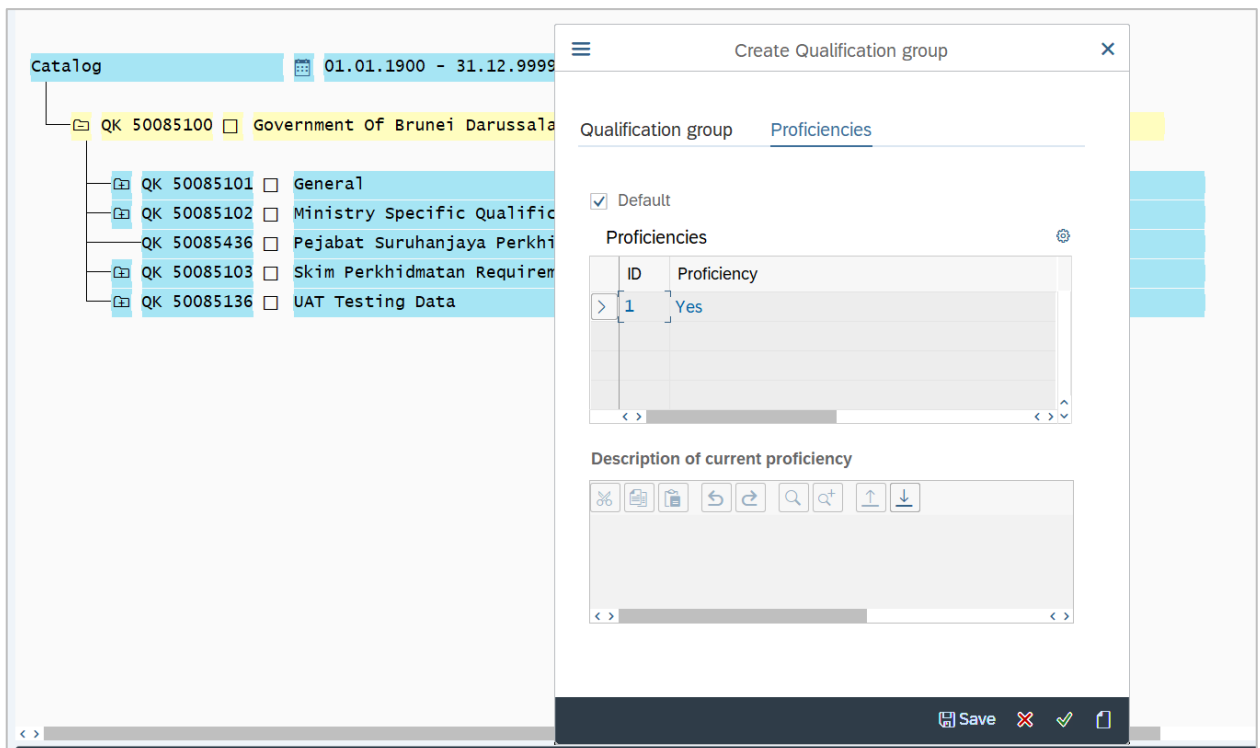
Note: User may set the **Valid from and to** dates and the **Description**.

7. Choose the **Scale** related to the Qualification Group.

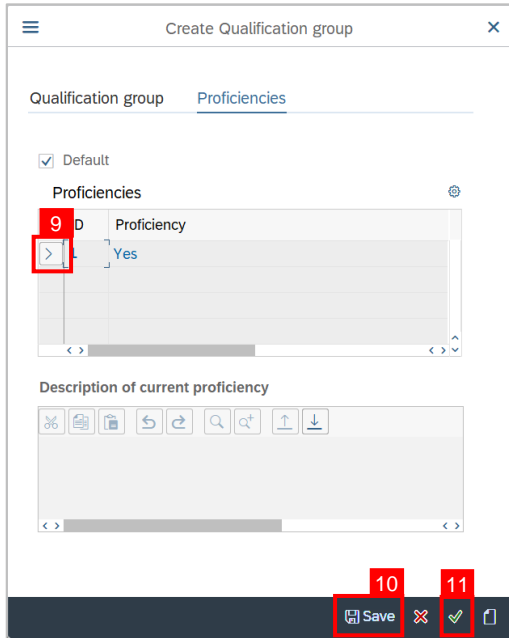
8. Click on the **Proficiencies** tab.



Note: A view page of the **Proficiencies** tab will be displayed.



9. Choose the **default proficiency** for the new Qualification Group.
10. Click on the **Save** button.
11. Click on the **Tick** icon.



Qualification group Proficiencies

Default

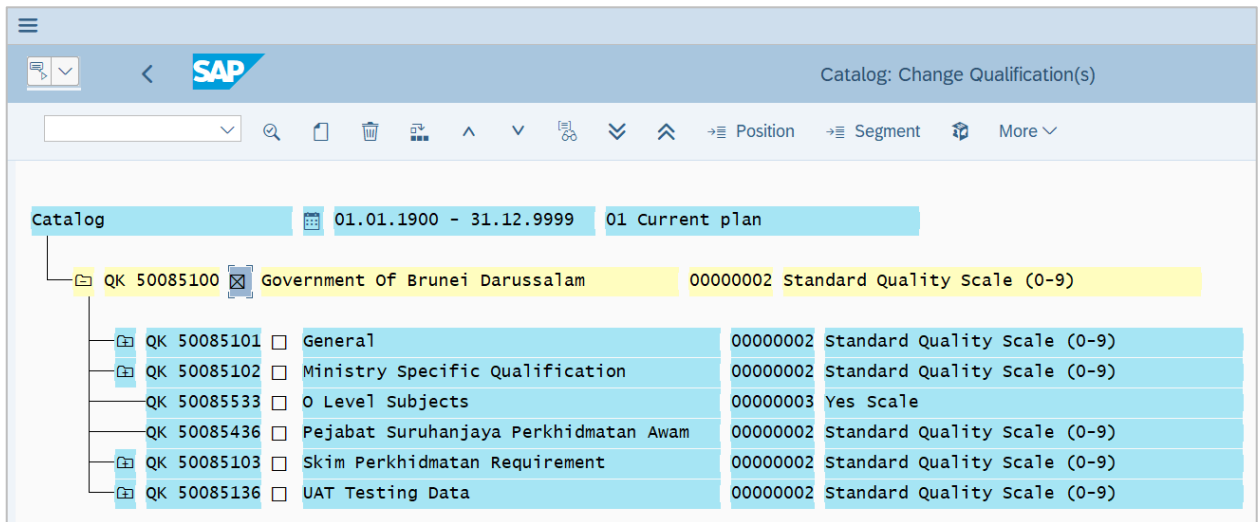
Proficiencies

Proficiency
D
Yes

Description of current proficiency

Save 10 Tick 11

Outcome: A new Qualification Group has been saved.



Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

Qualification Group	Organization	Code	Scale
QK 50085100	Government Of Brunei Darussalam	00000002	Standard Quality Scale (0-9)
QK 50085101	General	00000002	Standard Quality Scale (0-9)
QK 50085102	Ministry Specific Qualification	00000002	Standard Quality Scale (0-9)
QK 50085533	O Level Subjects	00000003	Yes Scale
QK 50085436	Pejabat Suruhanjaya Perkhidmatan Awam	00000002	Standard Quality Scale (0-9)
QK 50085103	Skim Perkhidmatan Requirement	00000002	Standard Quality Scale (0-9)
QK 50085136	UAT Testing Data	00000002	Standard Quality Scale (0-9)

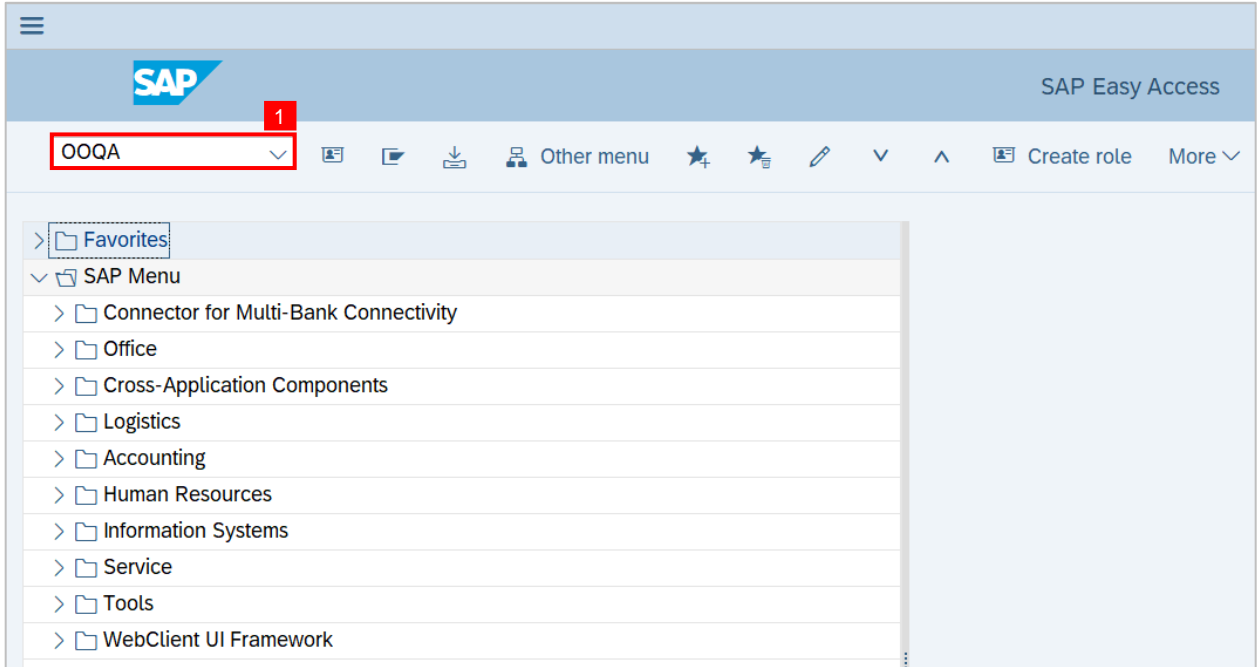
**MAINTAIN
QUALIFICATION**

Backend User

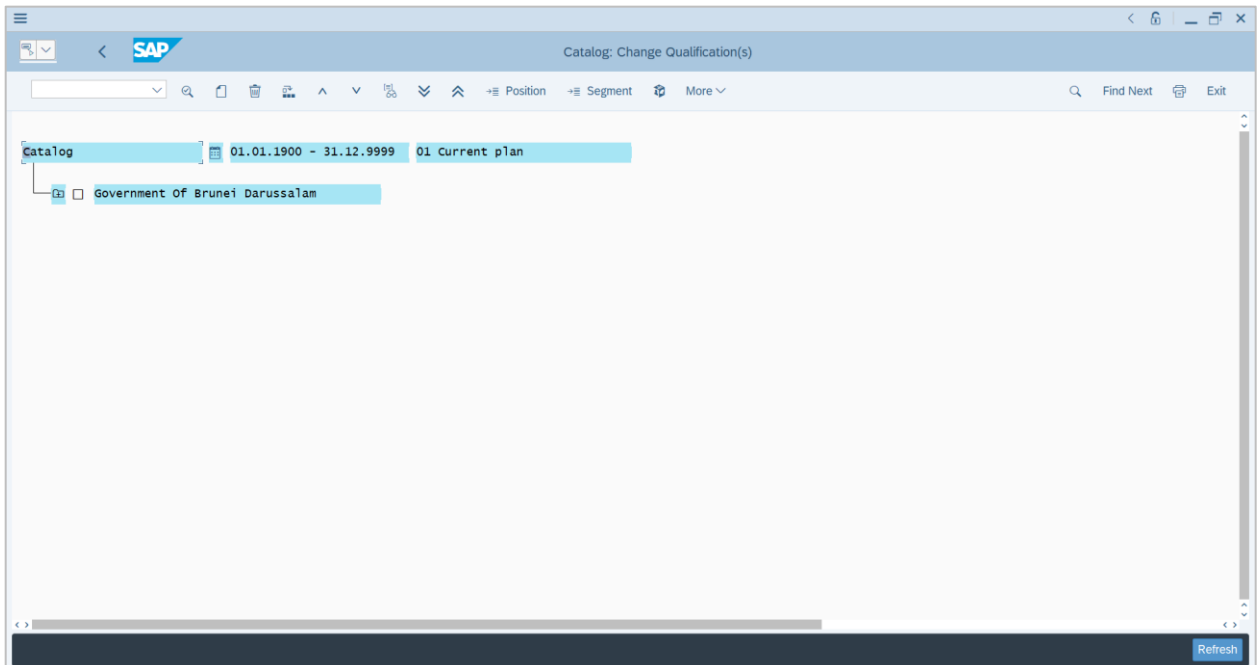
HRCF Process Owner

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

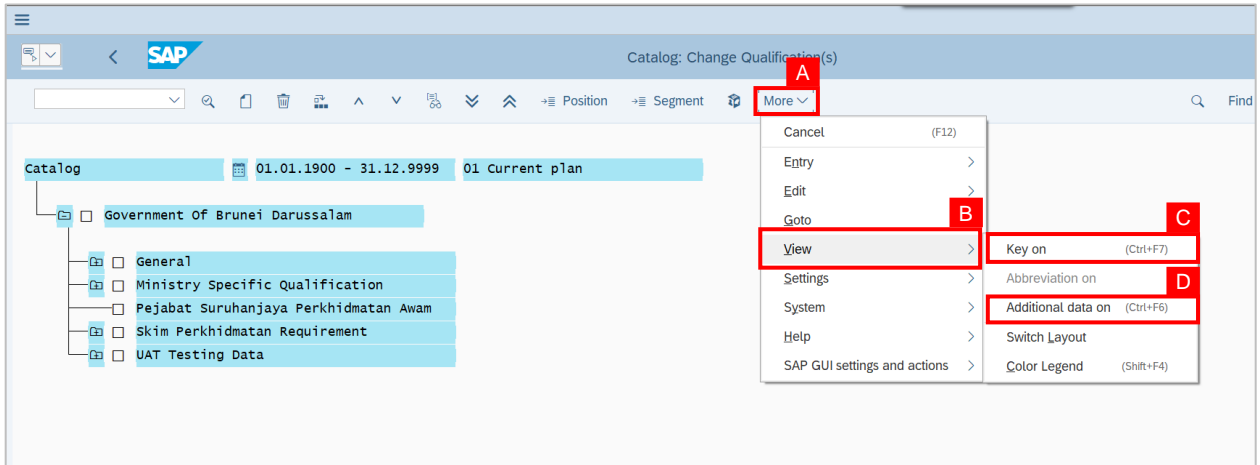
1. Enter transaction code **OOQA** in the search bar.



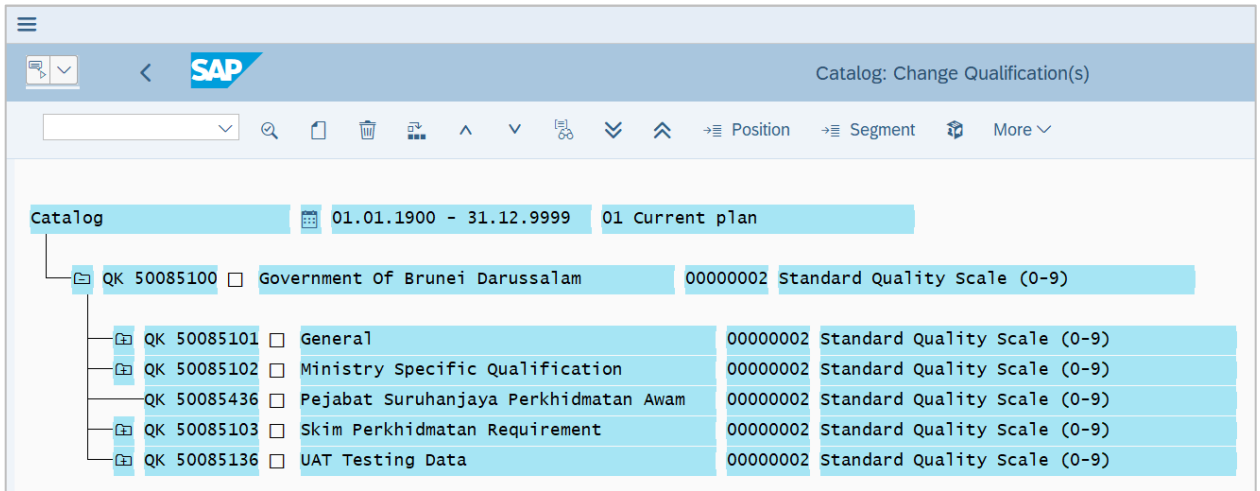
Note: Catalog: Change Qualification(s) will be displayed.



Note: User may navigate to **More > View > Key on: Additional data on** to show the Object ID of the catalog items and its scale.



Note: The Object ID of the catalog items and its scale system will be displayed.



Note: User may click on the Folder button to show or hide the items within the folder.

2. Select the group in which the user would like to create a new Qualification into.

3. Click on the **Create icon**.

Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

NOTE

Qualification ID	Group	Scale	Scale Type
QK 50085100	Government Of Brunei Darussalam	00000002	Standard Quality Scale (0-9)
QK 50085101	General	00000002	Standard Quality Scale (0-9)
QK 50085102	Ministry Specific Qualification	00000002	Standard Quality Scale (0-9)
QK 50085533	O Level Subjects	00000003	Yes Scale
QK 50085436	Pejabat Suruhanjaya Perkhidmatan Awam	00000002	Standard Quality Scale (0-9)
QK 50085103	Skim Perkhidmatan Requirement	00000002	Standard Quality Scale (0-9)
QK 50085136	UAT Testing Data	00000002	Standard Quality Scale (0-9)

Note: A view page to Create 'Qualification' and 'Qualification Group' will be displayed.

Catalog: Change Qualification(s)

01.01.1900 - 31.12.9999 01 Current plan

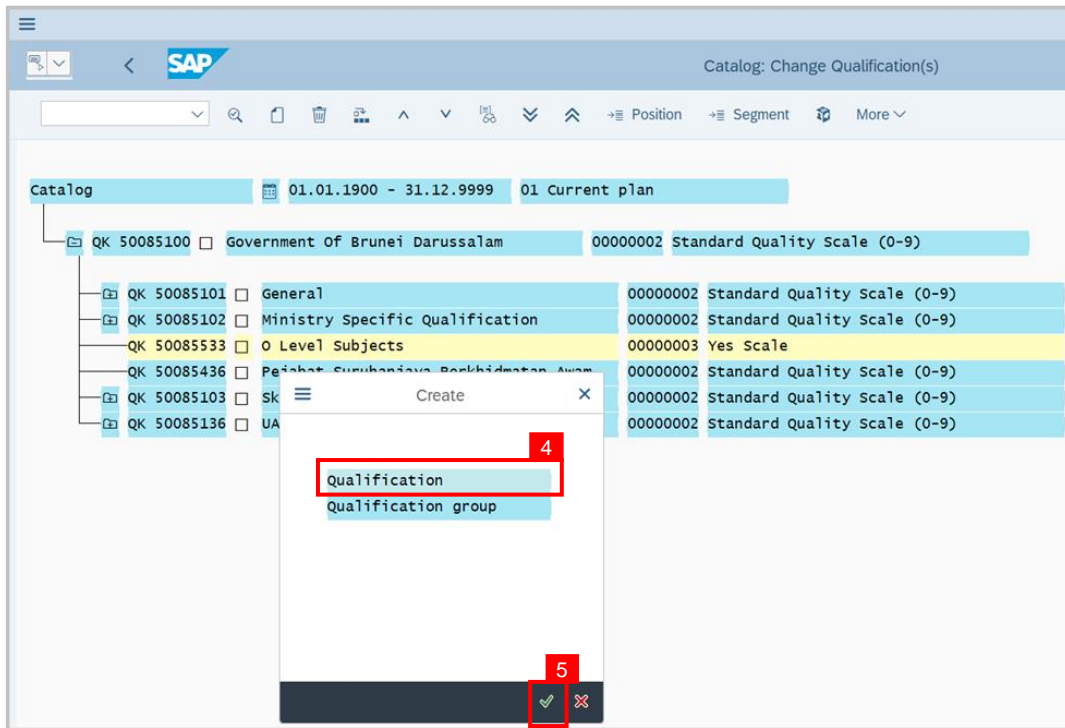
Qualification ID	Group	Scale	Scale Type
QK 50085100	Government Of Brunei Darussalam	00000002	Standard Quality Scale (0-9)
QK 50085101	General	00000002	Standard Quality Scale (0-9)
QK 50085102	Ministry Specific Qualification	00000002	Standard Quality Scale (0-9)
QK 50085533	O Level Subjects	00000003	Yes Scale
QK 50085436	Pejabat Suruhanjaya Perkhidmatan Awam	00000002	Standard Quality Scale (0-9)
QK 50085103	Skim Perkhidmatan Requirement	00000002	Standard Quality Scale (0-9)
QK 50085136	UAT Testing Data	00000002	Standard Quality Scale (0-9)

Create

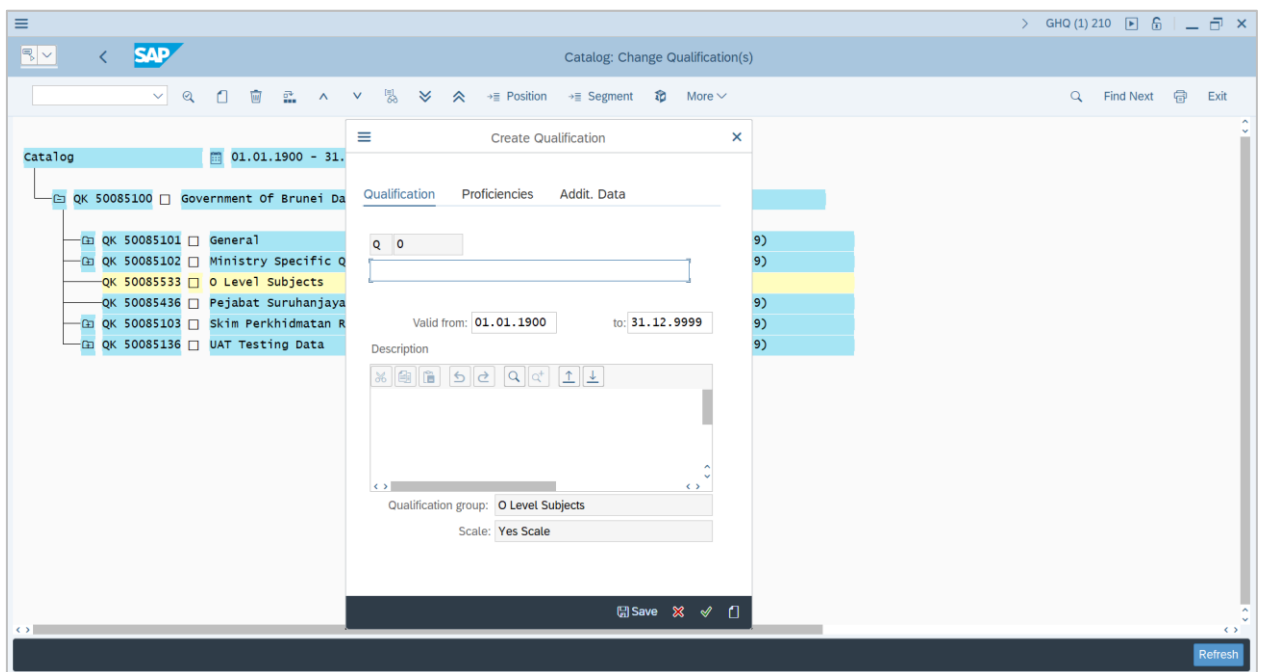
Qualification

Qualification group

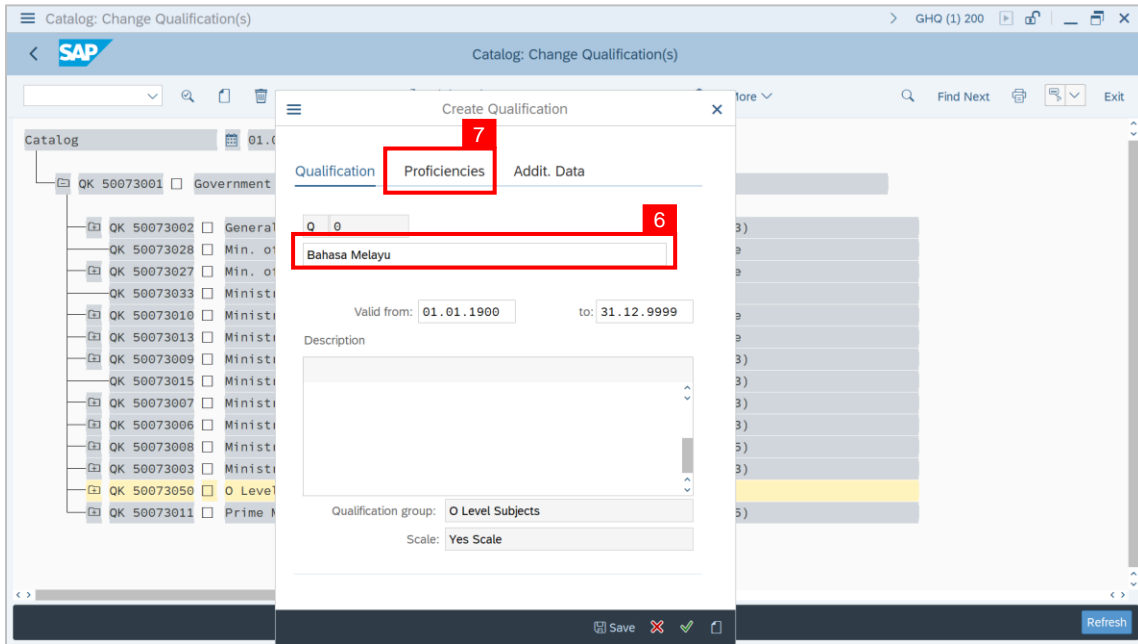
4. Click on 'Qualification'.
5. Click on the **Tick** icon.



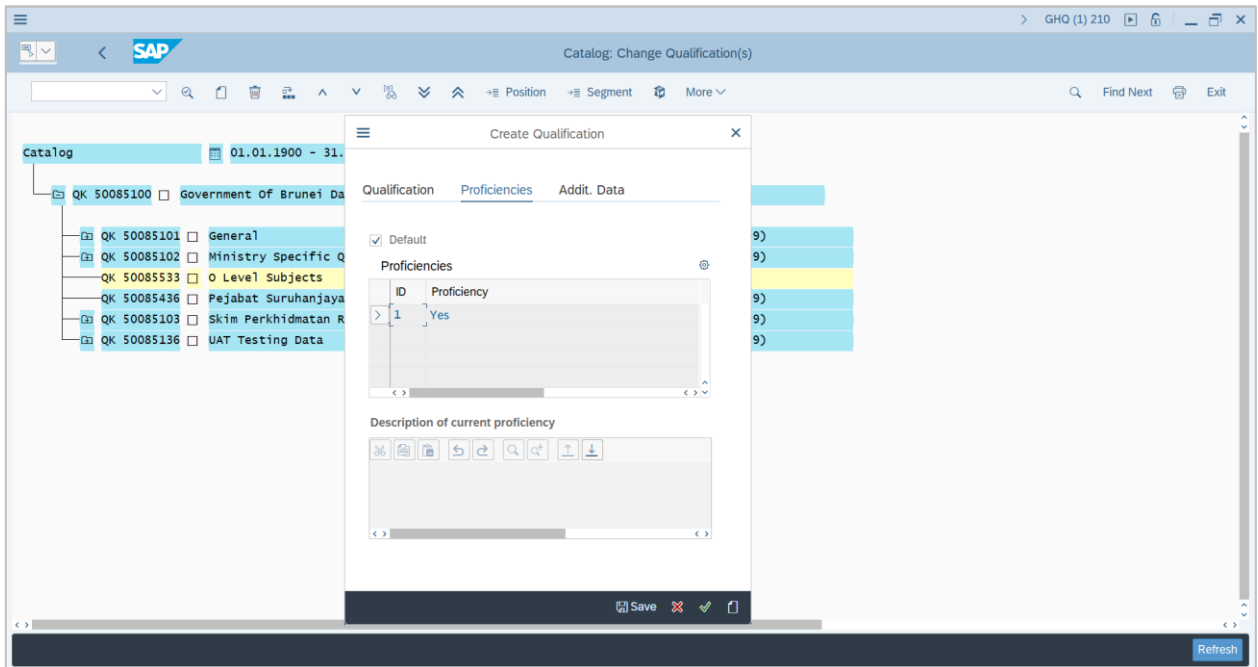
Note: A view page to Create 'Qualification' will be displayed.




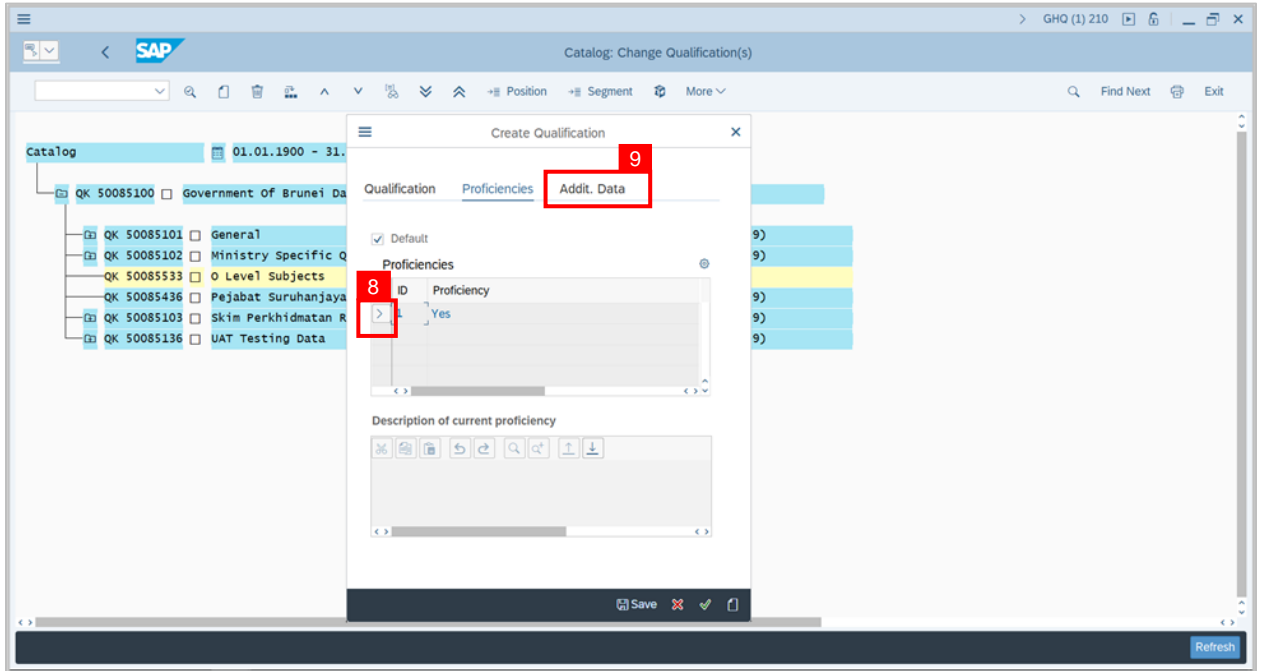
6. Fill the **Qualification Name**.
7. Click on the **Proficiencies** tab.



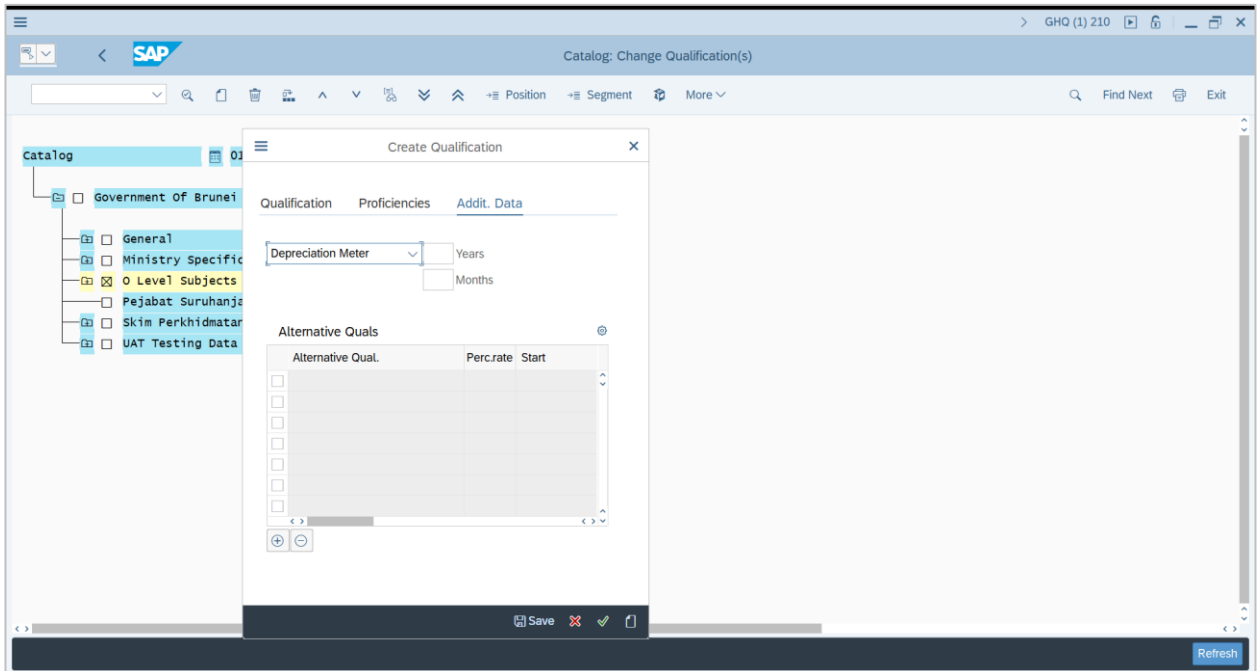
Note: A view page of the **Proficiencies** tab will be displayed.



8. Click on  to choose default proficiencies for the Qualification (if needed).
9. Click on the **Addit. (Additional) Data** tab.



Note: A view page of the Addit. (Additional) Data tab will be displayed.




10. Choose Depreciation Meter or Validity (if needed).

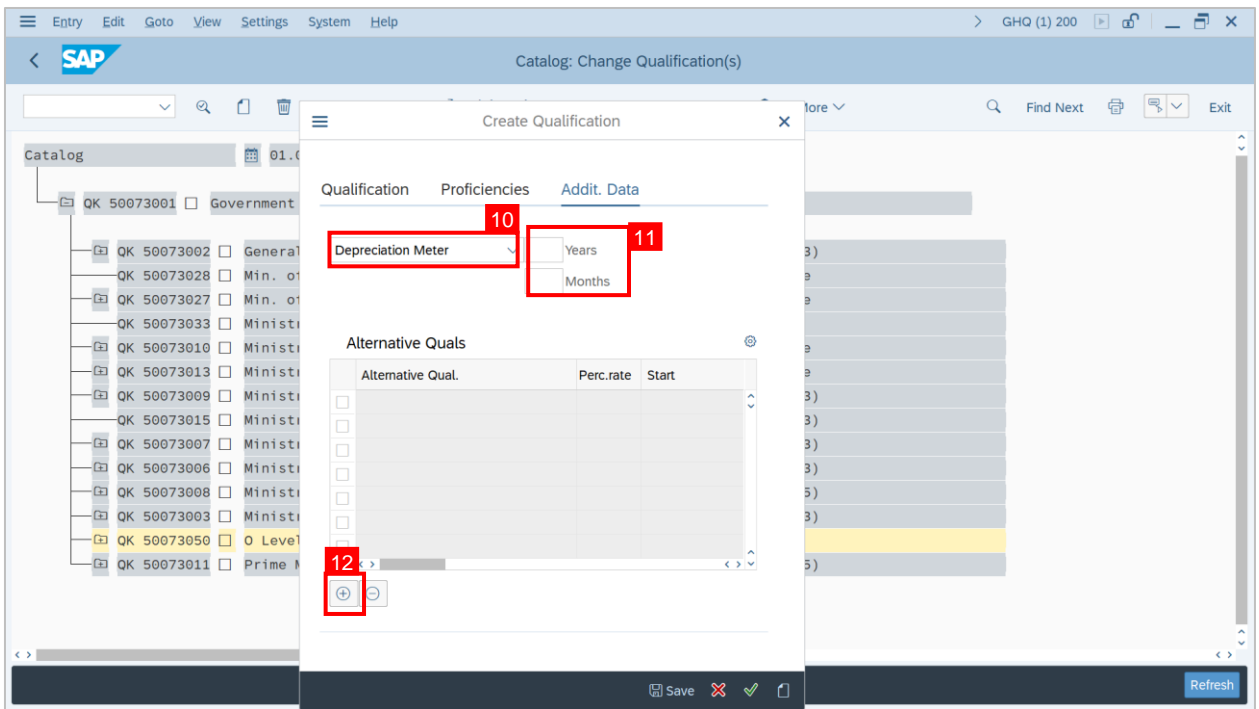
11. Fill Years or Months (if needed).

Note:

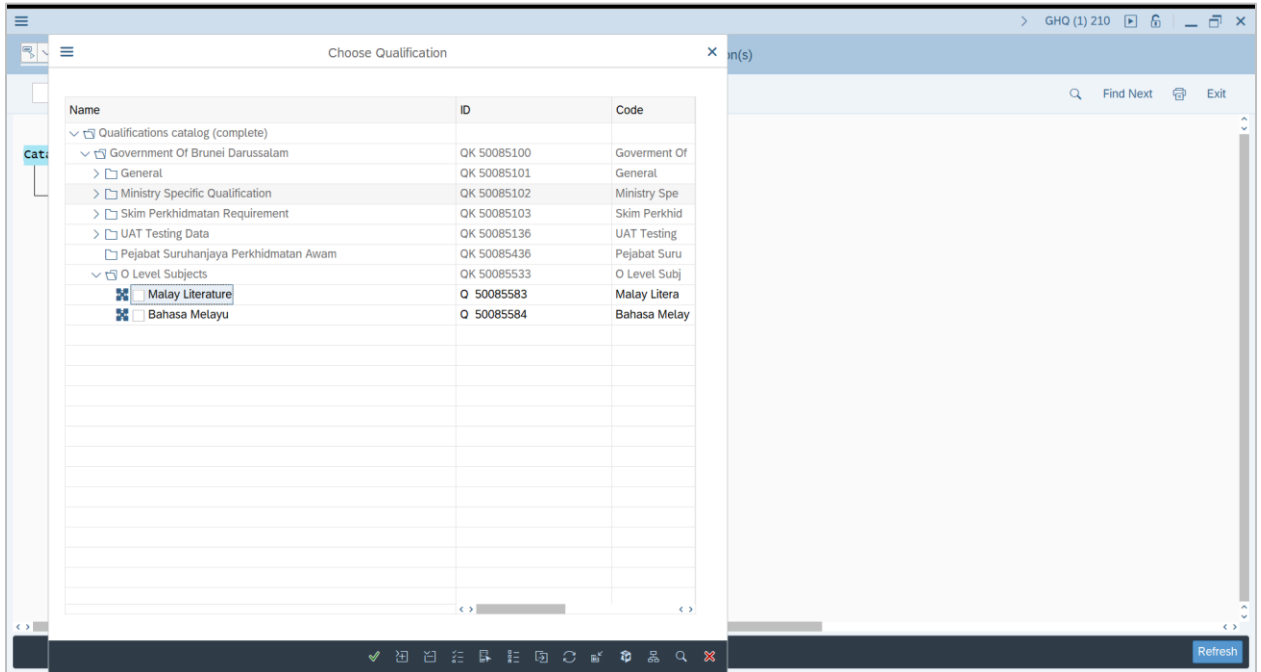
- Depreciation Meter: Qualification Proficiency will decrease following those dates.
- Validity: Qualification Validity will follow those dates.

12. Click on  to add alternative qualification.

Note: Alternative qualification is used to represent more than one qualification.



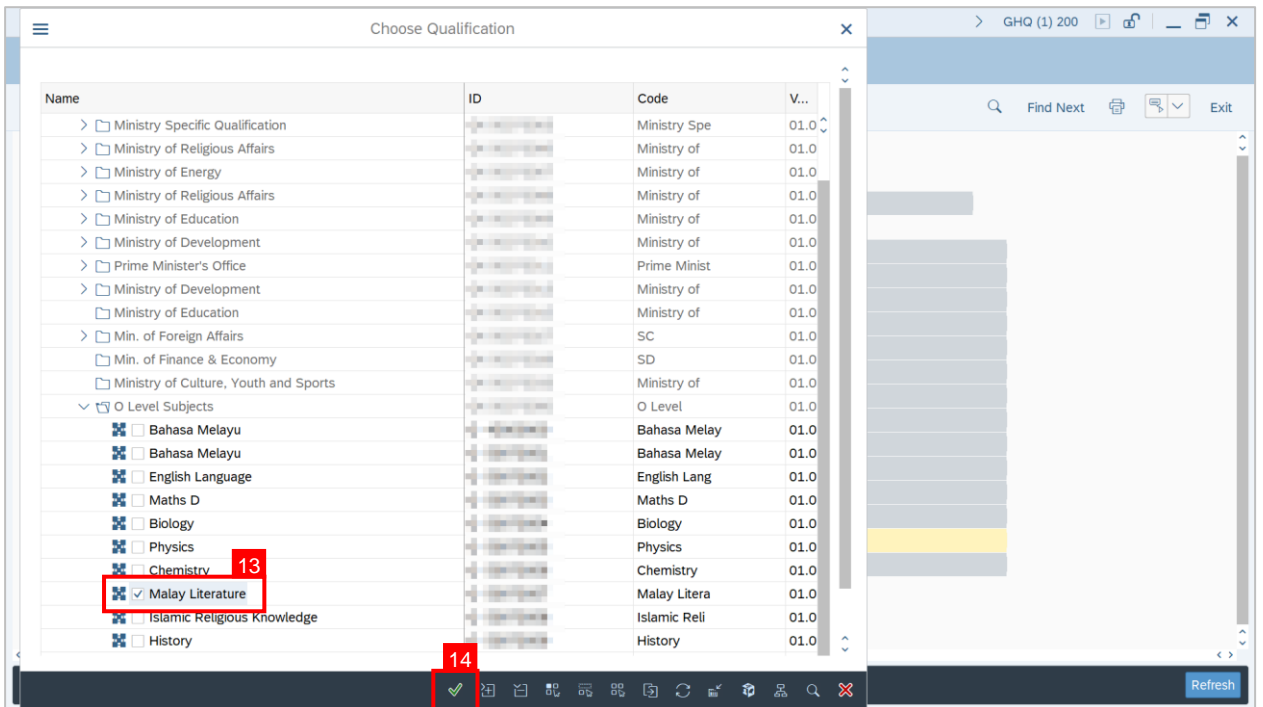
Note: A view page to Choose Qualification will be displayed.



13. Select a Qualification Alternative.

Note: Choose alternative Qualification with the same Proficiency.

14. Click on the **Tick** icon.

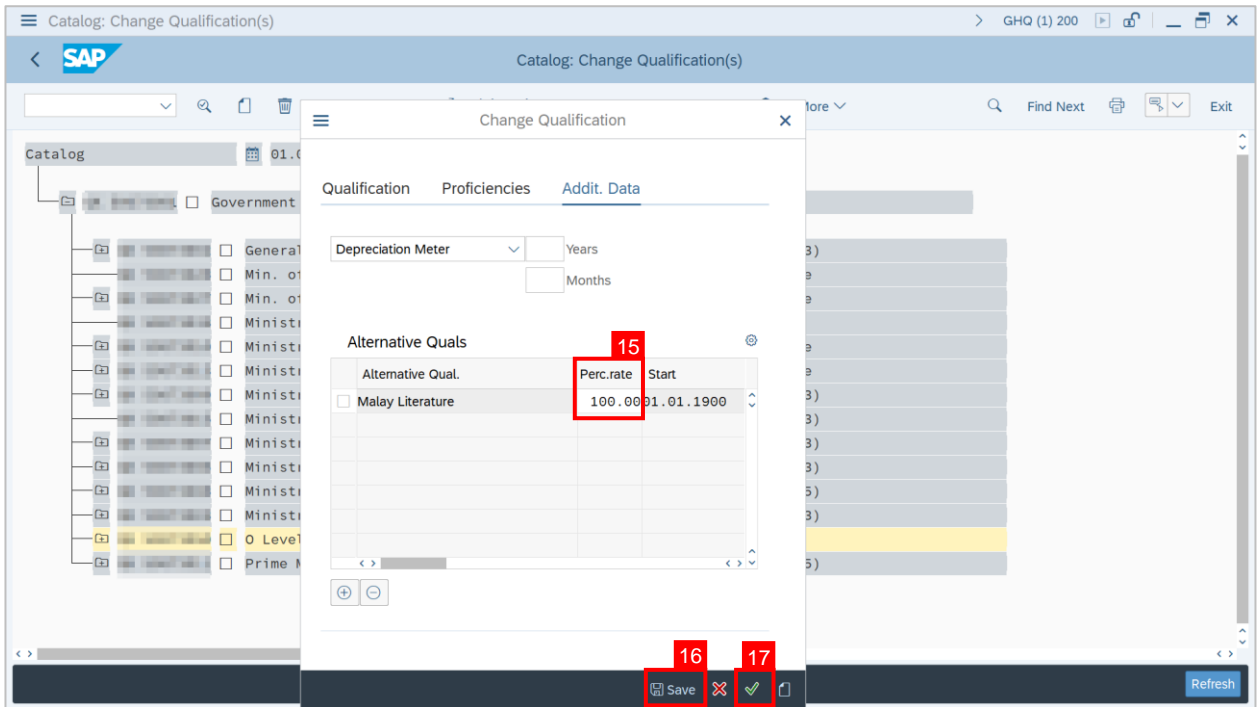


15. Fill Percentage rate as desired for alternative qualification.

Note: Minimum and Maximum percentages are 0 and 100 respectively.

16. Click on **Save button**.

17. Click on the **Tick icon**.



Outcome: A new Qualification has been saved.

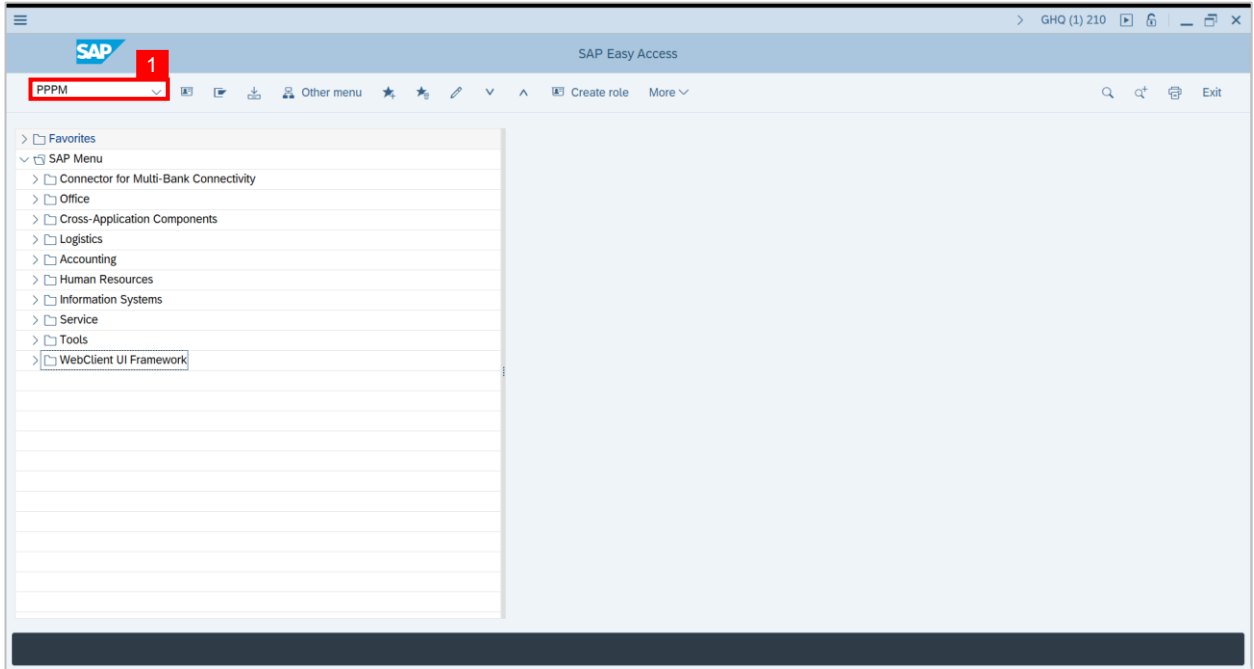
ASSIGN QUALIFICATION TO POSITION

Backend User

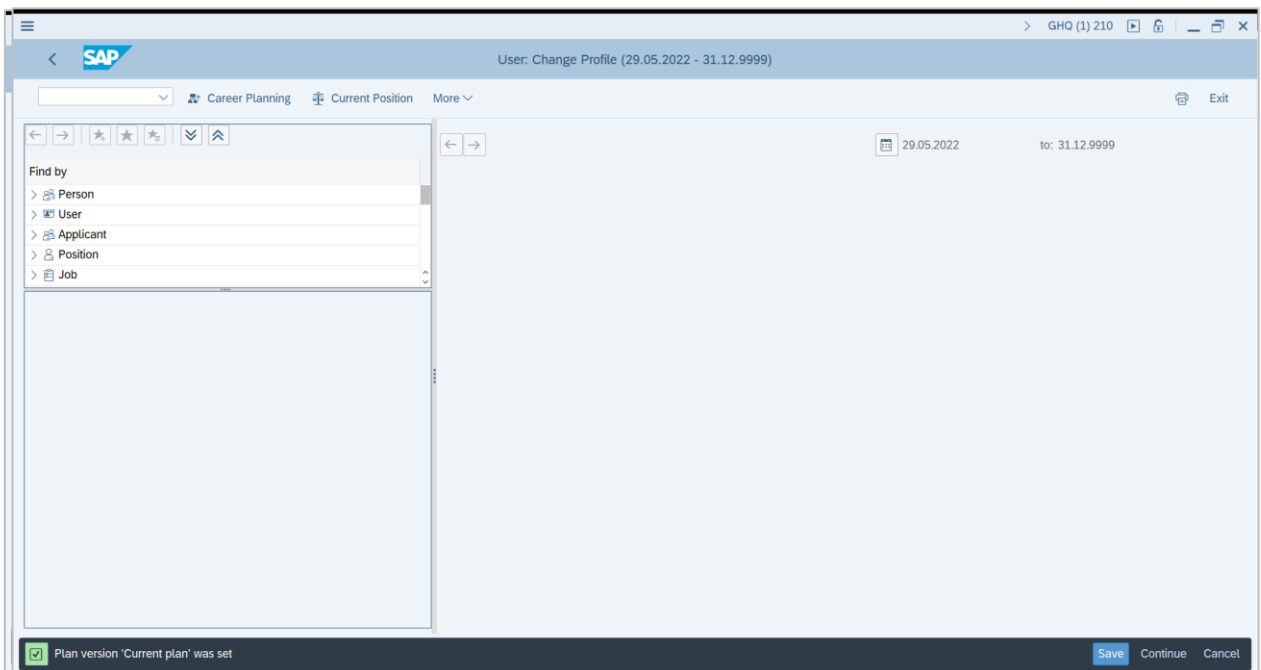
HRCF Process Owner

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

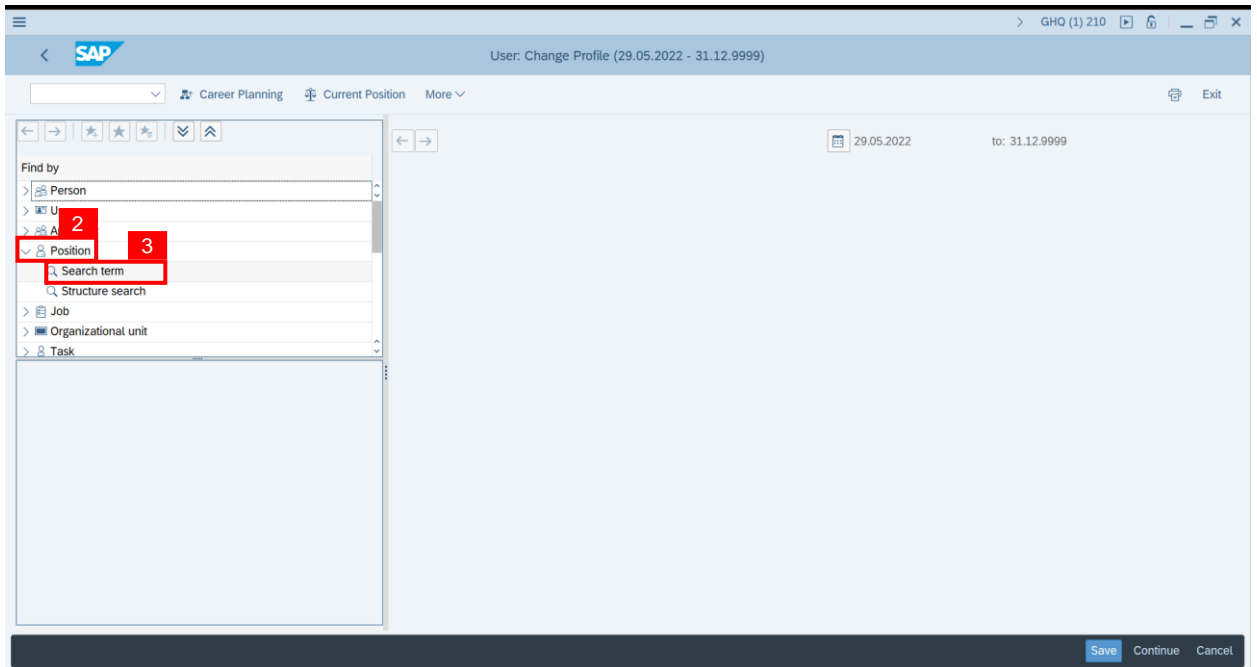
1. Enter **PPPM** in the search bar.



Note: Change Profile Page will be displayed.

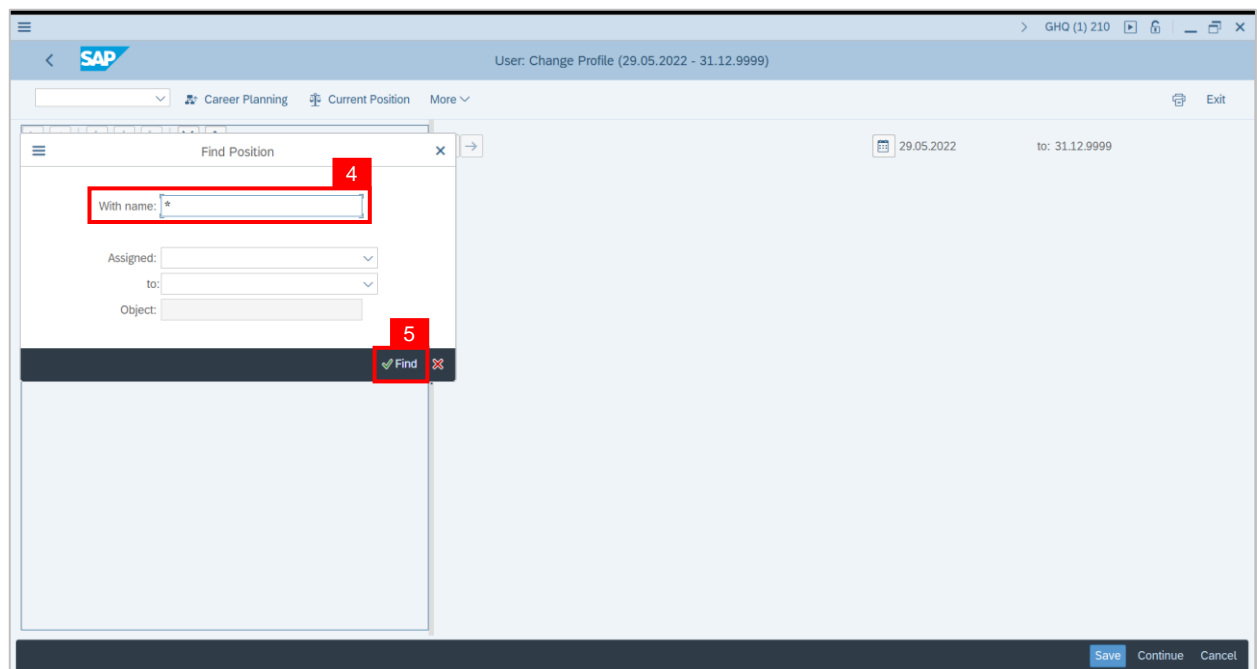


2. Click on the dropdown for **Position**.
3. Click on the **Search Term** button.



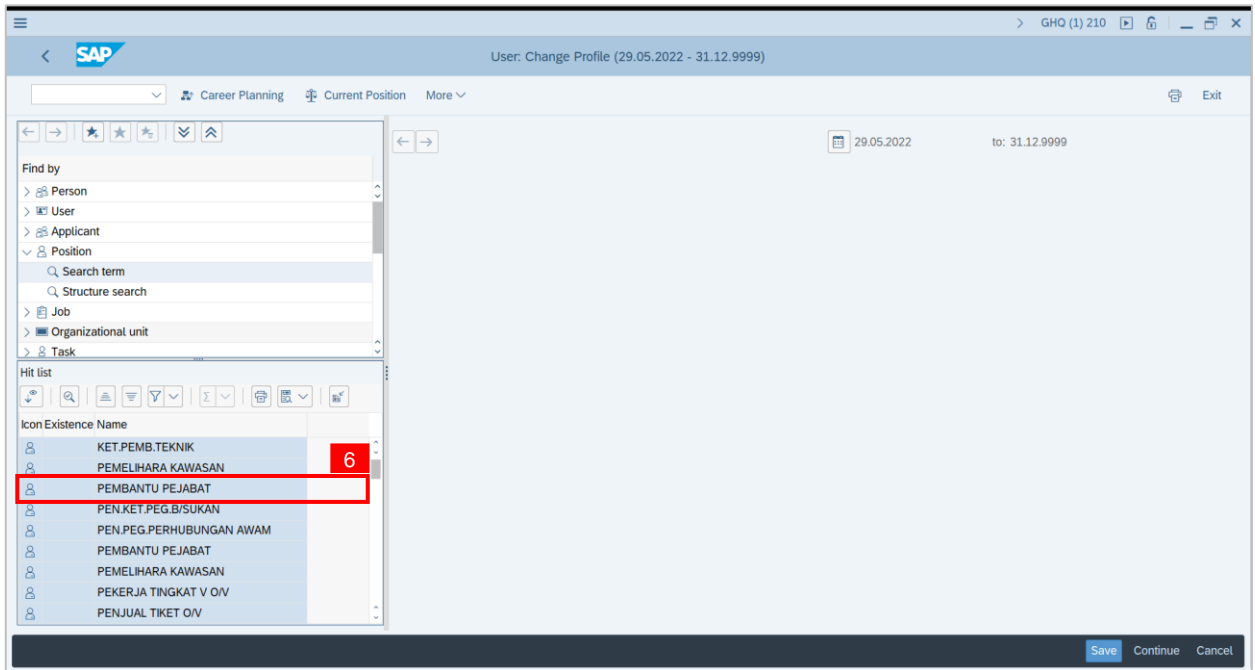
Note: A **view page** of Find Position will be displayed.

4. Enter the With name: field with (*) or a specific name
5. Click on the **Tick (Find)** icon.



Note: A list of Position will be displayed under Hit list.

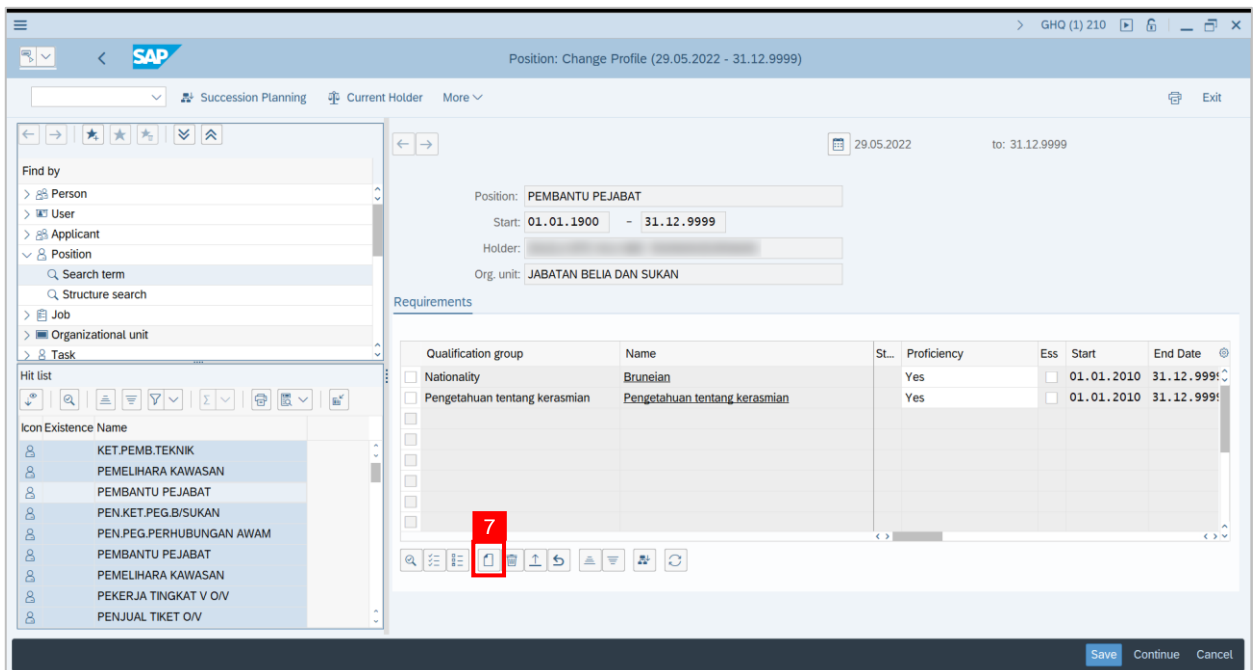
6. **Double click** on a specific Position on the Hit list.



The screenshot shows the SAP Succession Planning interface. The top bar indicates the user is 'User: Change Profile (29.05.2022 - 31.12.9999)'. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Find by' section with options like Person, User, Applicant, Position, Job, and Organizational unit. Below this is a 'Hit list' section with a search bar and a list of positions. The 'PEMBANTU PEJABAT' position is highlighted in the Hit list with a red box, and a red '6' is placed next to it. The main content area shows the selected position details, including the start and end dates (29.05.2022 to 31.12.9999) and the organization unit (JABATAN BELIA DAN SUKAN). At the bottom right, there are buttons for 'Save', 'Continue', and 'Cancel'.

Note: Position Requirement Page will be displayed.

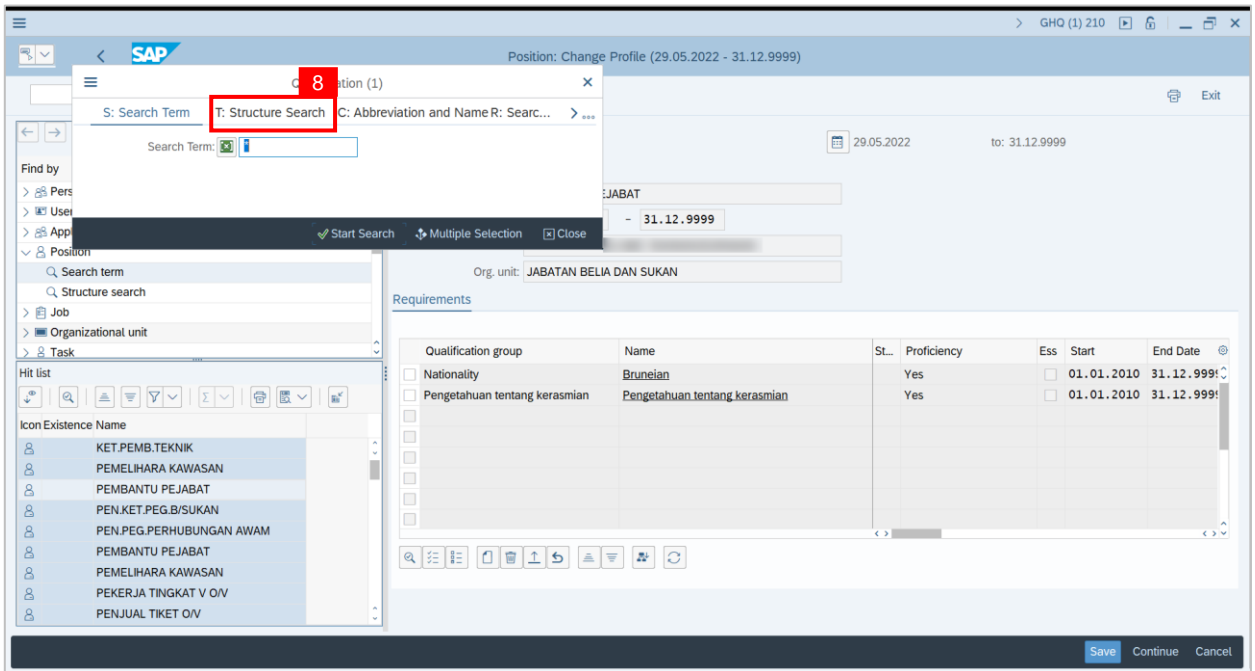
7. Click on the **Create** icon.



The screenshot shows the SAP Succession Planning interface for 'Position: Change Profile (29.05.2022 - 31.12.9999)'. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Find by' section with options like Person, User, Applicant, Position, Job, and Organizational unit. Below this is a 'Hit list' section with a search bar and a list of positions. The 'PEMBANTU PEJABAT' position is highlighted in the Hit list with a red box, and a red '7' is placed next to it. The main content area shows the selected position details, including the start and end dates (29.05.2022 to 31.12.9999) and the organization unit (JABATAN BELIA DAN SUKAN). Below this is a 'Requirements' table with columns for Qualification group, Name, St..., Proficiency, Ess, Start, and End Date. The 'Create' icon is highlighted with a red box, and a red '7' is placed next to it. At the bottom right, there are buttons for 'Save', 'Continue', and 'Cancel'.

Qualification group	Name	St...	Proficiency	Ess	Start	End Date
<input type="checkbox"/> Nationality	Bruneian		Yes	<input type="checkbox"/>	01.01.2010	31.12.9999
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian		Yes	<input type="checkbox"/>	01.01.2010	31.12.9999

8. Click on T: Structure Search



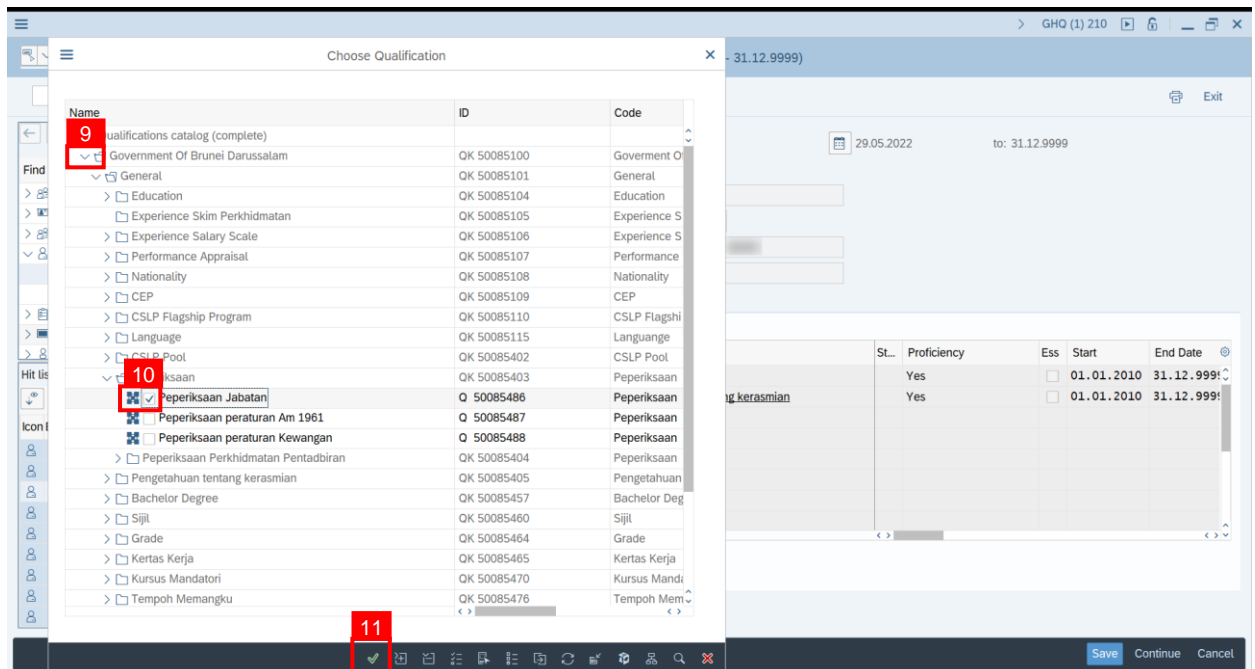
Note: Qualification Catalog will be displayed.

9. Click on the dropdown button next to the Folder icon to reveal its contents

10. Click on a qualification to select it.

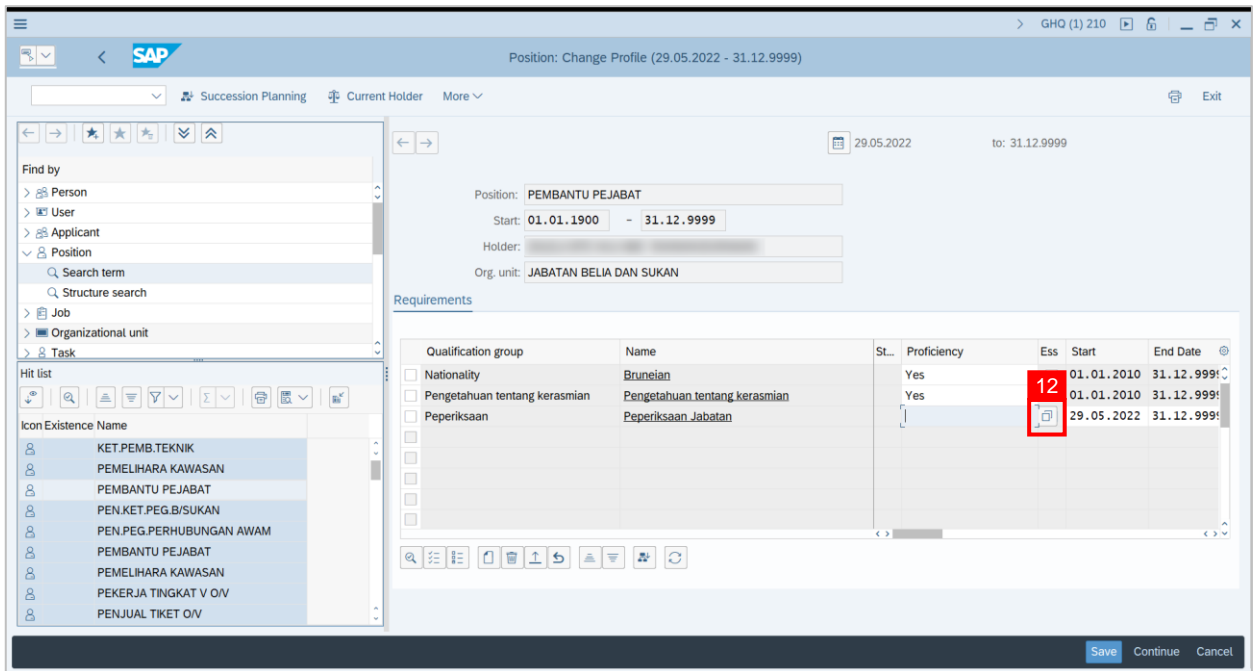
Note: More than one qualification can be added at a time.

11. Click on the Tick icon.



Note: You will be navigated back to the Job Requirement Page with the chosen qualifications.

12. In one of the **qualifications**, under **Proficiencies**, click on the **Lookup** icon.



The screenshot shows the SAP Succession Planning interface for 'Position: Change Profile (29.05.2022 - 31.12.9999)'. The 'Requirements' table is displayed with the following data:

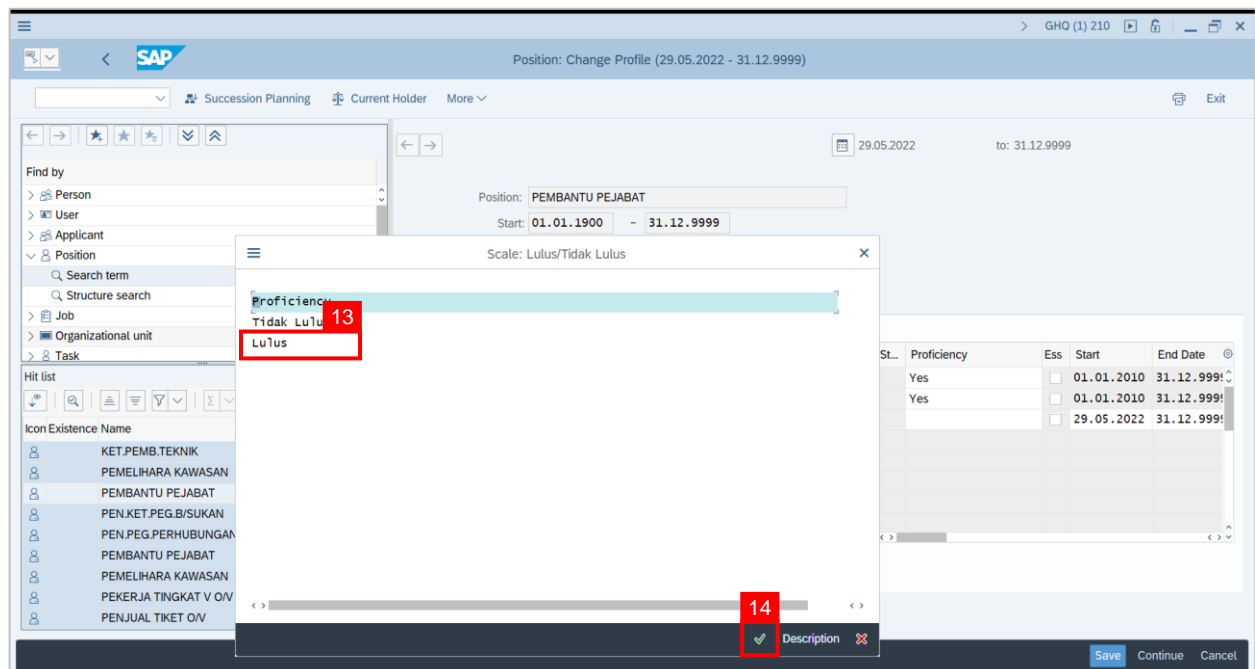
Qualification group	Name	St...	Proficiency	Ess	Start	End Date
<input type="checkbox"/>	Nationality	Bruneian	Yes		01.01.2010	31.12.9999
<input type="checkbox"/>	Pengetahuan tentang kerasmian		Yes		01.01.2010	31.12.9999
<input type="checkbox"/>	Peperiksaan				29.05.2022	31.12.9999

The 'Lookup' icon (a magnifying glass) is highlighted in a red box next to the 'Peperiksaan' row. The 'Ess' column for this row contains the number '12'.

Note: Proficiency scale list of the qualification will be displayed

13. Select a **Proficiency**.

14. Click on the **Tick** icon.



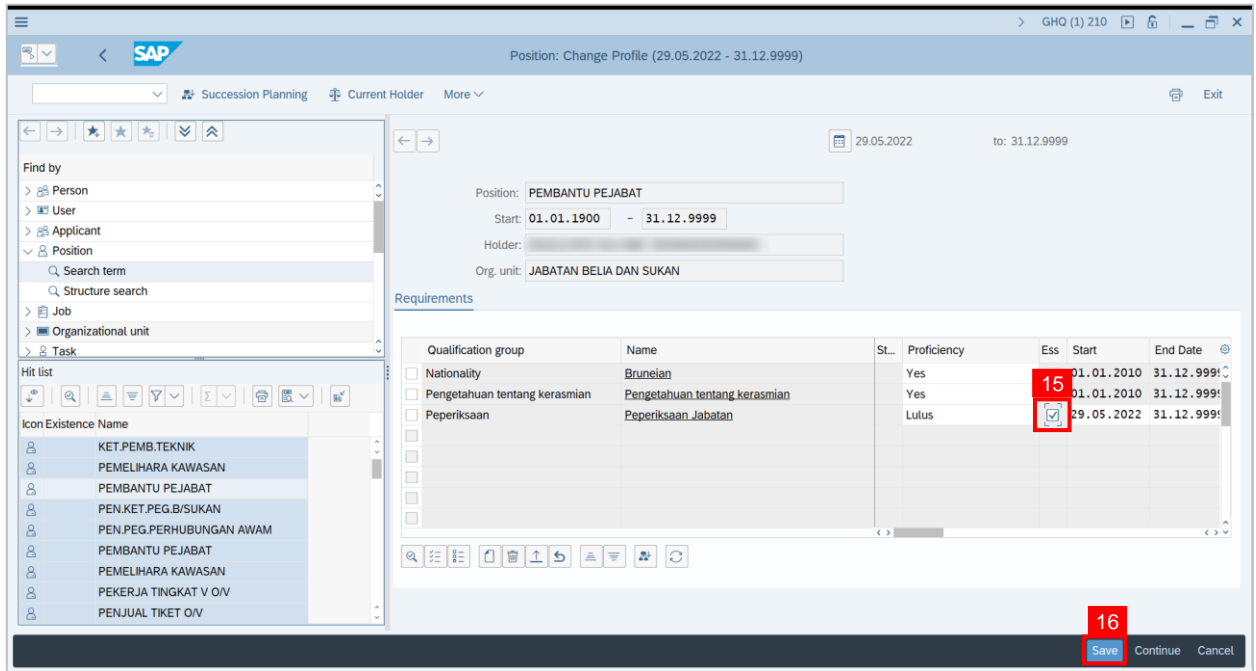
The screenshot shows the SAP Succession Planning interface with a dialog box titled 'Scale: Lulus/Tidak Lulus' open. The dialog box contains the following data:

Proficiency
Tidak Lulus
Lulus

The 'Lulus' option is selected and highlighted in a red box. A 'Tick' icon (a checkmark) is highlighted in a red box at the bottom of the dialog box. The background shows the 'Requirements' table from the previous screenshot, with the 'Ess' column for the 'Peperiksaan' row containing the number '14'.

15. (Optional) Tick on **Checkbox** to define the qualification as **Mandatory**.

16. Click on the **Save** button.



Position: Change Profile (29.05.2022 - 31.12.9999)

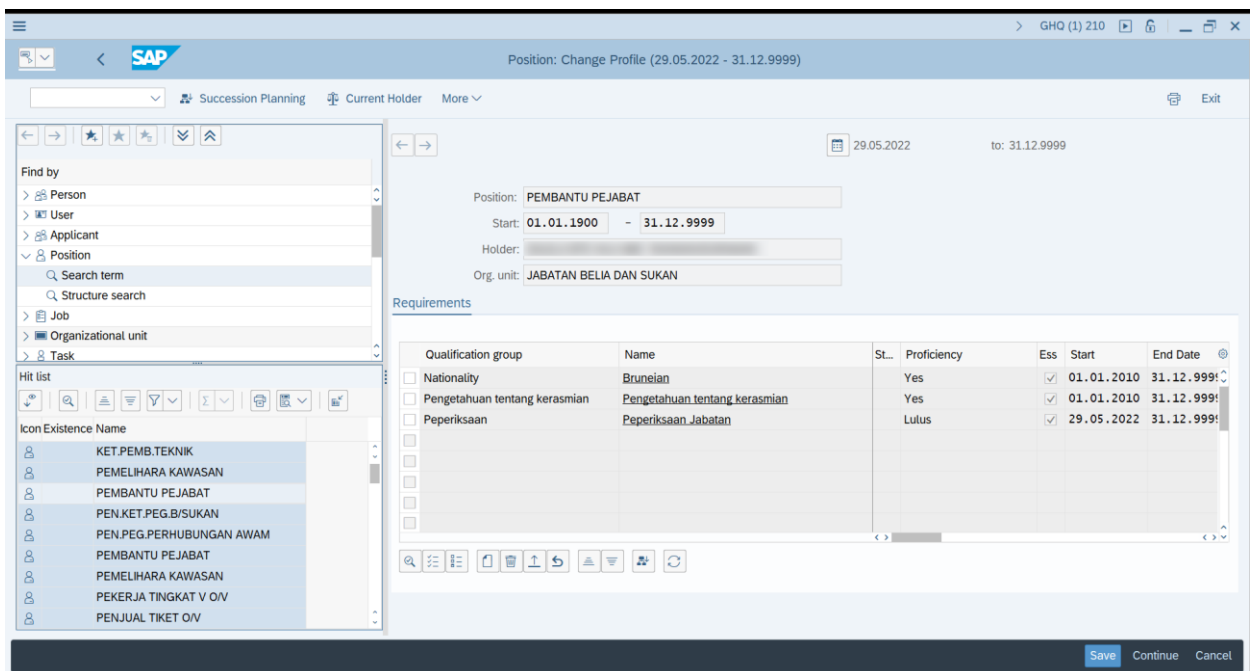
Position: PEMBANTU PEJABAT
 Start: 01.01.1900 - 31.12.9999
 Holder: [Redacted]
 Org. unit: JABATAN BELIA DAN SUKAN

Requirements

Qualification group	Name	St.	Proficiency	Ess	Start	End Date
<input type="checkbox"/> Nationality	Bruneian		Yes		01.01.2010	31.12.9999
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian		Yes		01.01.2010	31.12.9999
<input checked="" type="checkbox"/> Peperiksaan	Peperiksaan Jabatan		Lulus		29.05.2022	31.12.9999

Save Continue Cancel

Outcome: Position Requirement has been saved.



Position: Change Profile (29.05.2022 - 31.12.9999)

Position: PEMBANTU PEJABAT
 Start: 01.01.1900 - 31.12.9999
 Holder: [Redacted]
 Org. unit: JABATAN BELIA DAN SUKAN

Requirements

Qualification group	Name	St.	Proficiency	Ess	Start	End Date
<input type="checkbox"/> Nationality	Bruneian		Yes	<input checked="" type="checkbox"/>	01.01.2010	31.12.9999
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian		Yes	<input checked="" type="checkbox"/>	01.01.2010	31.12.9999
<input type="checkbox"/> Peperiksaan	Peperiksaan Jabatan		Lulus	<input checked="" type="checkbox"/>	29.05.2022	31.12.9999

Save Continue Cancel

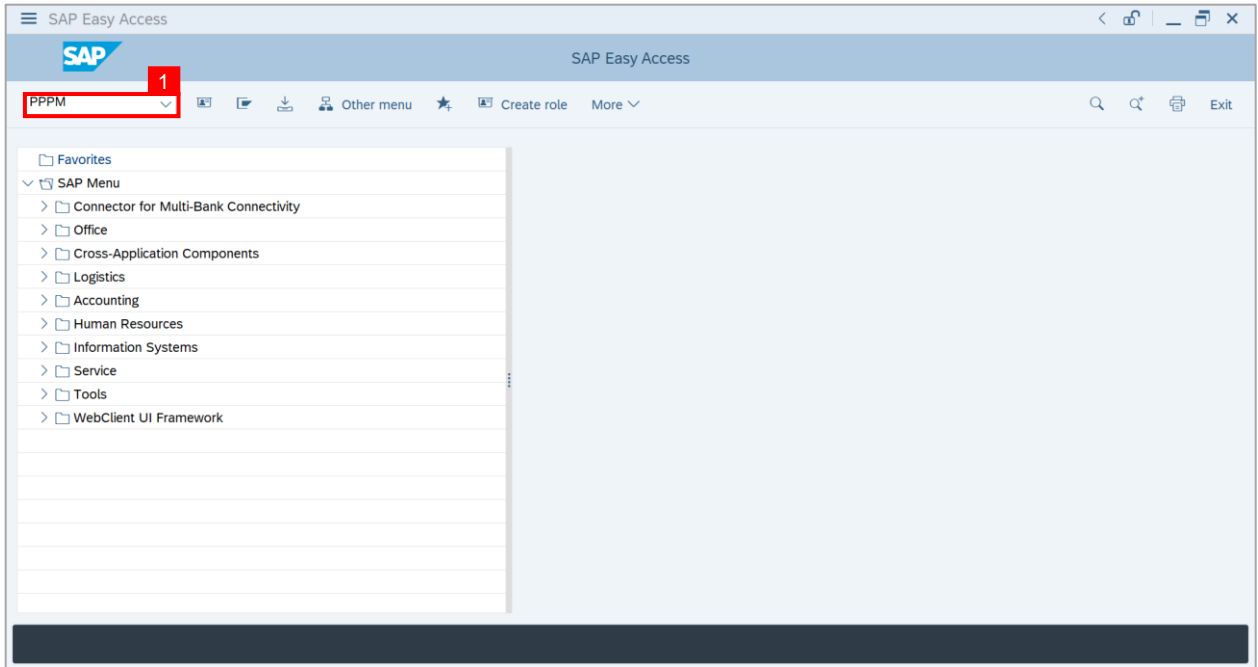
**ASSIGN
QUALIFICATION TO
PERSON**

Backend User

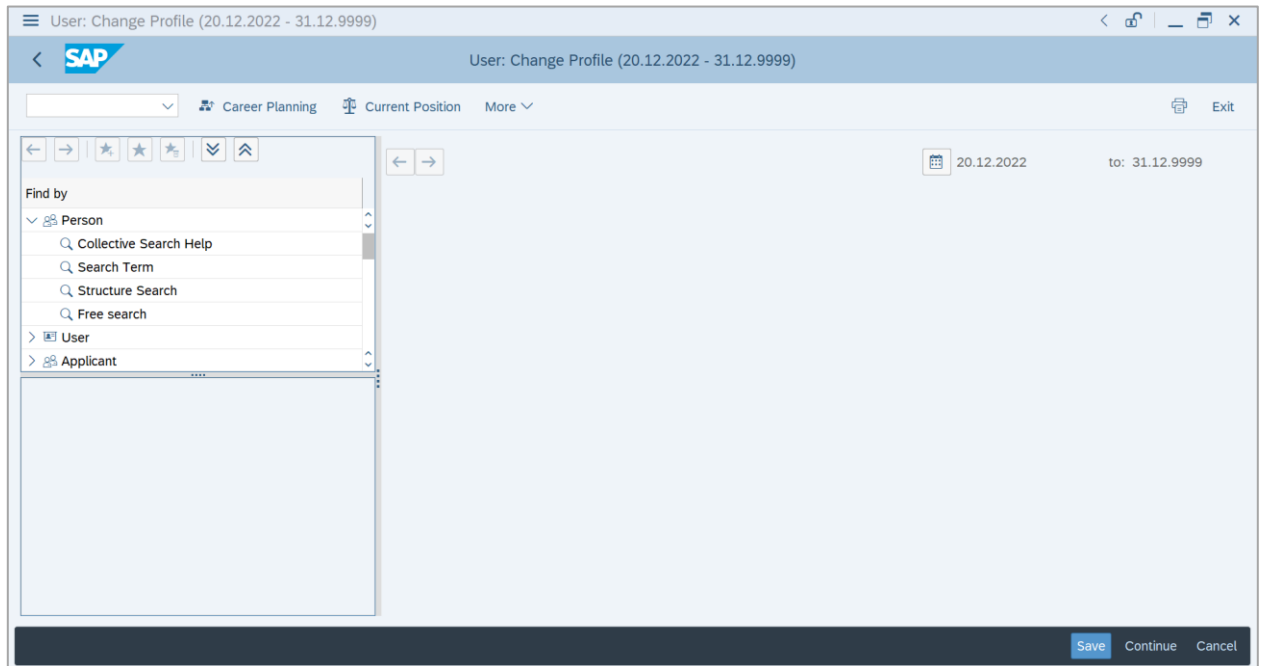
HRCF Process Owner

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

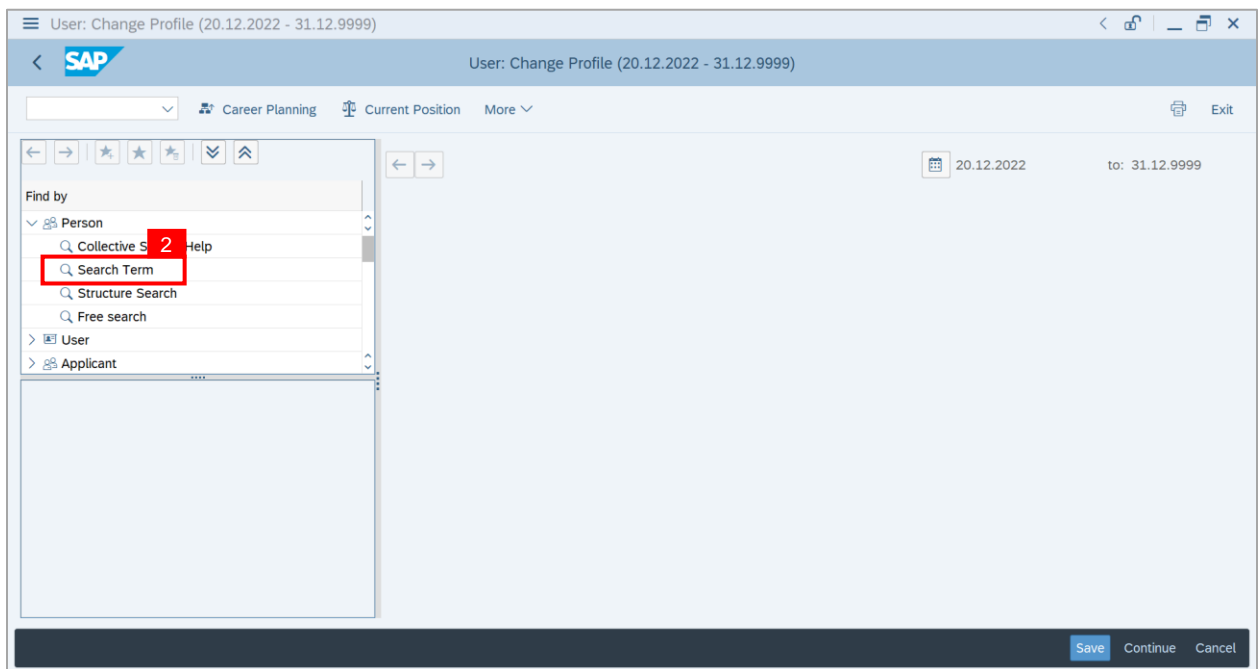
1. Enter **PPPM** in the search bar.



Note: User: Change Profile page will be displayed.

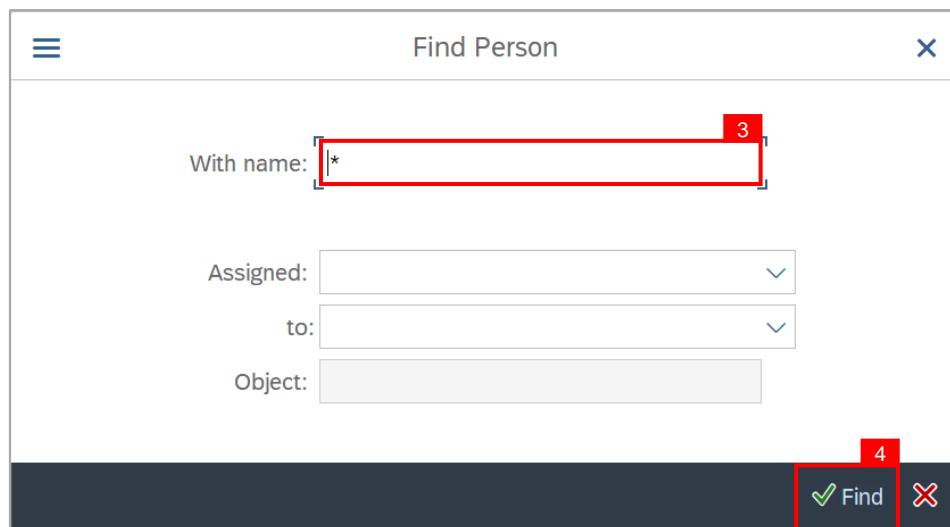


2. Under **Person**, Click on **Search Term**.

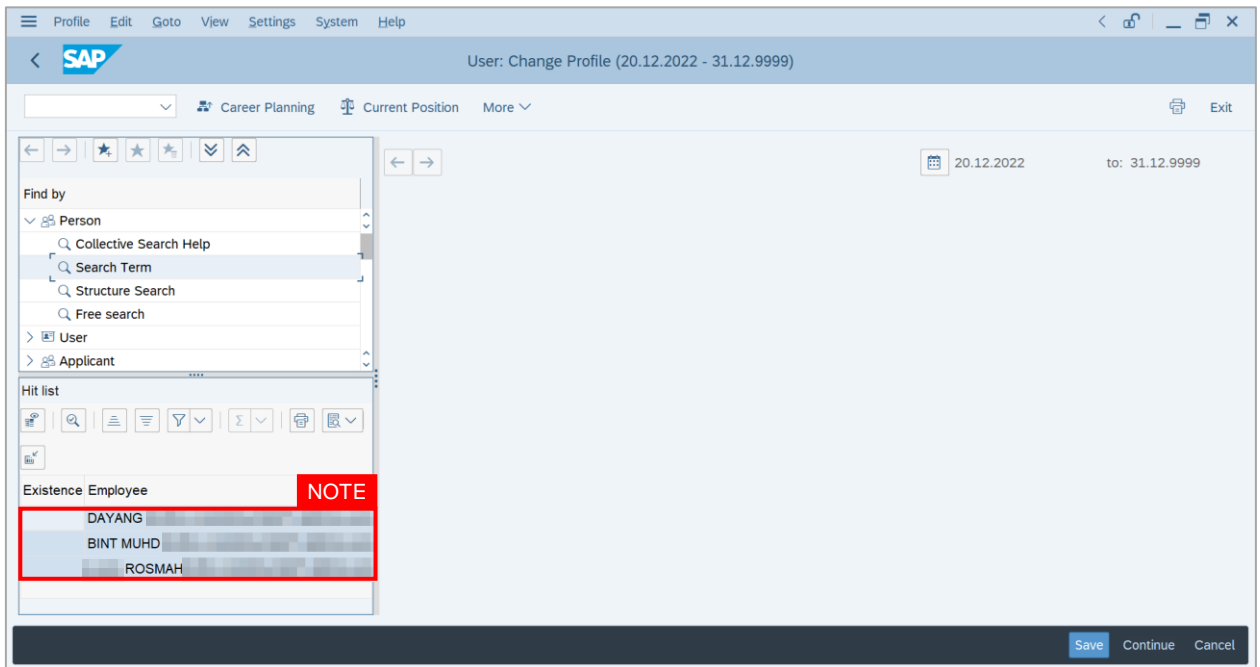


3. Enter **Employee's name** with * on start and end of name.

4. Click on **Tick (Find)**.

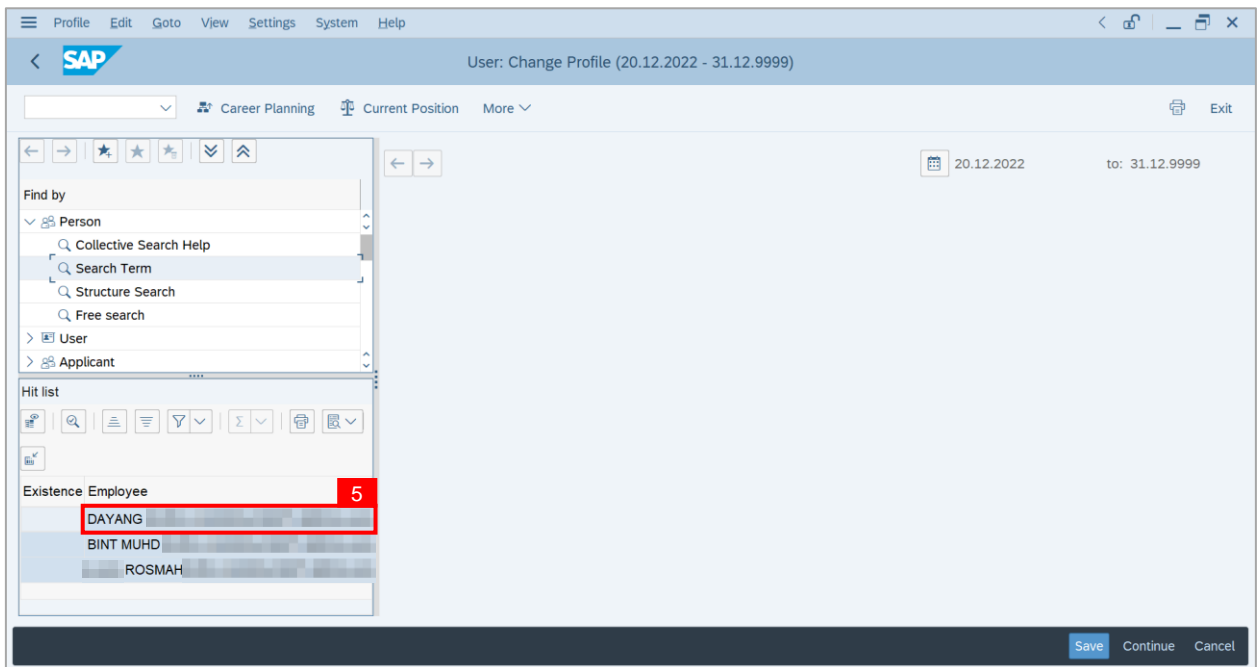


Note: List of employees' name will appear.



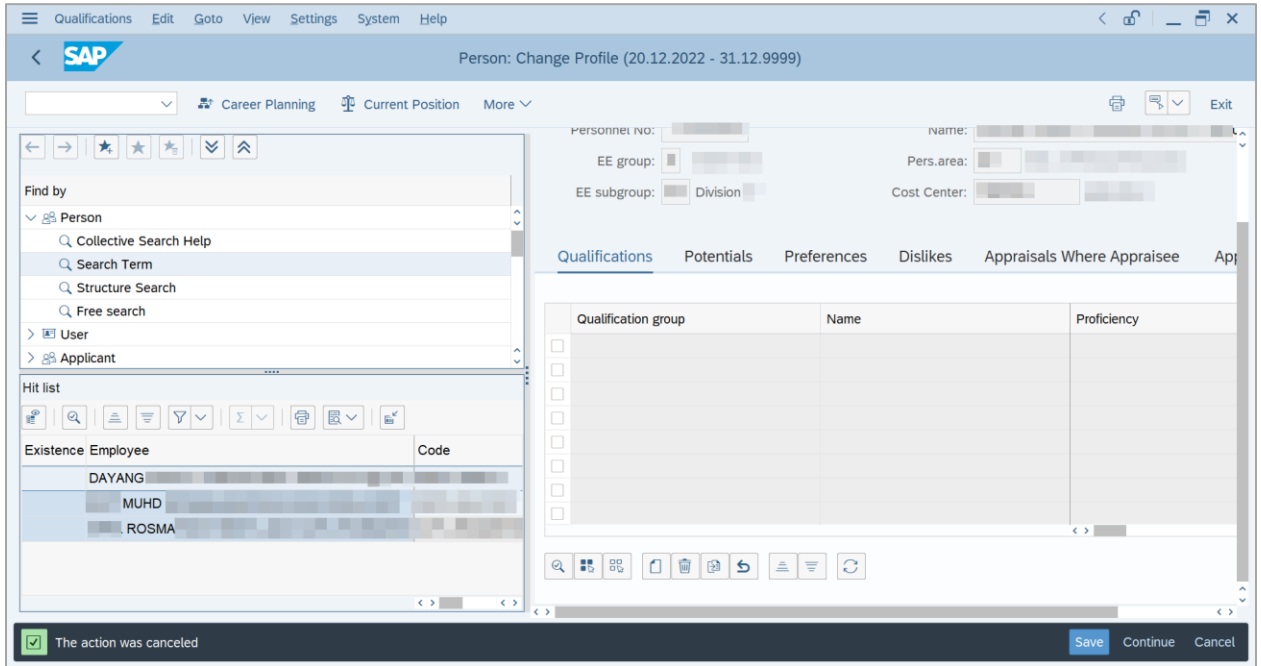
The screenshot shows the SAP Succession Planning interface. The user is logged in as 'User: Change Profile (20.12.2022 - 31.12.9999)'. The search criteria are set to 'Person' and 'Free search'. The hit list shows three employees: DAYANG, BINT MUHD, and ROSMAH. A red box highlights the employee names, and a red 'NOTE' label is placed next to the first row.

5. Click on the **name** of personnel.

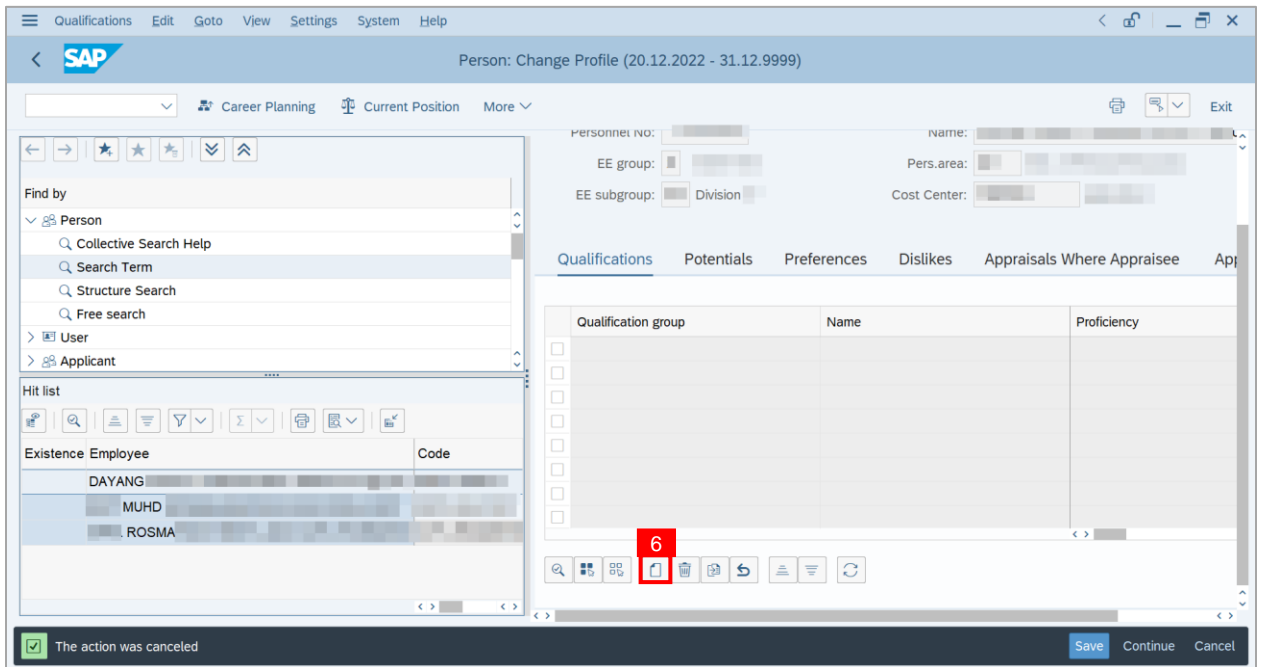


The screenshot shows the same SAP Succession Planning interface. The search criteria are still 'Person' and 'Free search'. The hit list shows three employees: DAYANG, BINT MUHD, and ROSMAH. A red box highlights the name 'DAYANG' in the hit list, and a red '5' label is placed next to it.

Note: Person: Change Profile page will be displayed.

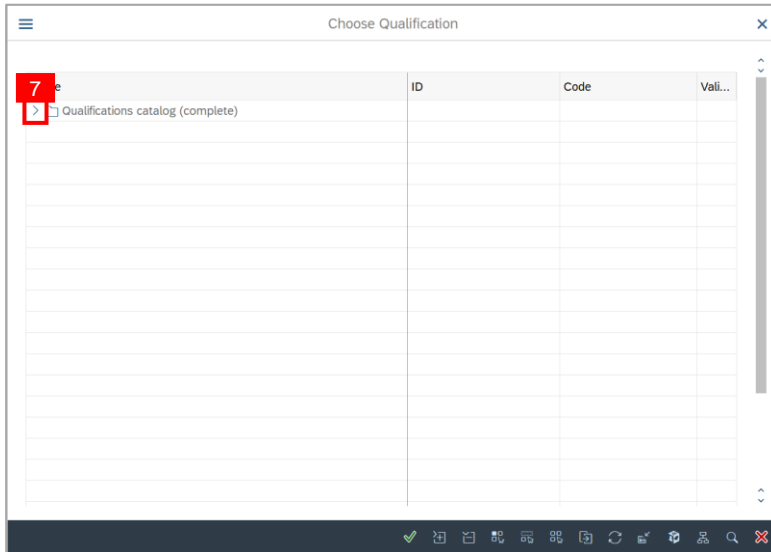


6. Click on the **Create** icon.



Note: Choose Qualification page will be displayed.

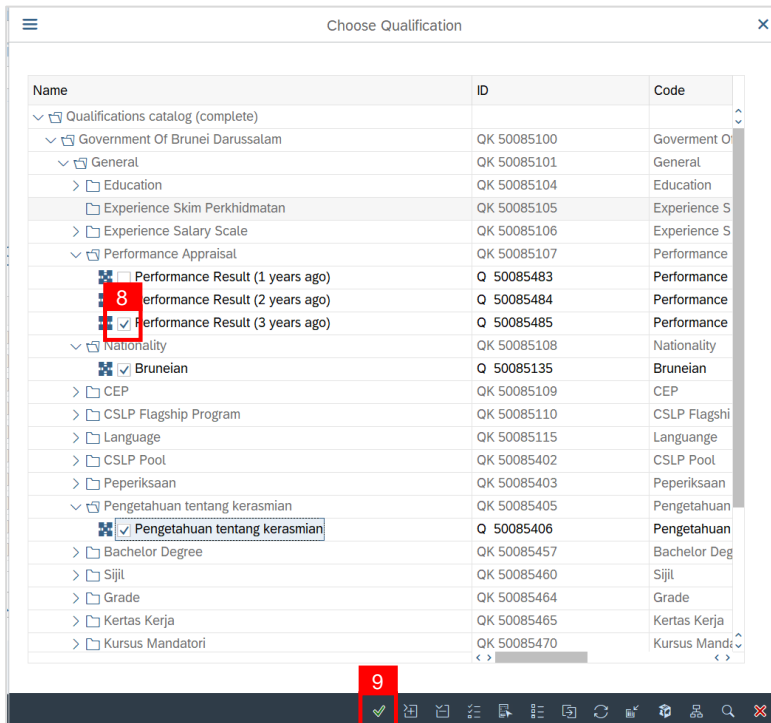
7. Click on the **Dropdown button** to display more qualification options.



8. Click on the **Checkbox** to select the qualification.

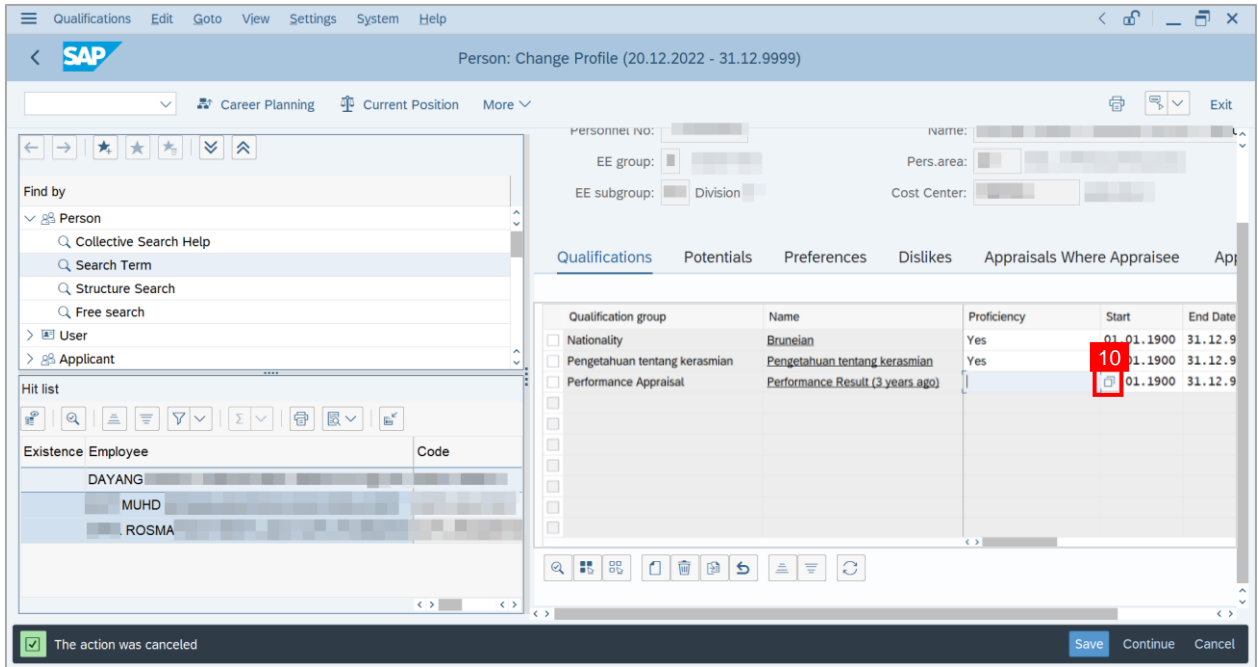
Note: More than one qualification can be added at a time.

9. Click on the **Continue button**.



Note: You will be navigated back to the **Change Profile** Page with the chosen qualifications.

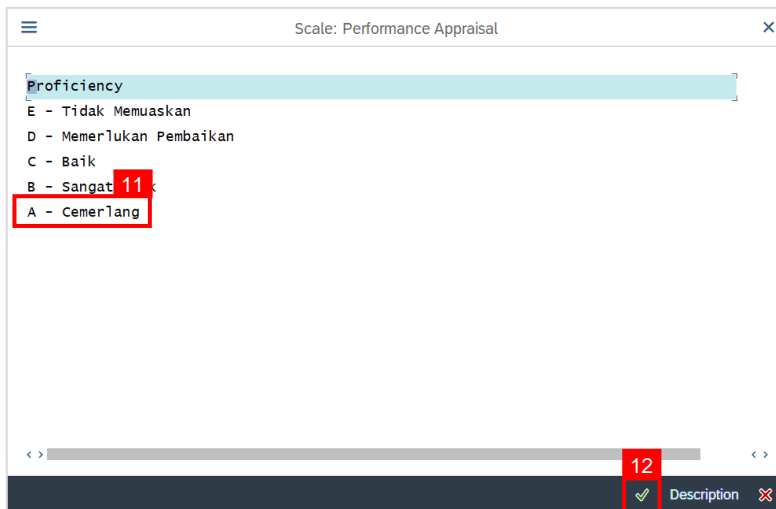
10. On the qualifications, under Proficiencies, click on the **Lookup** icon.



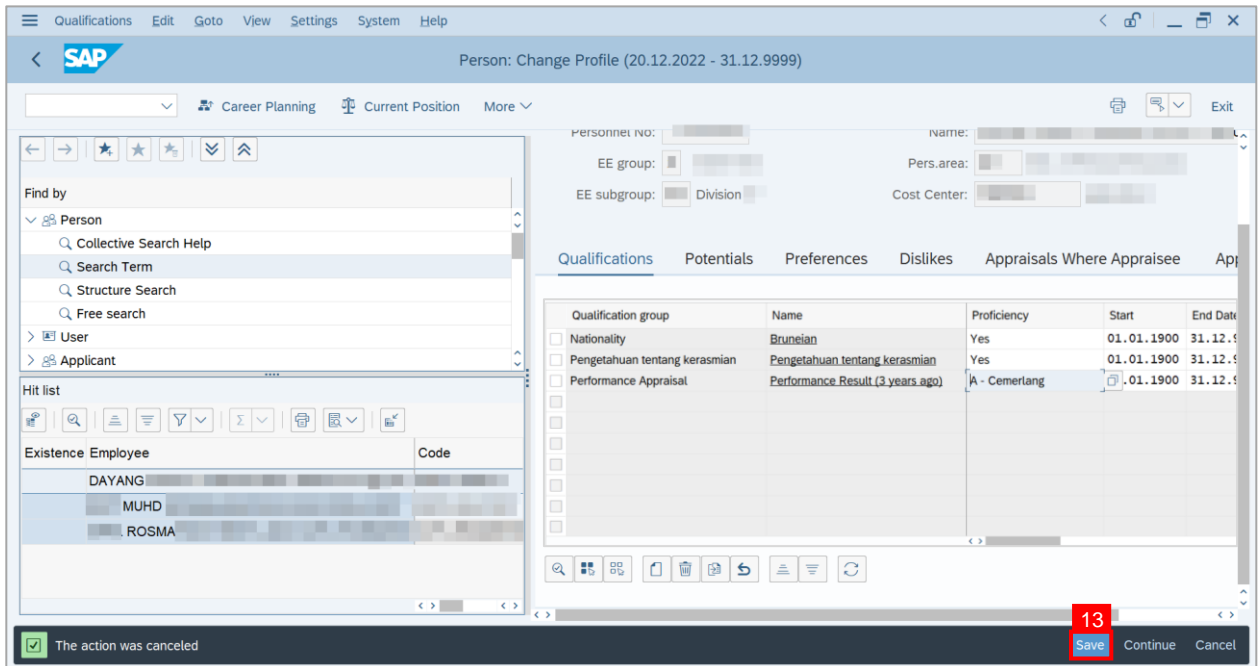
Note: Proficiency list of the specific Qualification will be displayed

11. Select a **Proficiency**.

12. Click on the **Tick** icon.



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



The screenshot shows the SAP Succession Planning interface for 'Person: Change Profile (20.12.2022 - 31.12.9999)'. The 'Qualifications' tab is selected, displaying a table of qualifications. The table has columns for 'Qualification group', 'Name', 'Proficiency', 'Start', and 'End Date'. The data rows are:

Qualification group	Name	Proficiency	Start	End Date
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999

At the bottom right of the interface, a red box highlights the 'Save' button, with the number '13' written above it. A status bar at the bottom left shows a green checkmark and the text 'The action was canceled'. Other buttons like 'Continue' and 'Cancel' are visible to the right of the 'Save' button.

Outcome: Person qualifications has been saved.

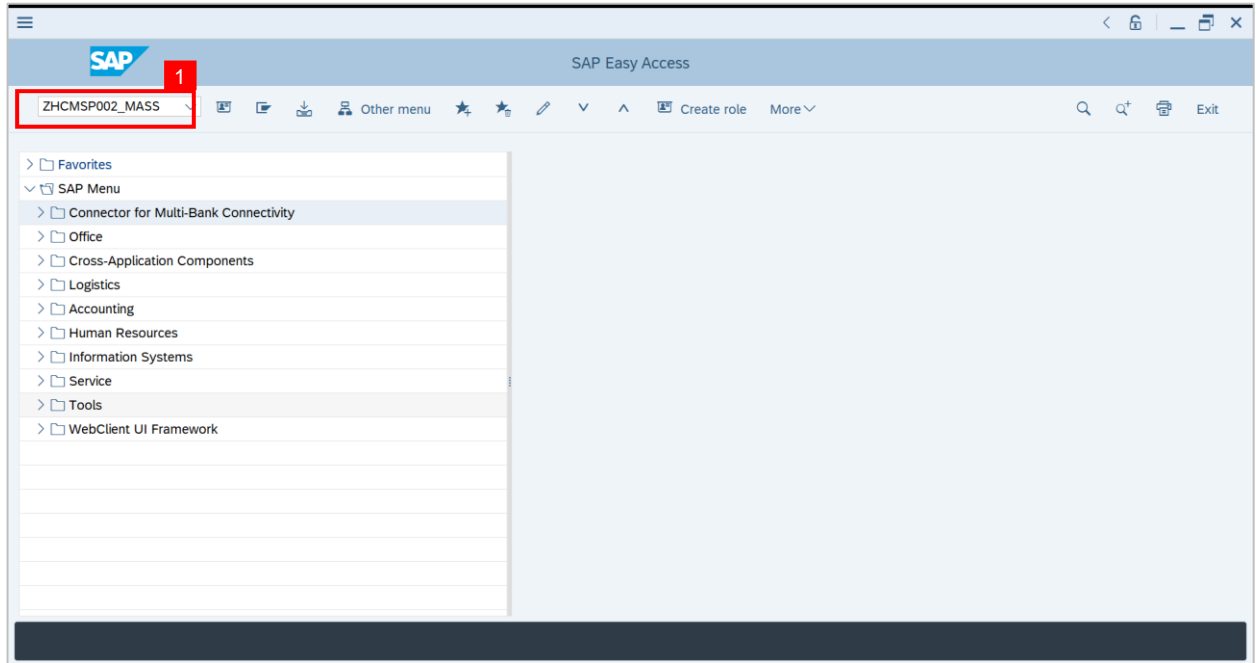
**MASS UPLOAD
QUALIFICATION TO
POSITION**

Backend User

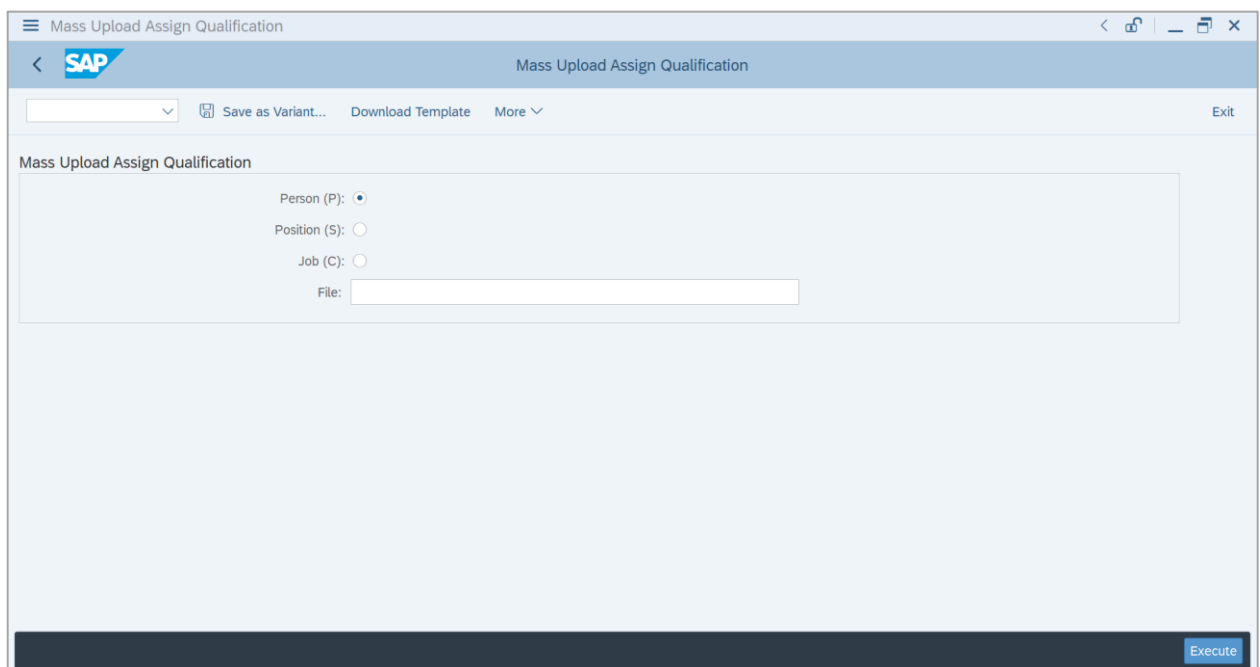
HRCF Process Owner

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

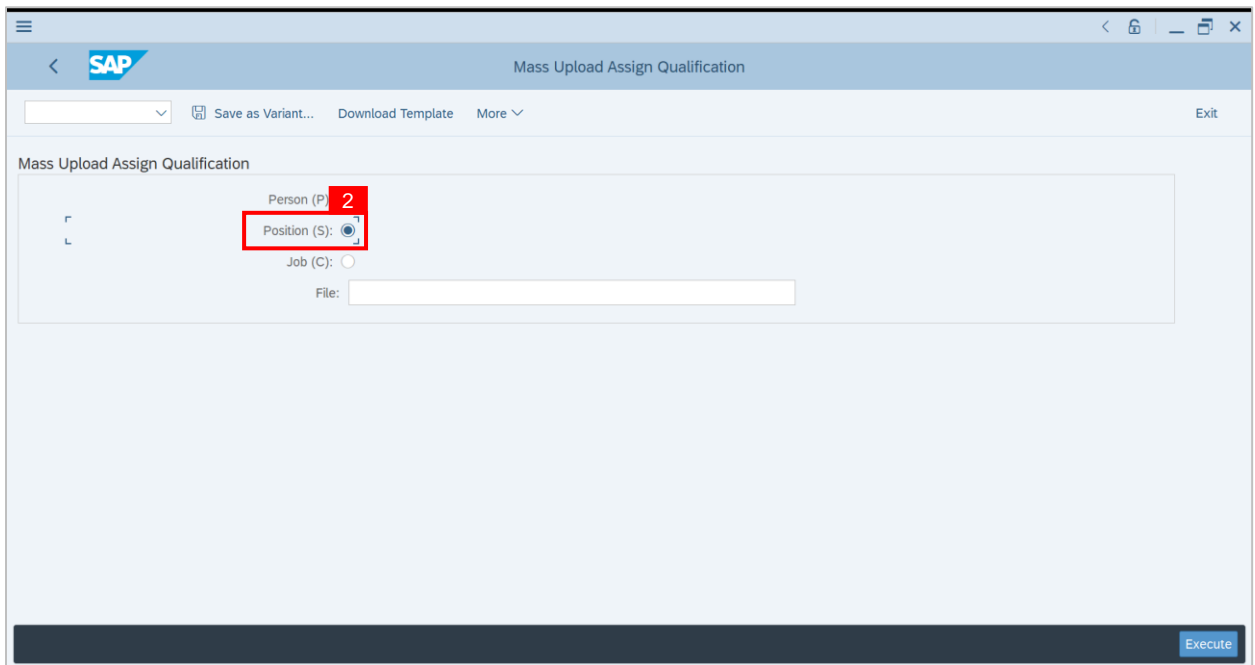
1. Enter **ZHCMSP002_MASS** in the search bar.



Note: Mass Upload Assign Qualification will be displayed.



2. Choose Position.



Mass Upload Assign Qualification

Person (P): 2

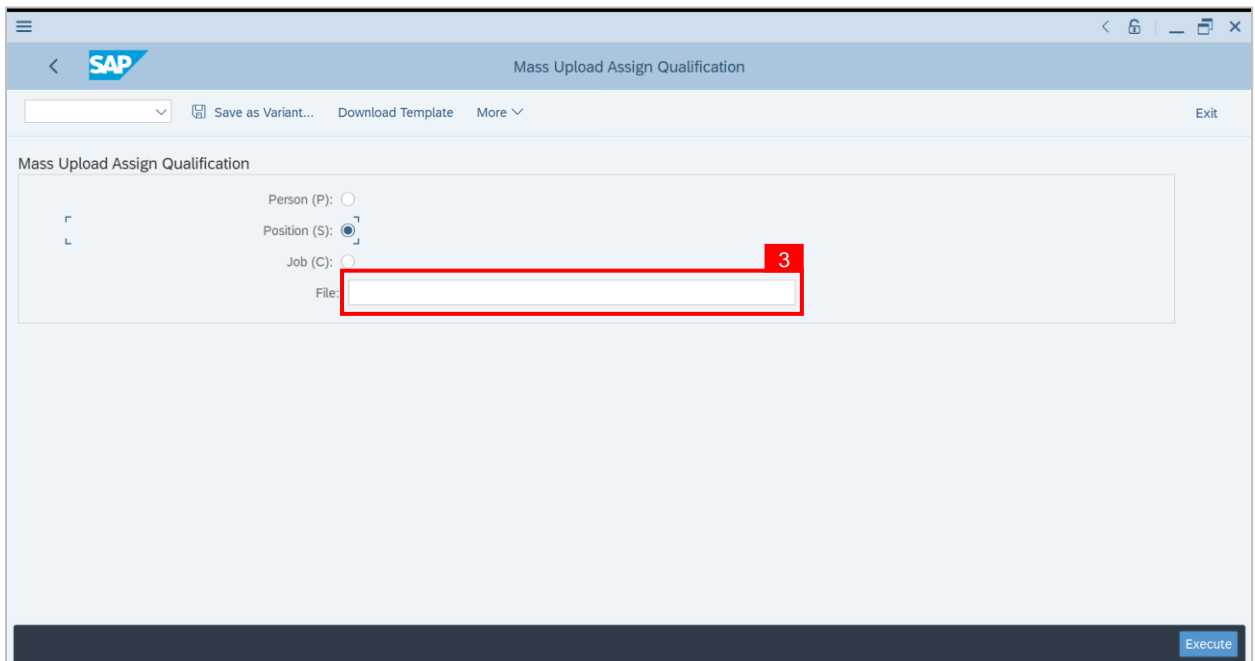
Position (S):

Job (C):

File:

Execute

3. Click the **textbox** beside **File** and **press F4** on the keyboard or **click the icon** beside the **textbox**.



Mass Upload Assign Qualification

Person (P):

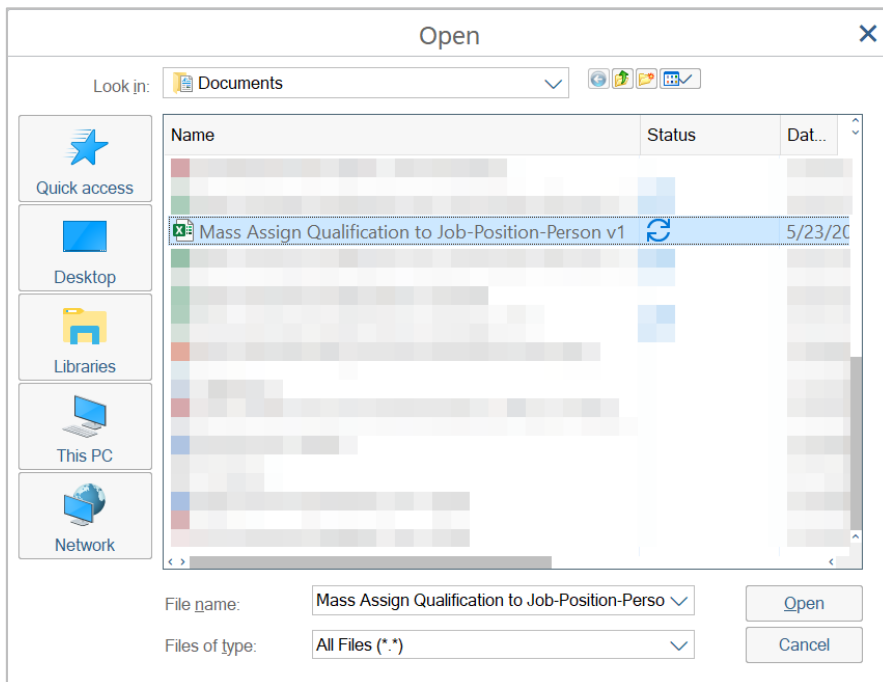
Position (S):

Job (C):

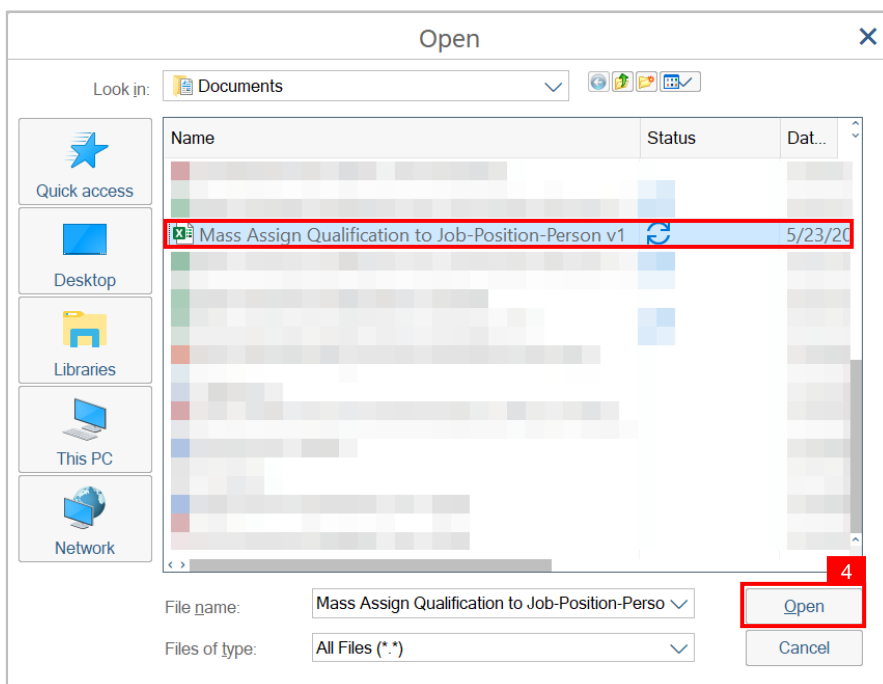
File:

Execute

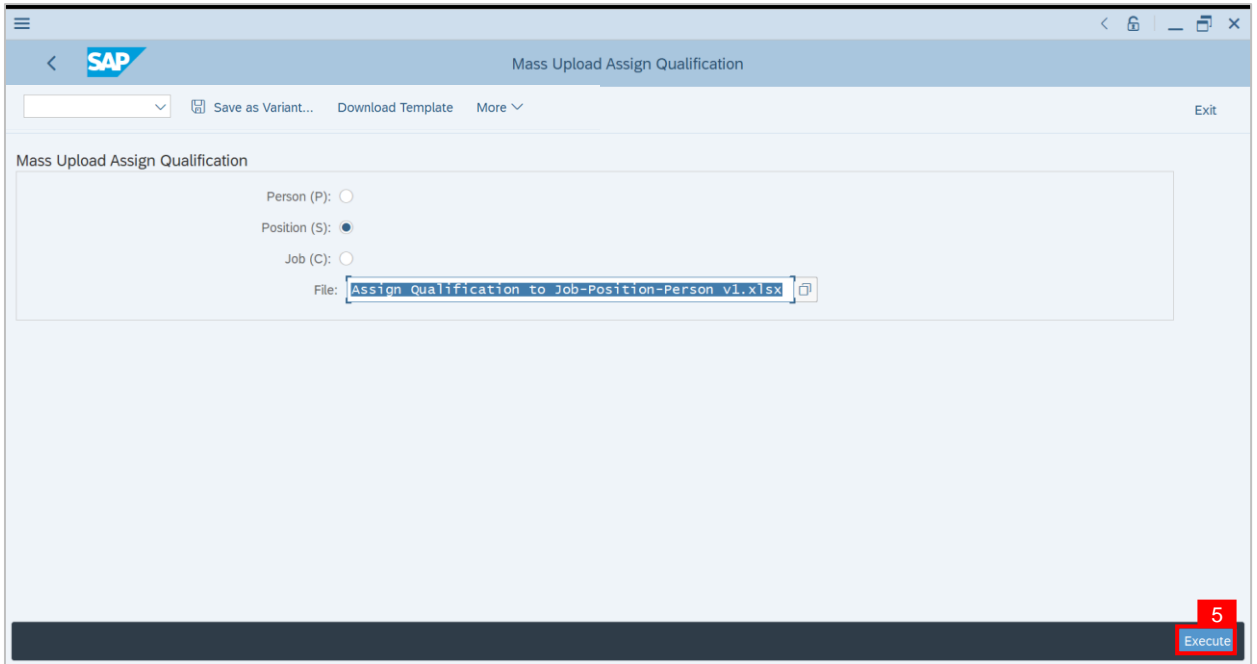
Note: List of Document will be displayed.



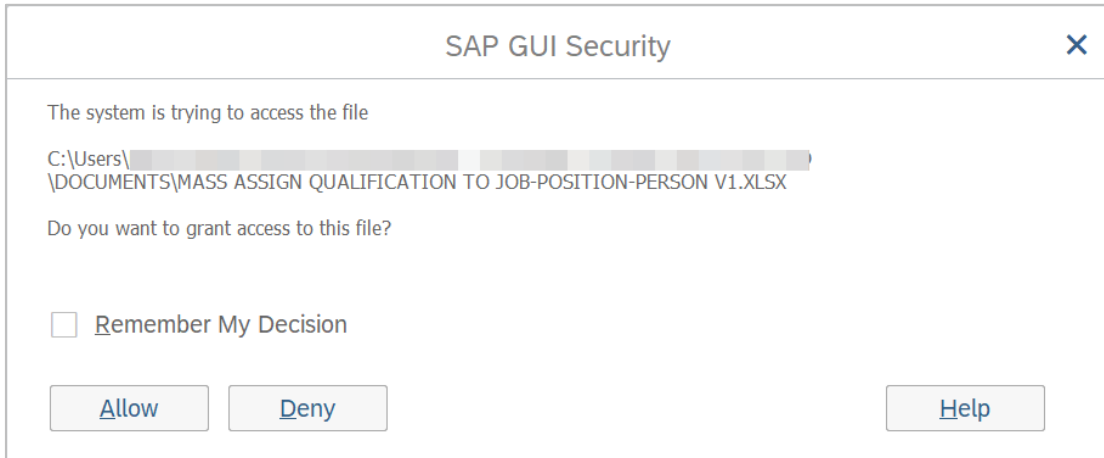
4. Choose specific file for **Position Qualification** template and click the **Open** button.



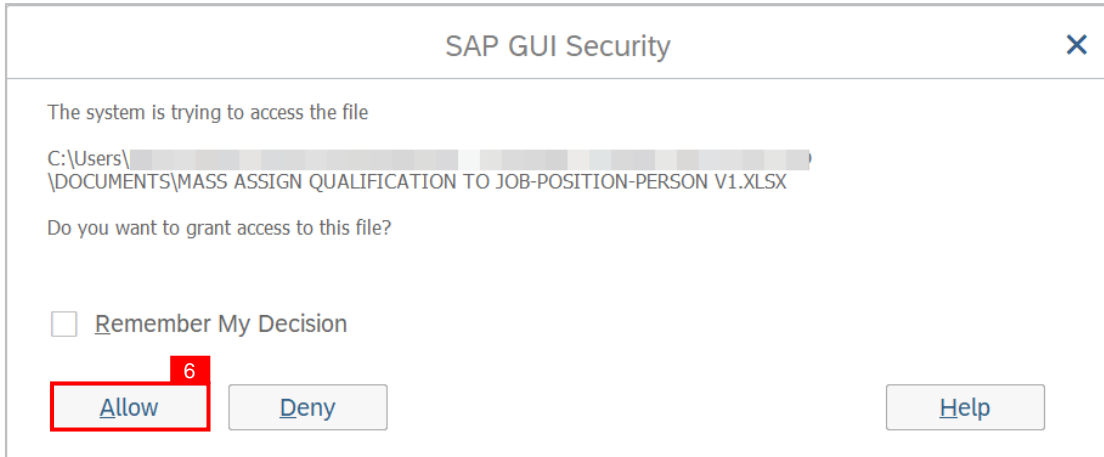
5. Once uploaded, click the **Execute** button.



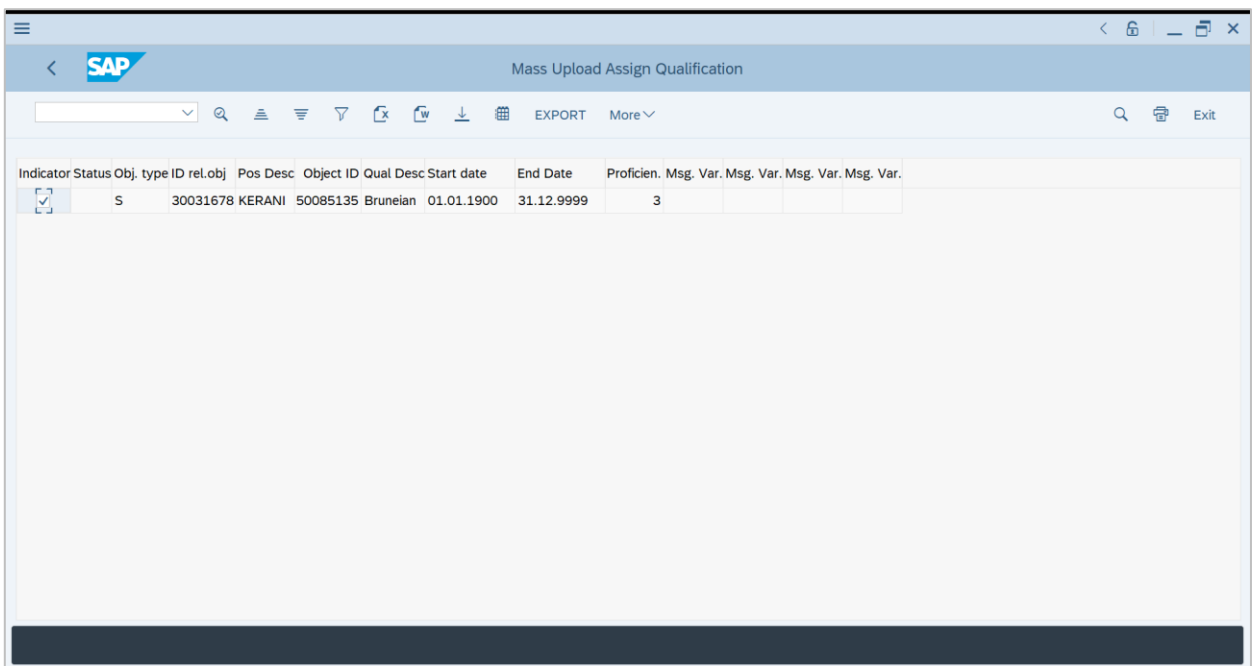
Note: Pop Up window for **SAP GUI Security** will be displayed.



6. Click the **Allow** button.



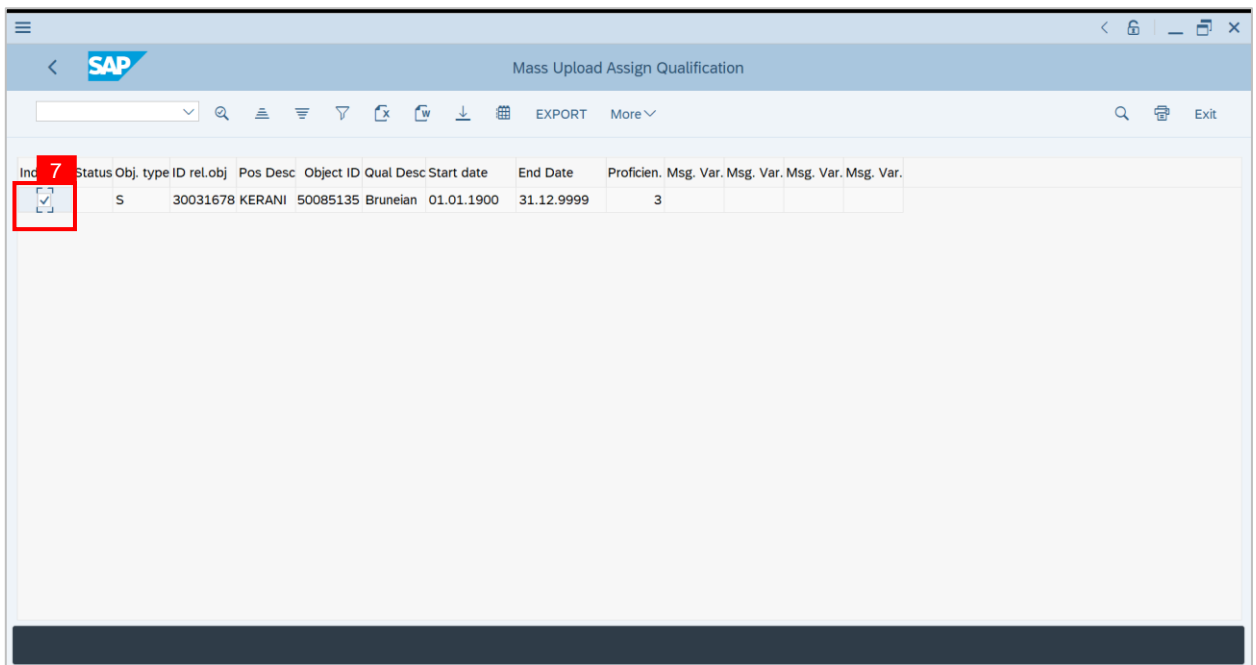
Note: List of Qualification and Position will be displayed.



The screenshot shows the SAP GUI interface for "Mass Upload Assign Qualification". The table below displays the data for the qualification assignment.

Indicator	Status	Obj. type	ID rel.obj	Pos Desc	Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
✓	S		30031678	KERANI	50085135	Brunelan	01.01.1900	31.12.9999	3				

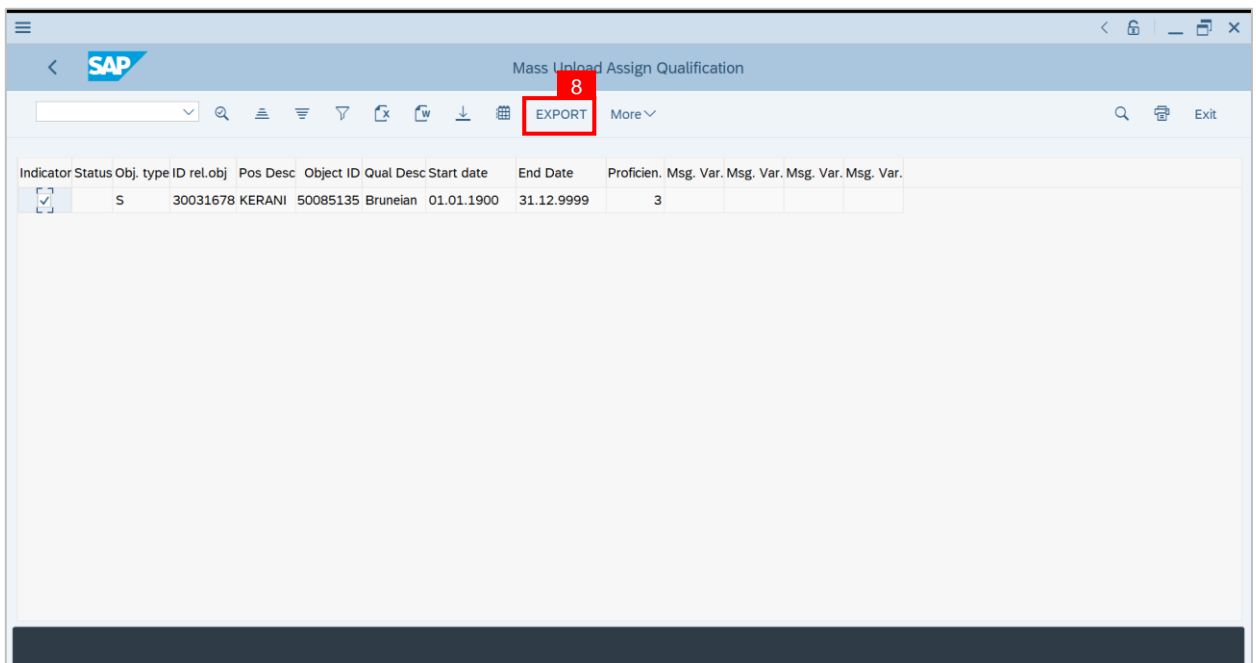
7. Check the Qualification to Position desired to be assigned.



Mass Upload Assign Qualification

Inc	Status	Obj. type	ID rel.obj	Pos Desc	Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	S		30031678	KERANI	50085135	Brunelan	01.01.1900	31.12.9999	3				

8. Then click the Export button.

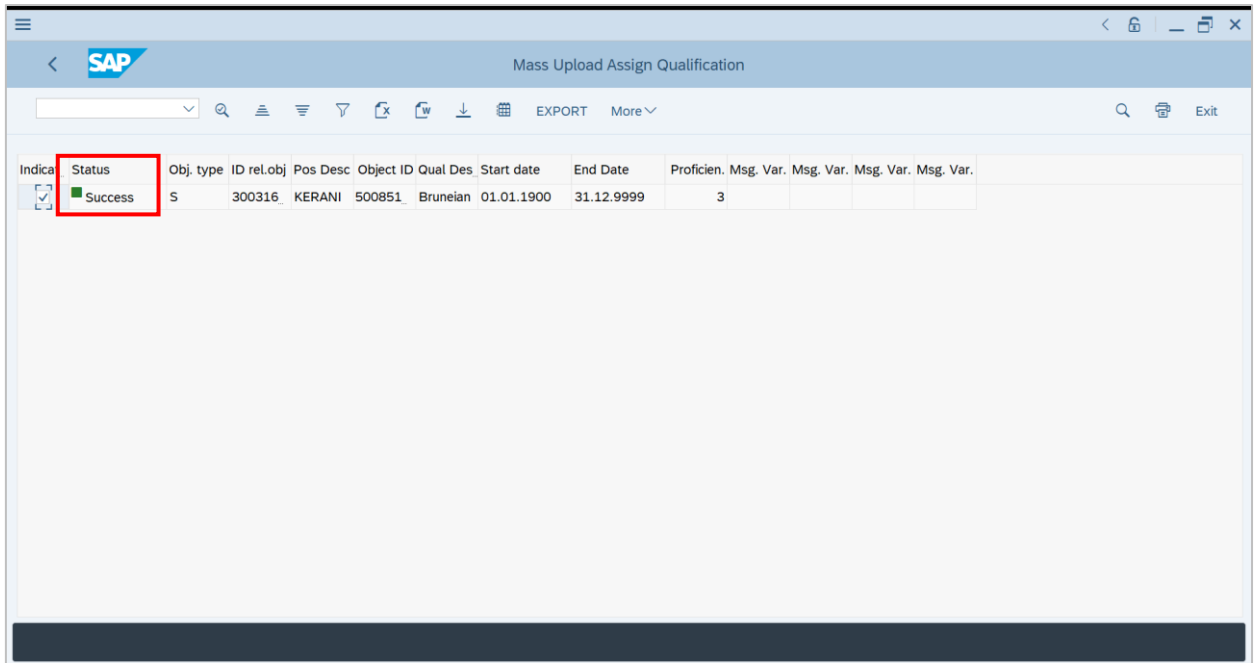


Mass Upload Assign Qualification

EXPORT

Indicator	Status	Obj. type	ID rel.obj	Pos Desc	Object ID	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	S		30031678	KERANI	50085135	Brunelan	01.01.1900	31.12.9999	3				

Outcome: Mass qualification has been successfully assigned to Position.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below displays the results of the mass upload process. The 'Status' column is highlighted with a red box, showing a green square icon and the text 'Success'.

Indica	Status	Obj. type	ID rel.obj	Pos Desc	Object ID	Qual Des	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	Success	S	300316	KERANI	500851	Bruneian	01.01.1900	31.12.9999	3				

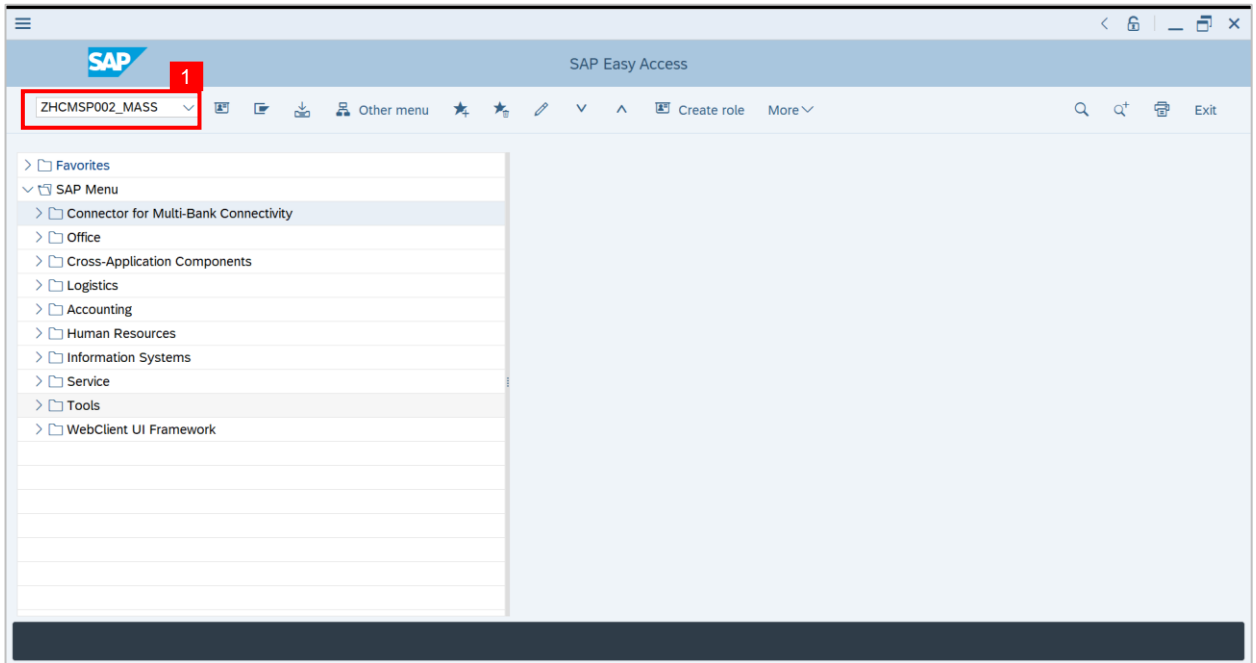
**MASS UPLOAD
QUALIFICATION TO
PERSON**

Backend User

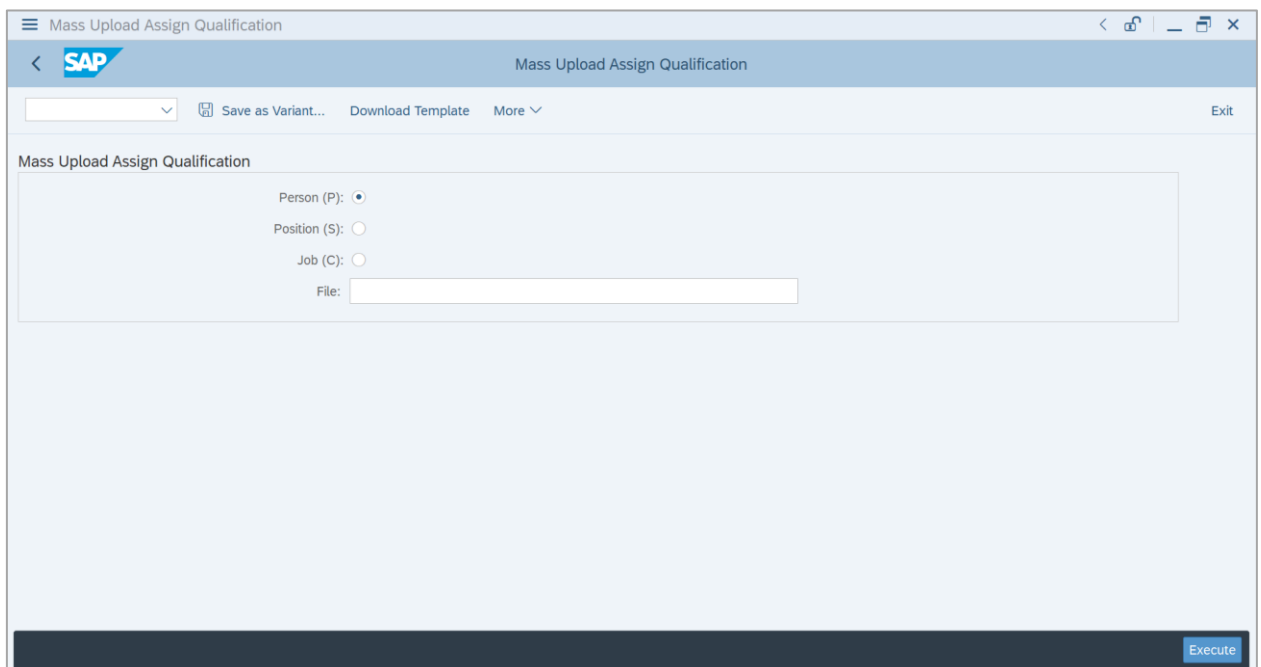
HRCF Process Owner

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

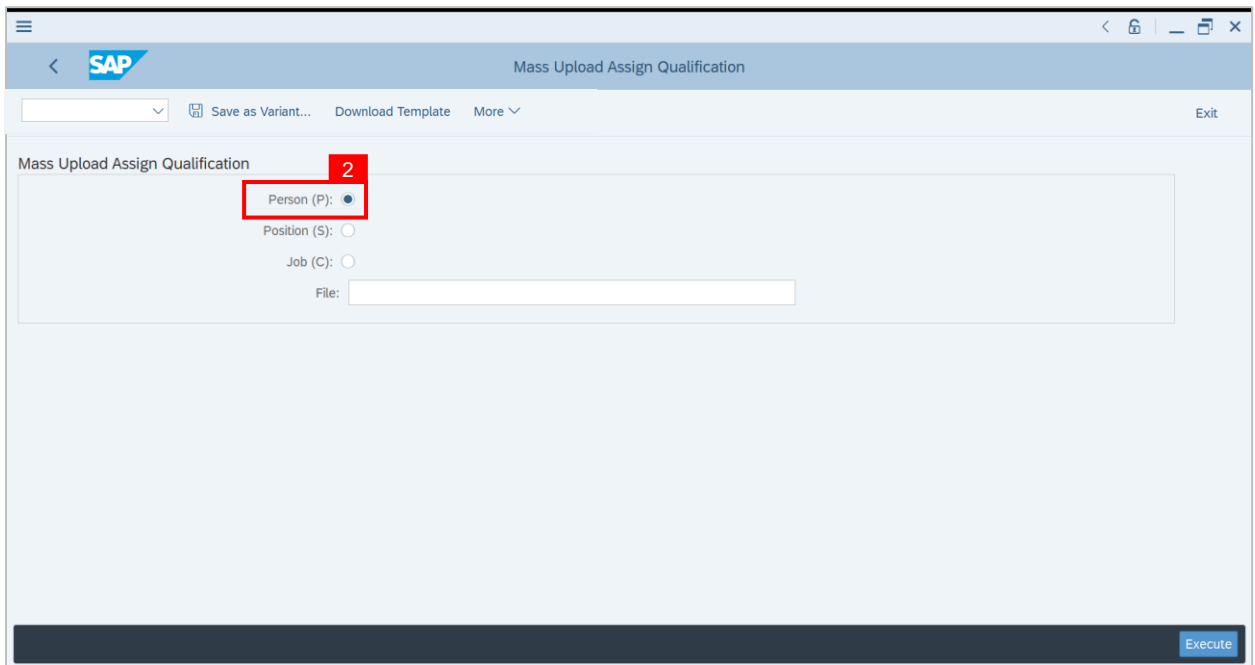
1. Enter **ZHCMSP002_MASS** in the search bar.



Note: Mass Upload Assign Qualification will be displayed.

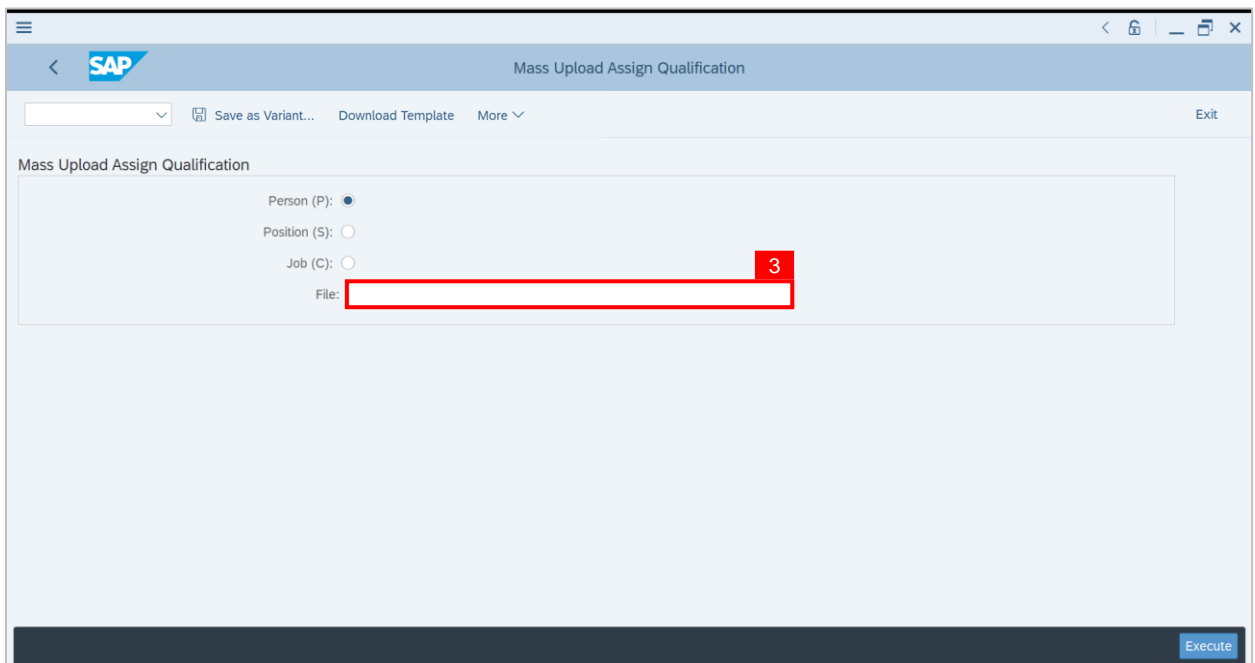


2. Choose Person.



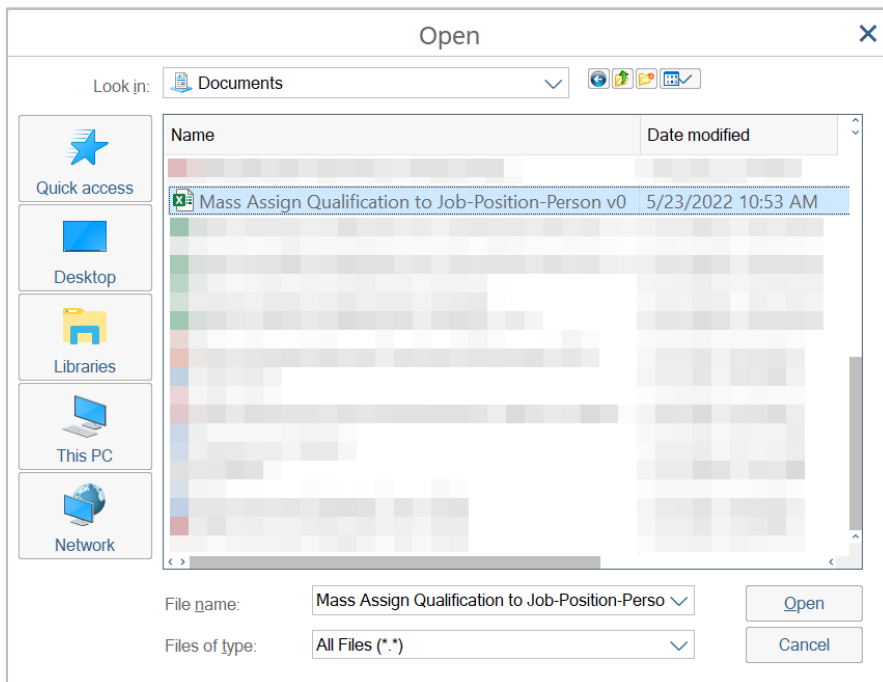
The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The 'Person (P):' radio button is selected and highlighted with a red box and the number '2'. Other options include 'Position (S):', 'Job (C):', and a 'File:' text box. The 'Execute' button is visible at the bottom right.

3. Click the **textbox** beside **File** and **press F4** on the keyboard or **click the icon** beside the **textbox**.

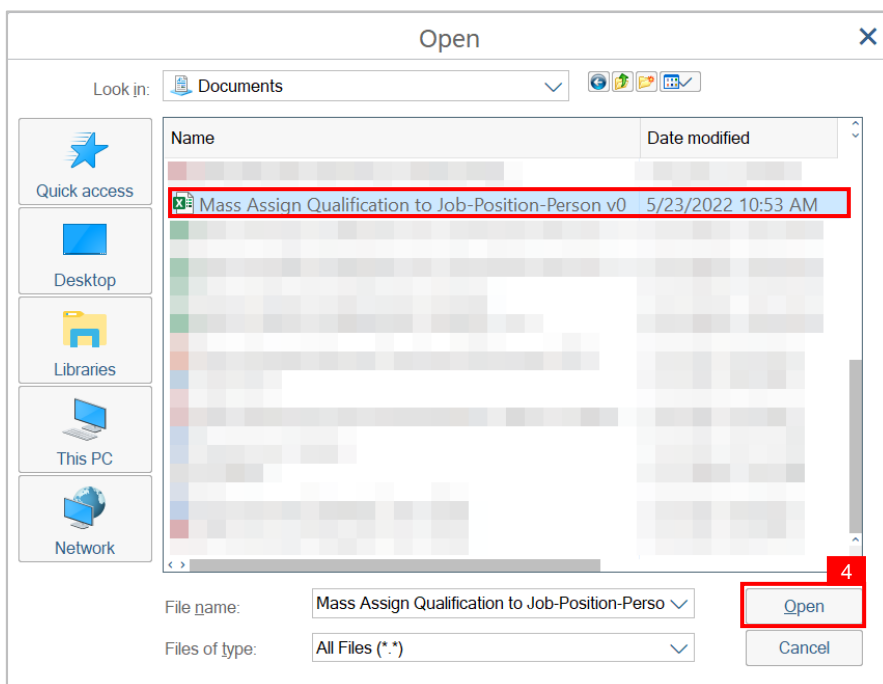


The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface. The 'File:' text box is highlighted with a red box and the number '3'. The 'Person (P):' radio button remains selected. The 'Execute' button is visible at the bottom right.

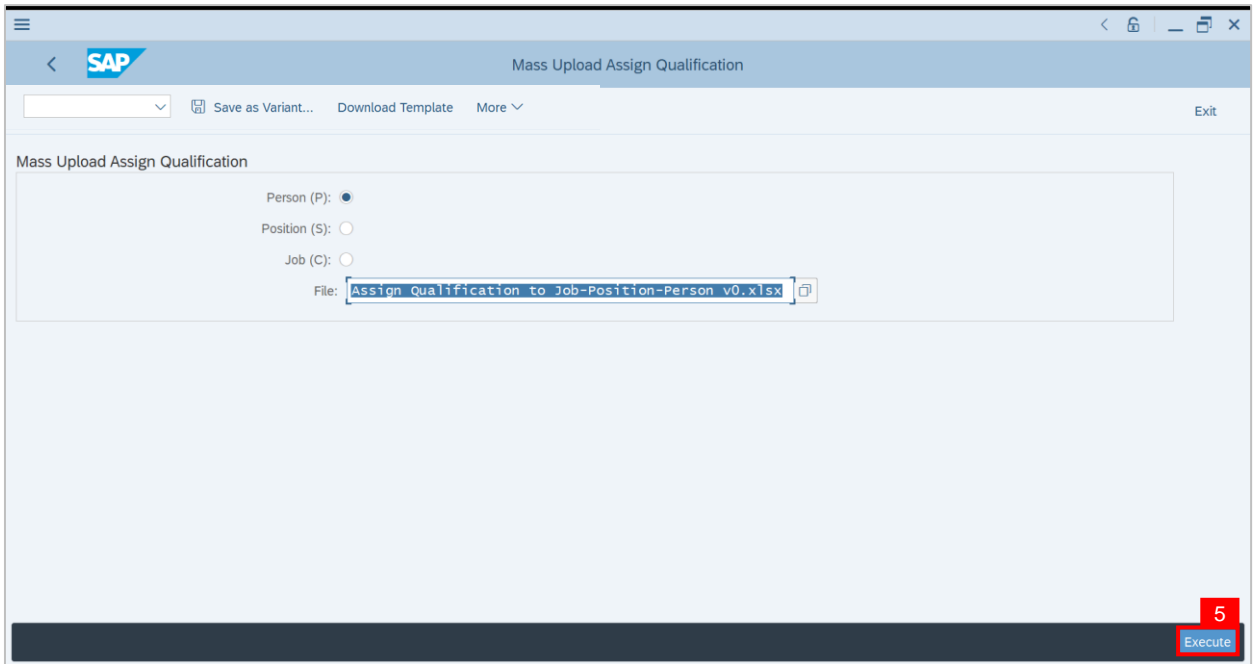
Note: List of Document will be displayed.



4. Choose specific file for **Person Qualification** template and click the **Open** button.

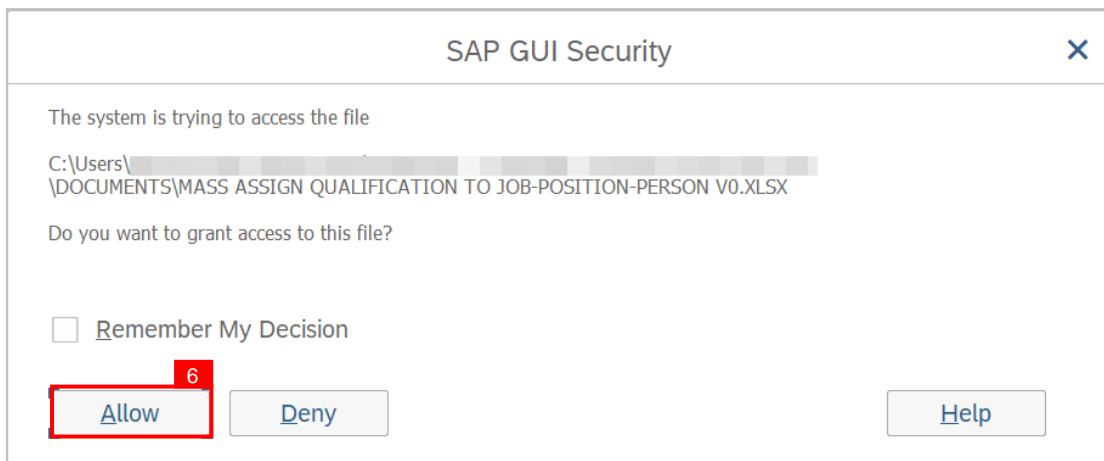


5. Once uploaded, click the **Execute** button.

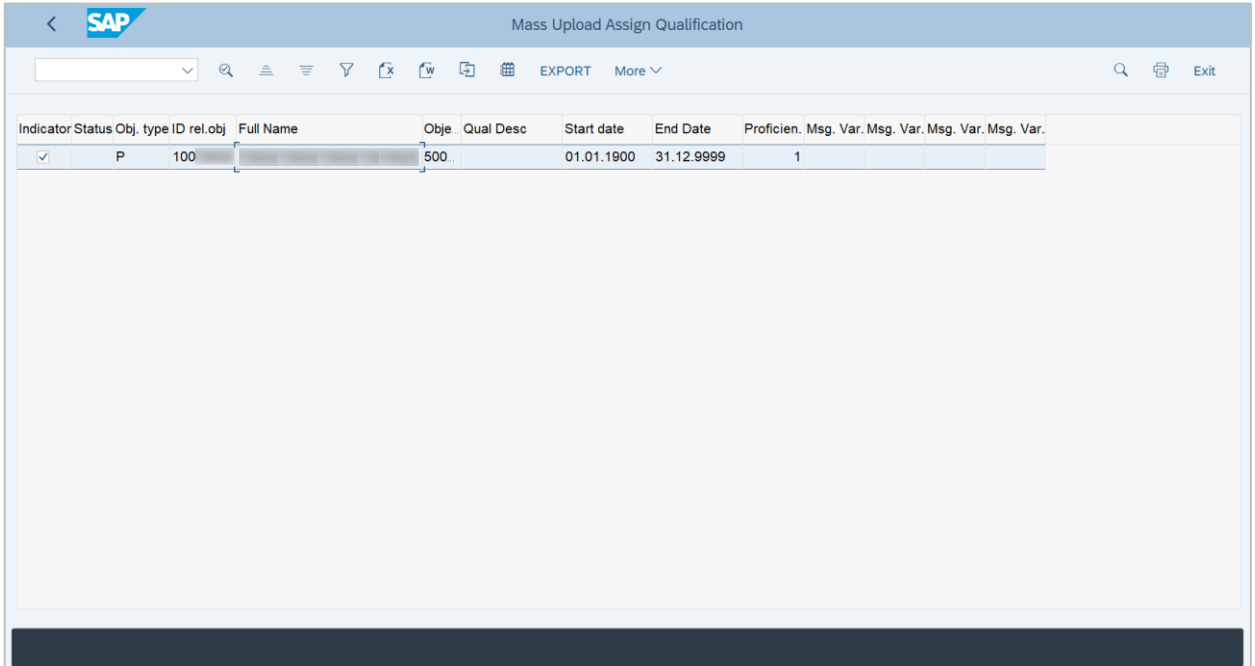


Note: Pop Up window for **SAP GUI Security** will be displayed.

6. Click the **Allow** button.



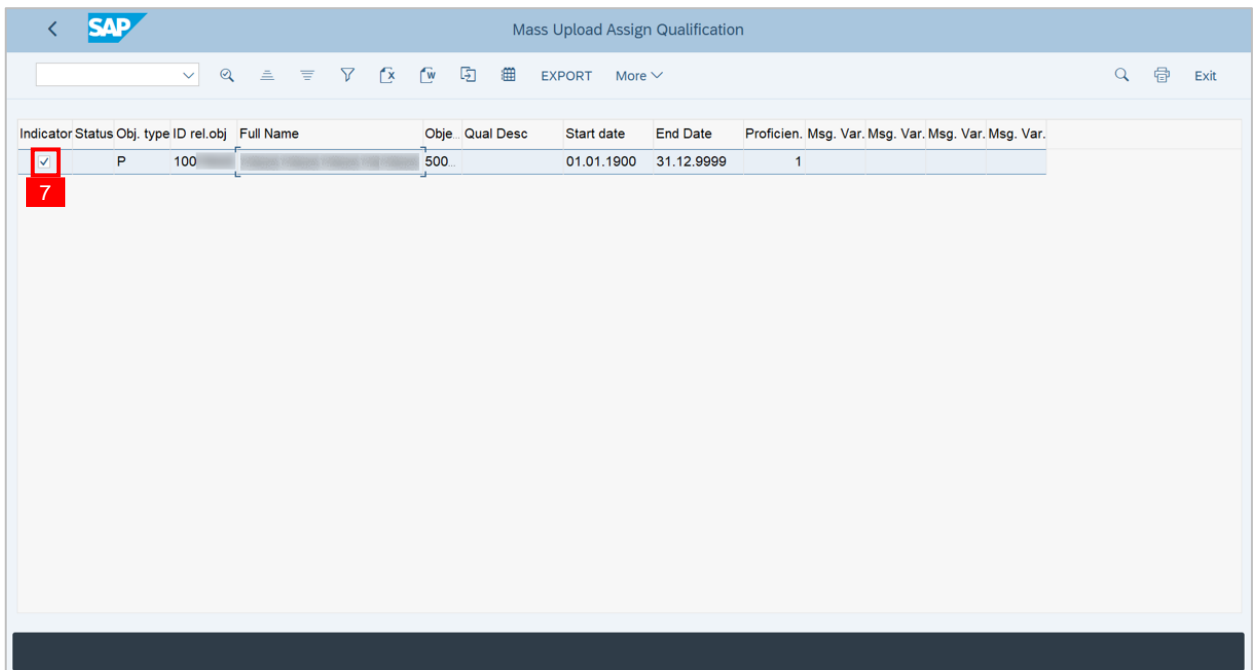
Note: List of Qualification and Person will be displayed.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. It features a table with the following columns: Indicator, Status, Obj. type, ID rel. obj, Full Name, Obj., Qual Desc, Start date, End Date, Proficien., and four columns for 'Msg. Var.'. The first row of data is highlighted and contains the following values: a checked checkbox, 'P', '100', a blurred name, '500..', '01.01.1900', '31.12.9999', '1', and four empty cells.

Indicator	Status	Obj. type	ID rel. obj	Full Name	Obj.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	P		100	[Blurred]	500..		01.01.1900	31.12.9999	1				

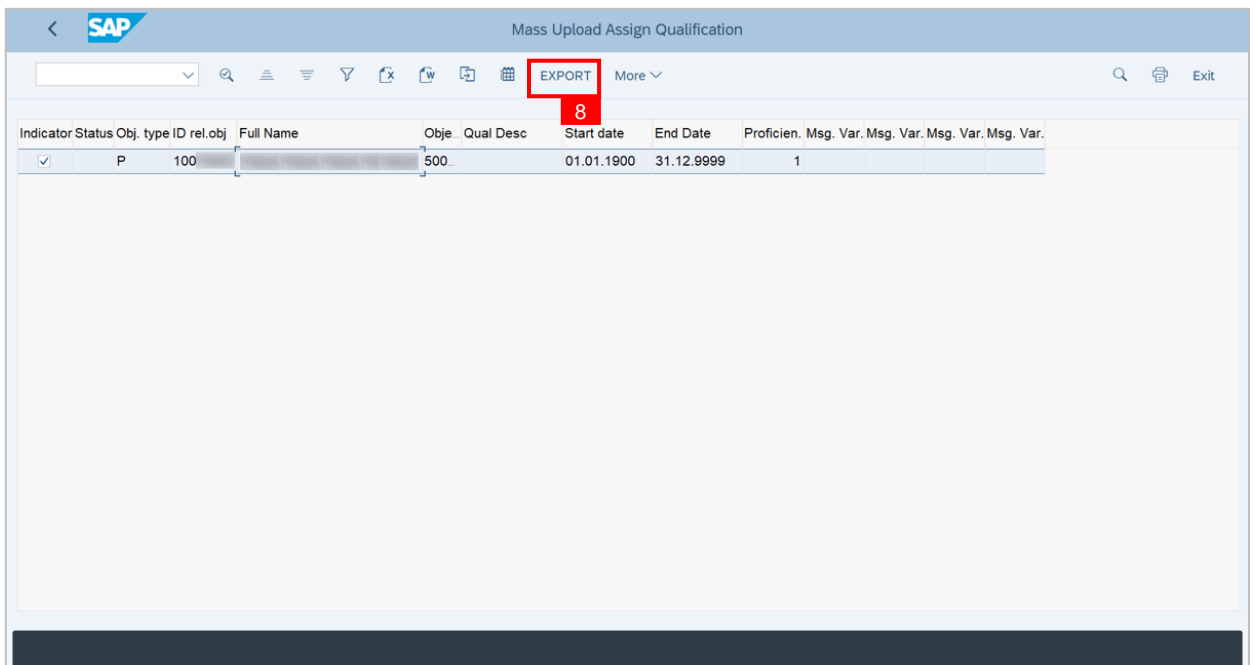
7. Select the Qualification desired to be assigned.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below contains one row of data, which is selected. A red box highlights the selection checkbox in the first column, with the number '7' written below it.

Indicator	Status	Obj. type	ID rel.obj	Full Name	Obje.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	P		100		500		01.01.1900	31.12.9999	1				

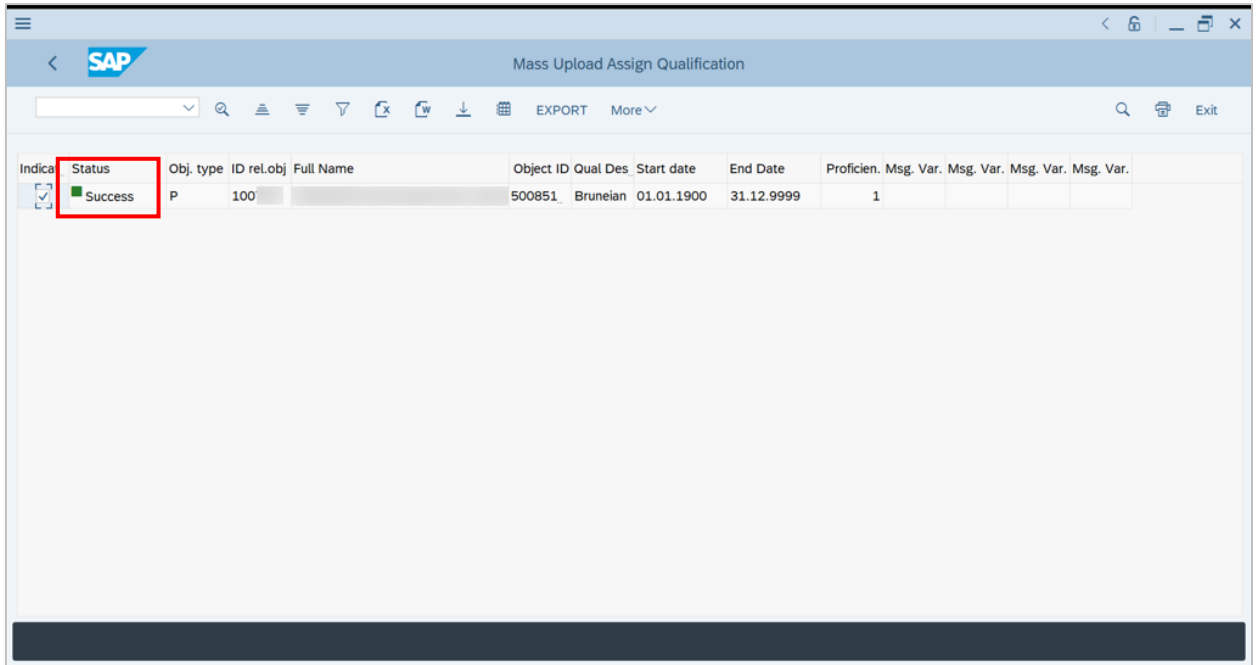
8. Then click on the Export button.



The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface as in the previous step. The 'EXPORT' button in the top toolbar is highlighted with a red box, and the number '8' is written below it.

Indicator	Status	Obj. type	ID rel.obj	Full Name	Obje.	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
<input checked="" type="checkbox"/>	P		100		500		01.01.1900	31.12.9999	1				

Outcome: Mass qualification has been successfully assigned to Person.



The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. The table below displays the results of the mass upload process. A red box highlights the 'Status' column, which shows 'Success' for the first entry.

Indice	Status	Obj. type	ID rel.obj	Full Name	Object ID	Qual Des	Start date	End Date	Proficien.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
	Success	P	100		500851	Bruneian	01.01.1900	31.12.9999	1				

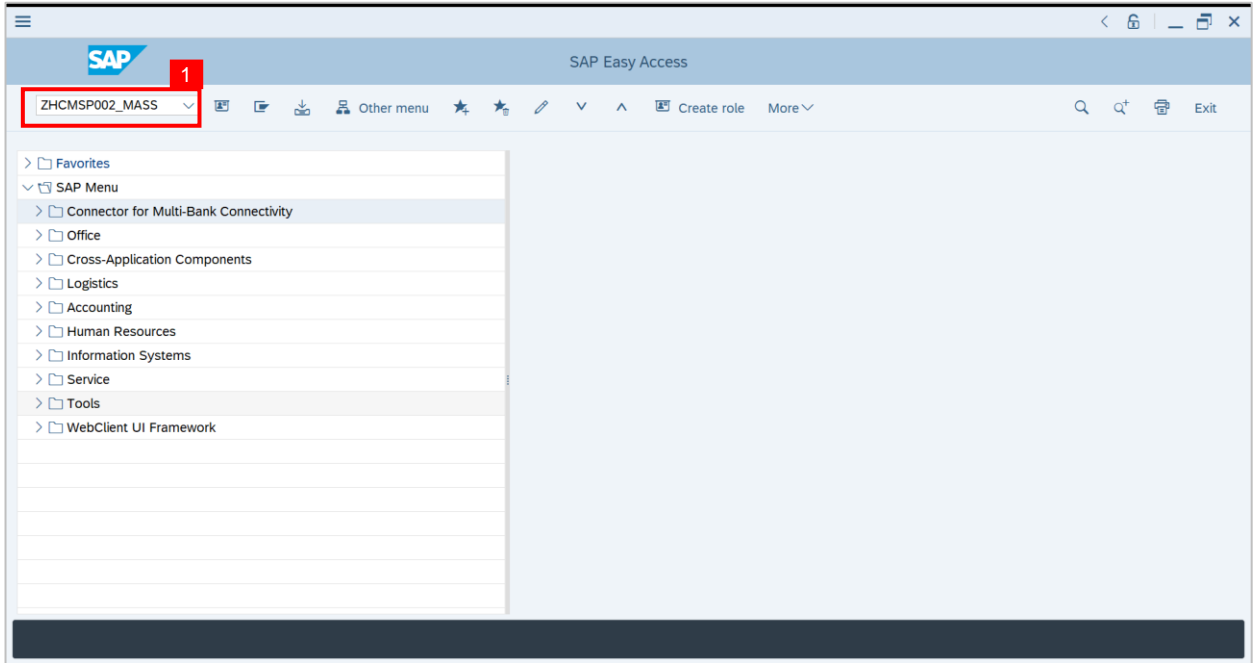
**DOWNLOAD MASS
UPLOAD POSITION
TEMPLATE**

Backend User

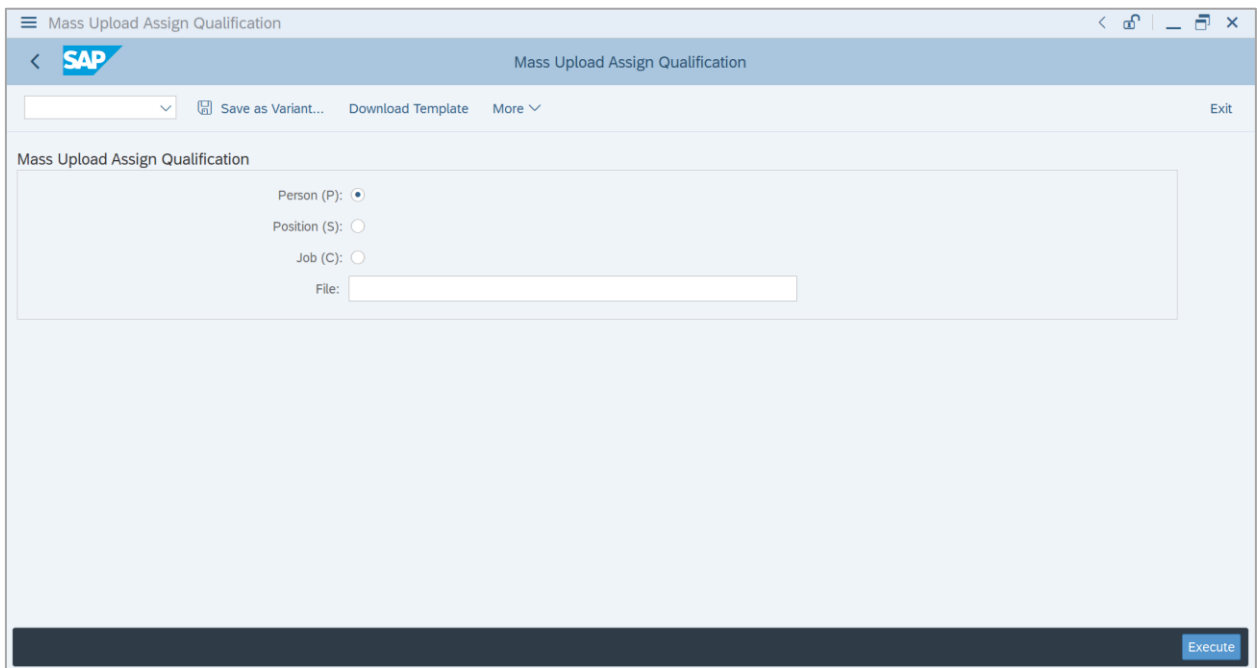
HRCF Process Owner

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

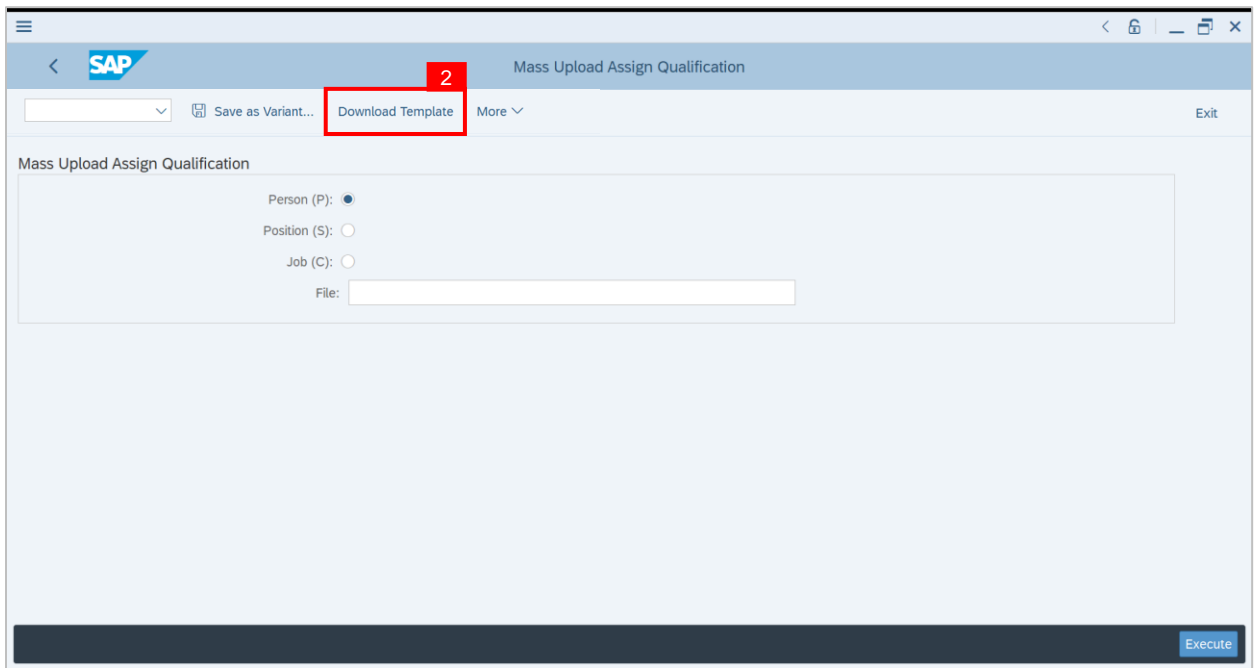
1. Enter **ZHCMSP002_MASS** in the search bar.



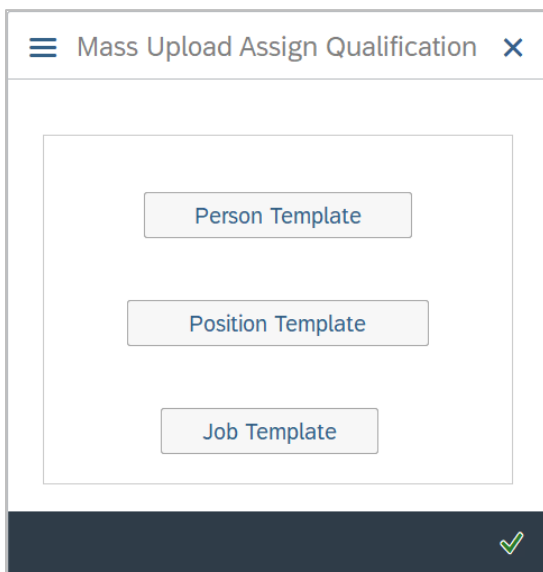
Note: Mass Upload Assign Qualification will be displayed.



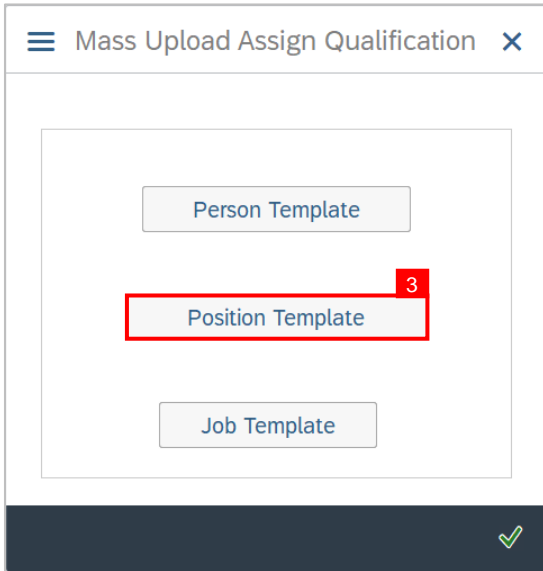
2. Click on **Download Template**.



Note: Mass Upload Assign Qualification window will appear.



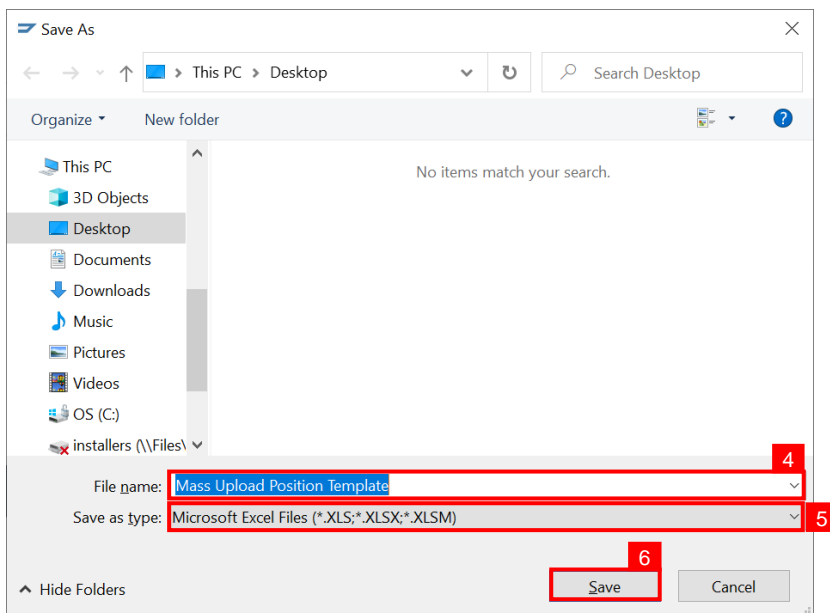
3. Select **Position Template**.



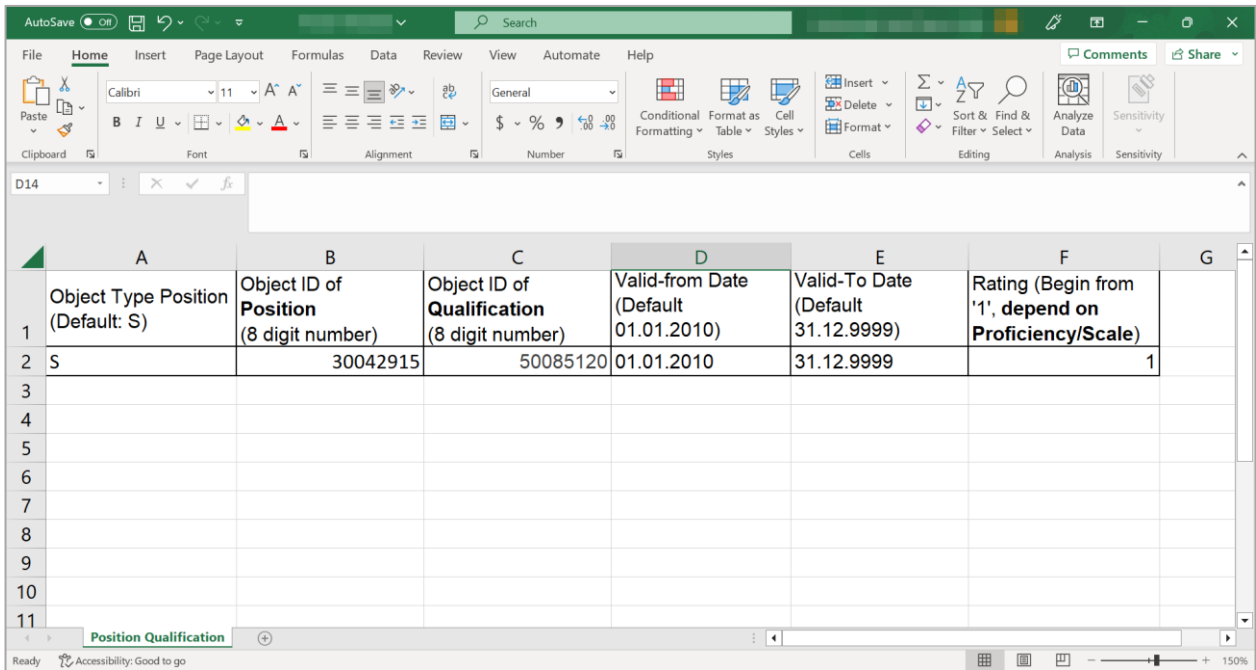
4. **Name** the file.

5. Ensure to **save** the file as **Excel** format.

6. Click on the **Save** button.



Outcome: Mass Upload Position Template has been downloaded.



	A	B	C	D	E	F	G
1	Object Type Position (Default: S)	Object ID of Position (8 digit number)	Object ID of Qualification (8 digit number)	Valid-from Date (Default 01.01.2010)	Valid-To Date (Default 31.12.9999)	Rating (Begin from '1', depend on Proficiency/Scale)	
2	S	30042915	50085120	01.01.2010	31.12.9999	1	
3							
4							
5							
6							
7							
8							
9							
10							
11							

Column Name	Description
Object Type Position	Contains a one-character code that represents a type of object. E.g., Position is an object that has a code of S .
Object ID of Position	Contains a unique eight-digit numerical code that represents a specific position .
Object ID of Qualification	Contains a unique eight-digit numerical code that represents a specific qualification .
Valid-from Date	Contains a date that identifies the start of a validity period.
Valid-To Date	Contains a date that identifies the end of a validity period.
Rating	Describes an individual's level of proficiency in a particular competency. A rating identifies an employee's level of proficiency . E.g., Having a rating of 1 for "RCL: Drive Change" means an employee must be "Able to perform at basic level".

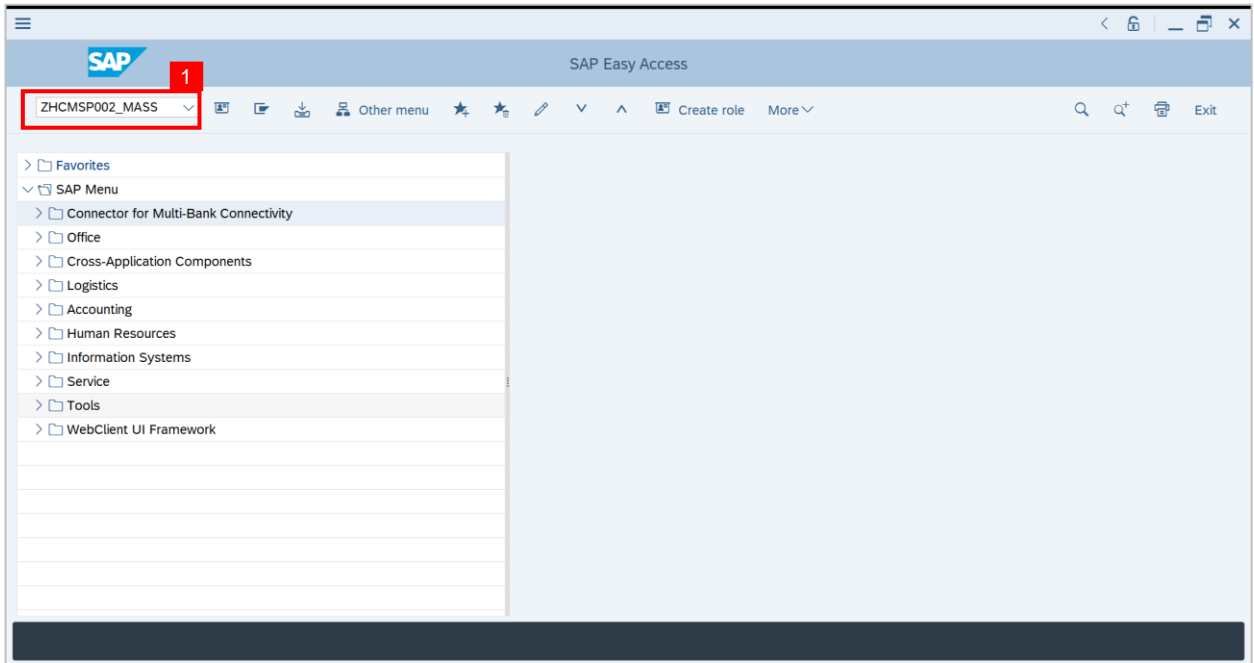
**DOWNLOAD MASS
UPLOAD PERSON
TEMPLATE**

Backend User

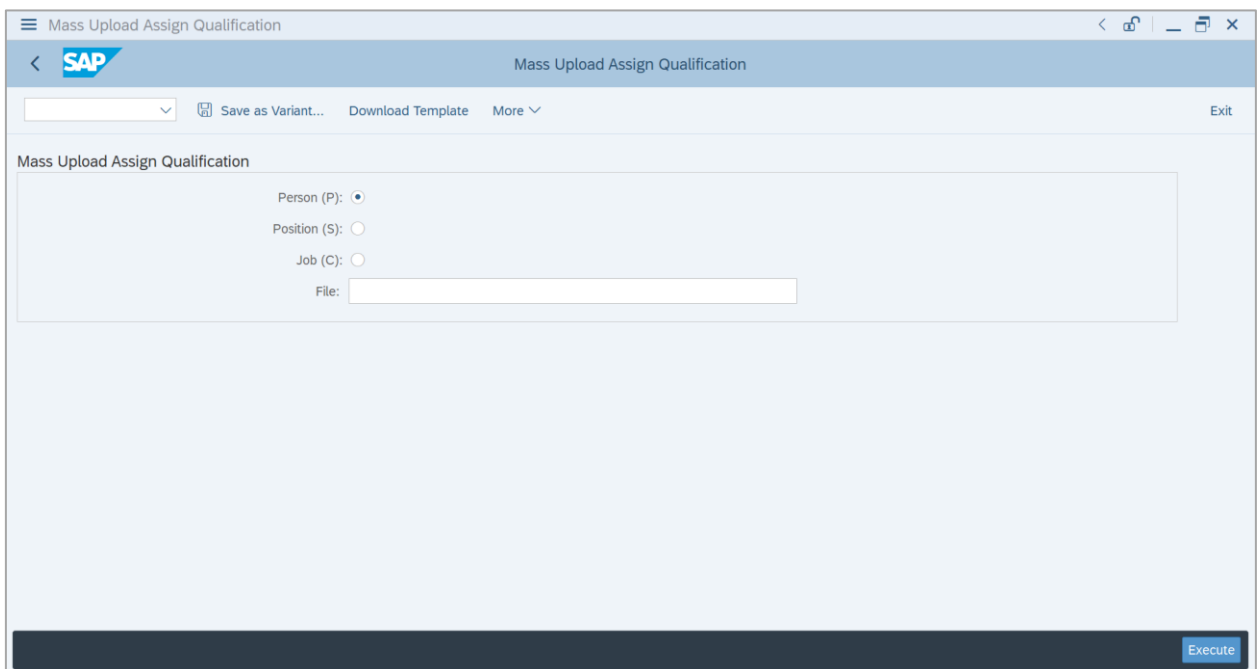
HRCF Process Owner

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

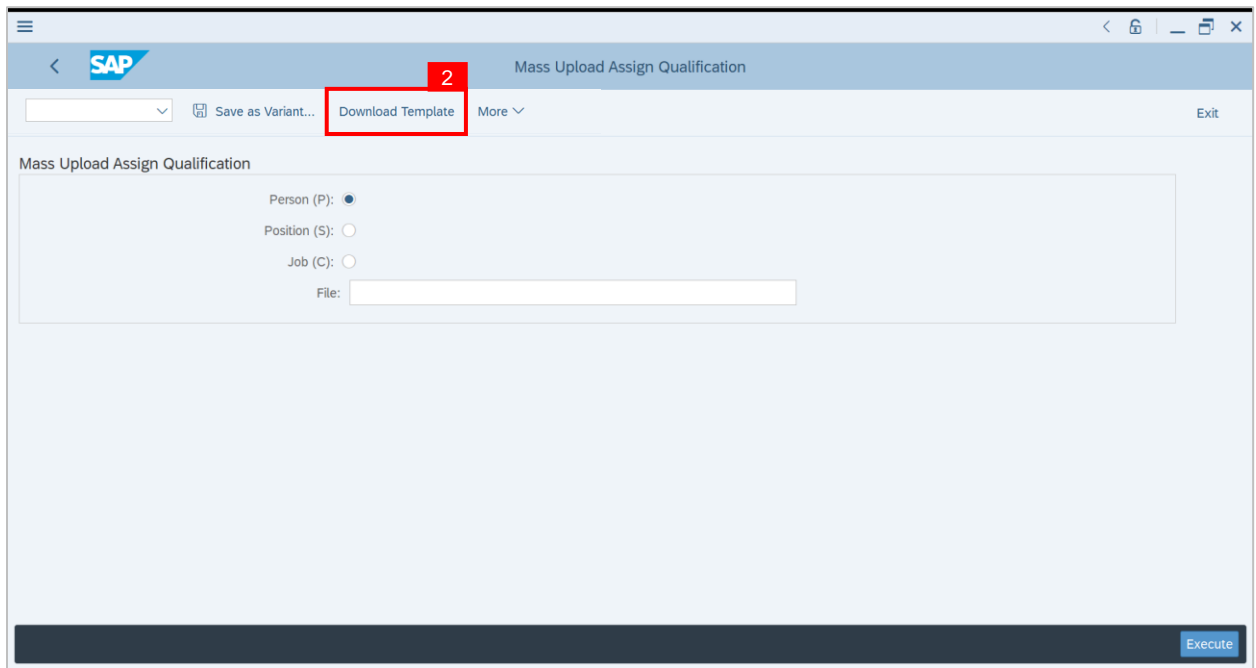
1. Enter **ZHCMSP002_MASS** in the search bar.



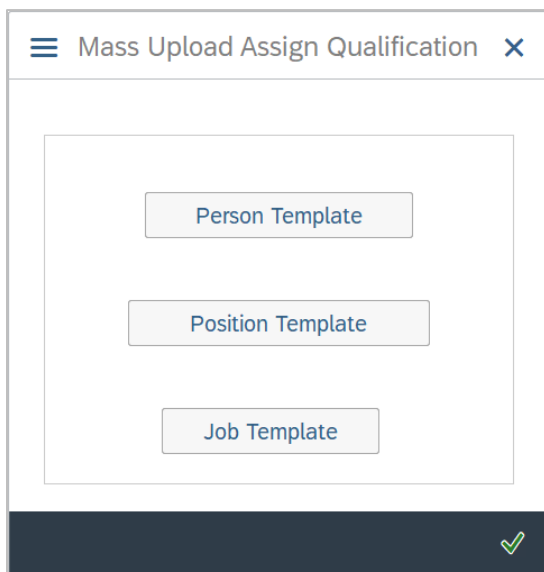
Note: Mass Upload Assign Qualification will be displayed.



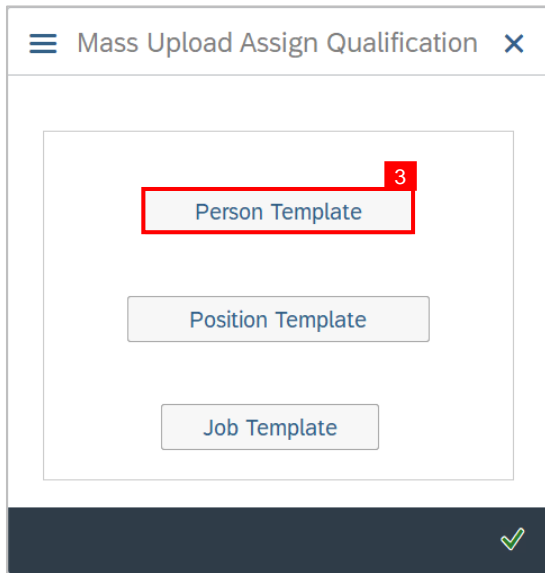
2. Click on **Download Template**.



Note: Mass Upload Assign Qualification window will appear.



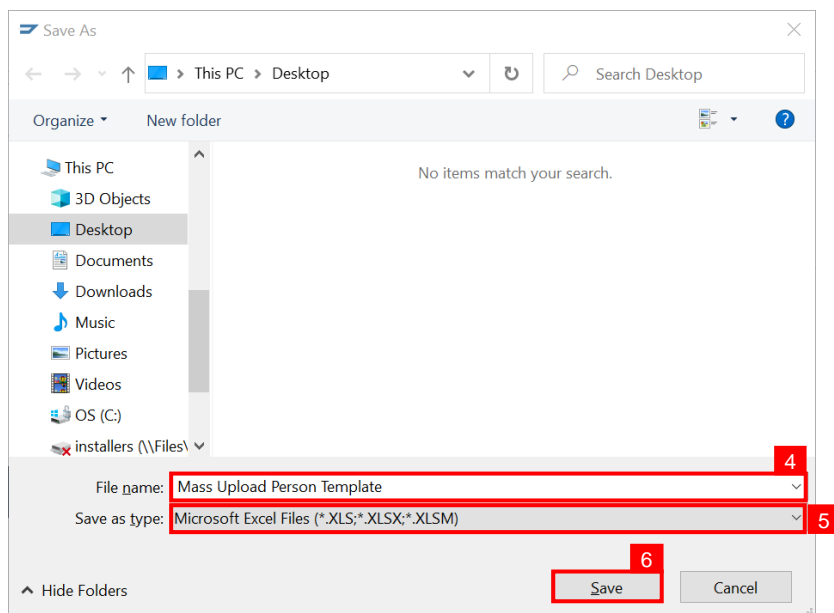
3. Select **Person Template**.



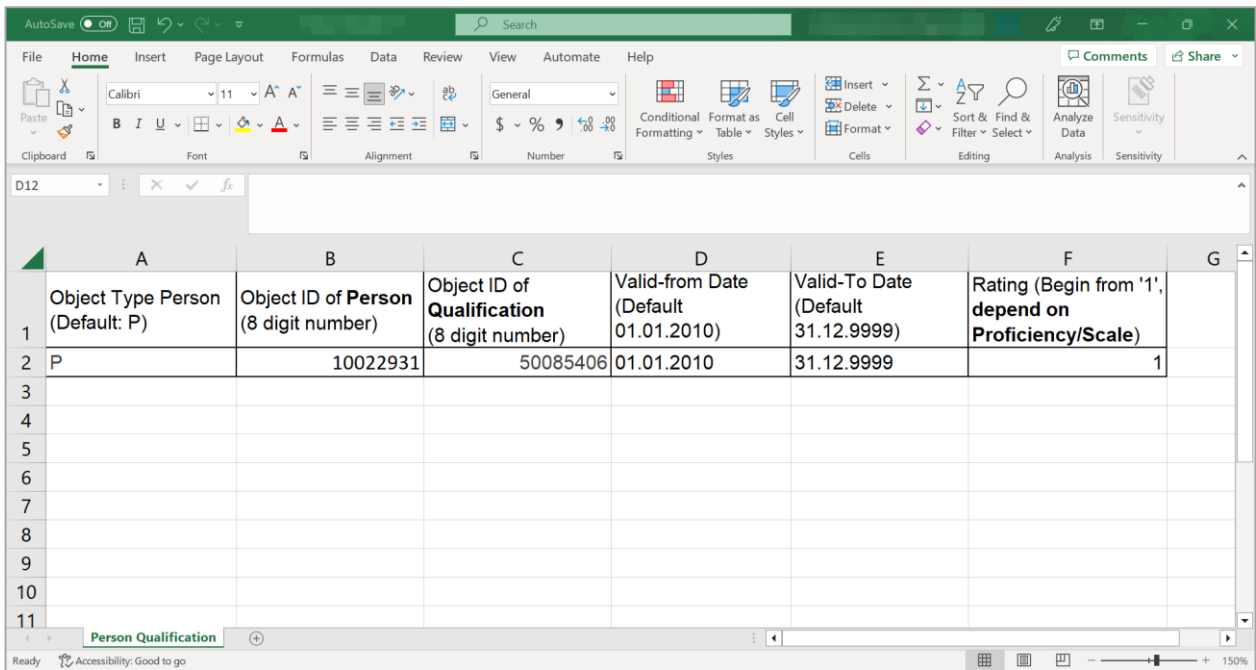
4. **Name** the file.

5. Ensure to **save** the file as **Excel** format.

6. Click on the **Save** button.



Outcome: Mass Upload Person Template has been downloaded.



Column Name	Description
Object Type Person	Contains a one-character code that represents a type of object. E.g., Person is an object that has a code of P .
Object ID of Person	Contains a unique eight-digit numerical code that represents a specific person (Personnel Number) .
Object ID of Qualification	Contains a unique eight-digit numerical code that represents a specific qualification .
Valid-from Date	Contains a date that identifies the start of a validity period.
Valid-To Date	Contains a date that identifies the end of a validity period.
Rating	Describes an individual's level of proficiency in a particular competency. A rating identifies an employee's level of proficiency . E.g., Having a rating of 1 for "RCL: Drive Change" means an employee must be "Able to perform at basic level".

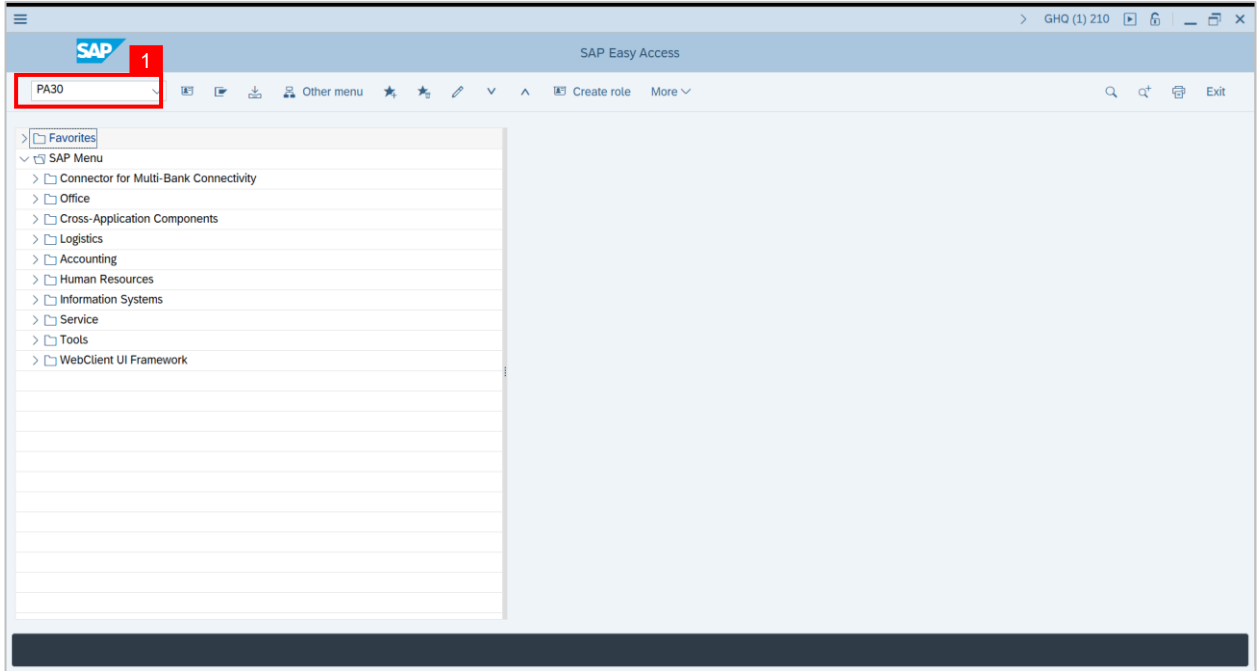
**ASSIGN QUALIFICATION
TO PERSON**

Backend User

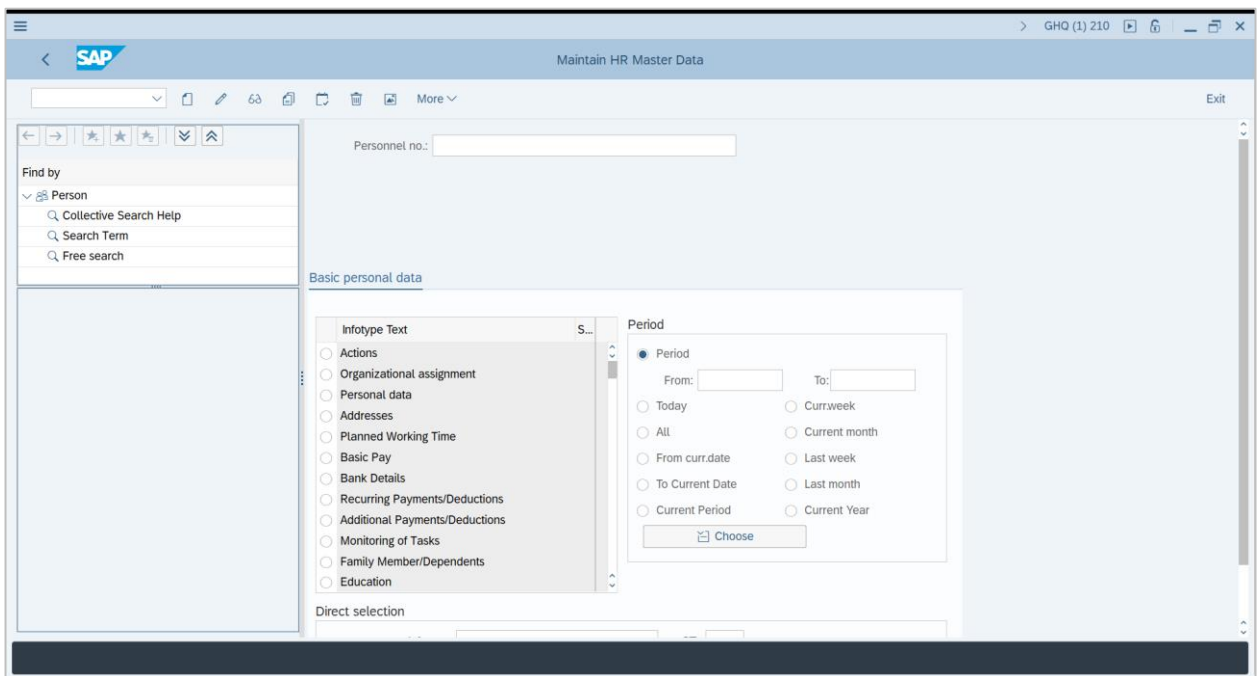
HRCF Process Owner

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

1. Enter **PA30** in the search bar.

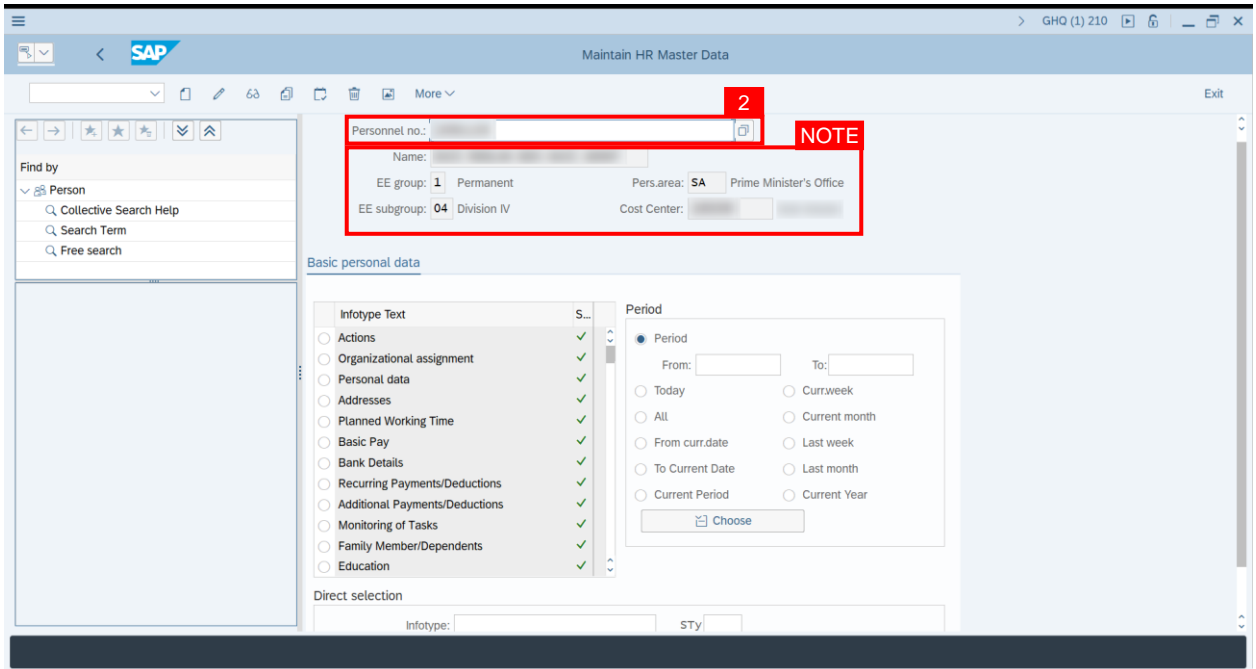


Note: Maintain HR Master Data Page will be displayed.



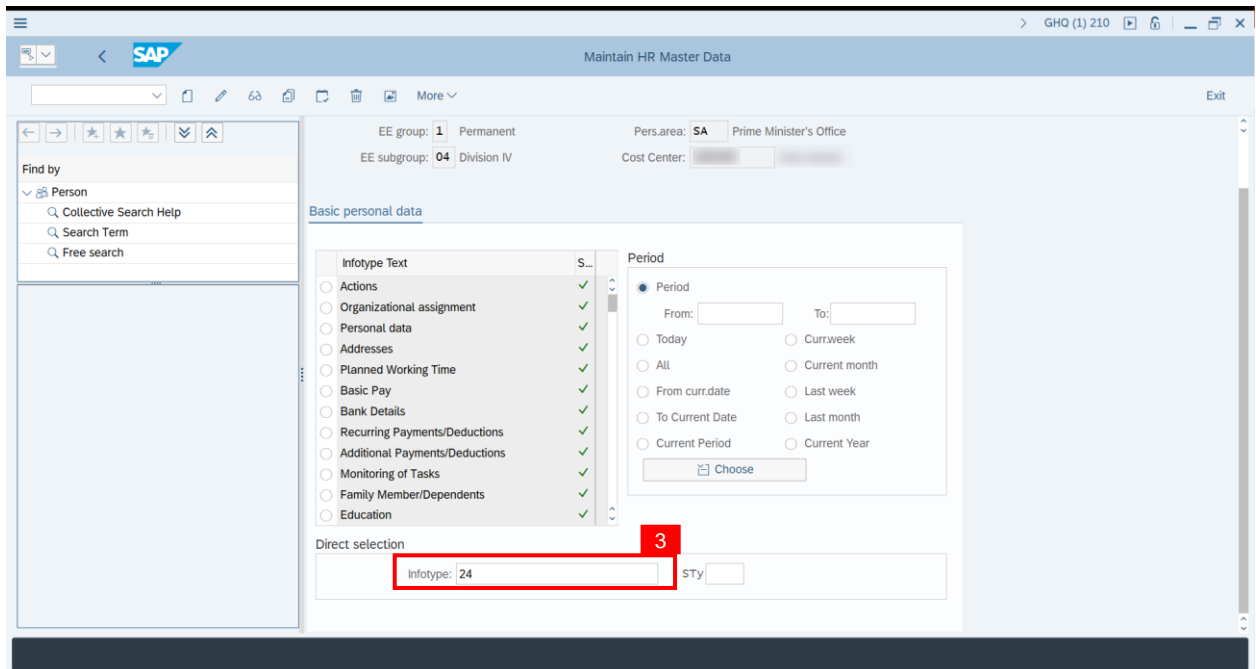
2. Enter **Personnel Number** and press Enter on the keyboard.

Note: The Personnel's details will be displayed.



The screenshot shows the SAP 'Maintain HR Master Data' interface. A red box highlights the 'Personnel no.' field, which contains a value. A red '2' is placed above the field, and a red 'NOTE' box is to its right. Below the personnel number, the system displays details for 'EE group: 1 Permanent', 'Pers.area: SA Prime Minister's Office', and 'EE subgroup: 04 Division IV'. The 'Basic personal data' section is visible, showing a list of infotypes with checkmarks and a 'Period' selection area.

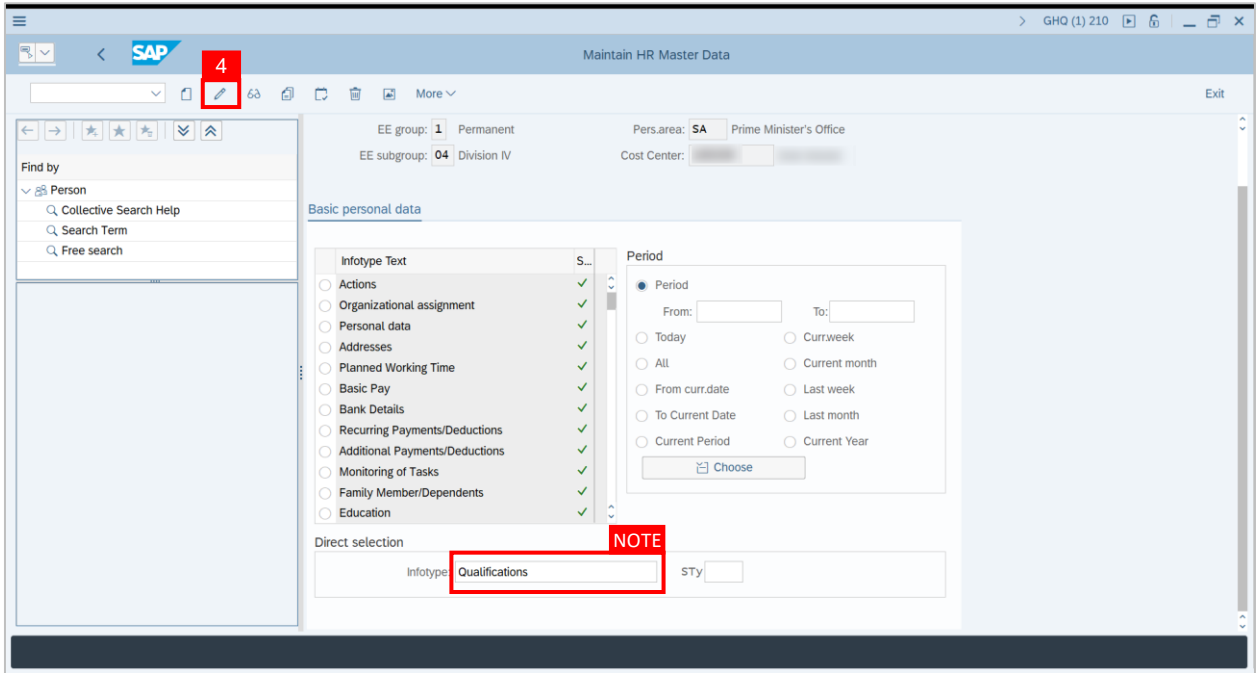
3. In the Direct Selection section, Enter Infotype '24' in the Infotype field and press Enter on the keyboard.



The screenshot shows the same SAP 'Maintain HR Master Data' interface. The 'Direct selection' section is now active, and the 'Infotype' field is highlighted with a red box and contains the value '24'. A red '3' is placed above the field. The 'Basic personal data' section remains visible in the background.

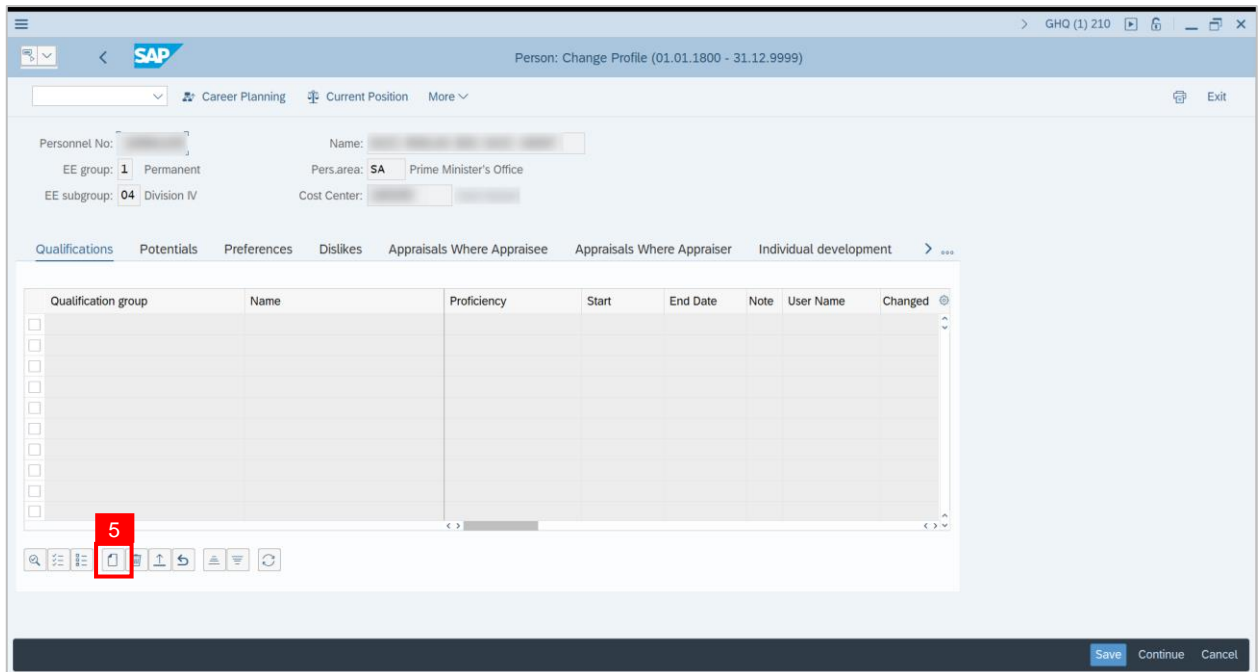
Note: 'Infotype:' field will be filled with 'Qualifications'.

4. Click on the **Change** icon.



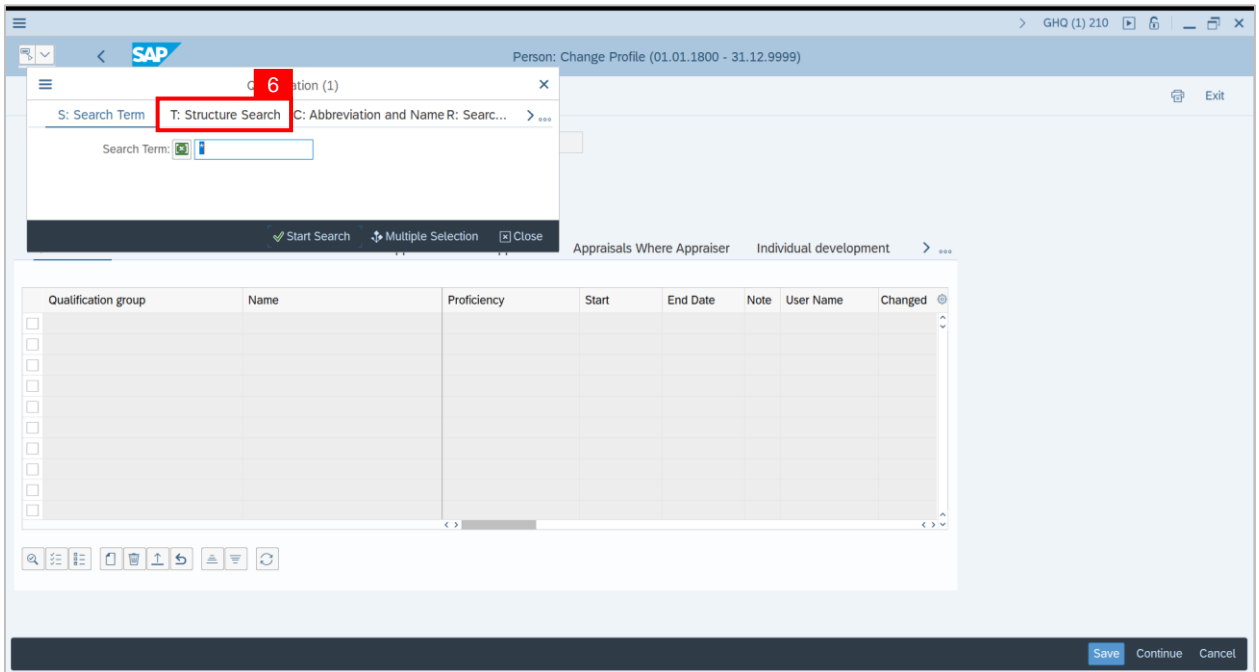
Note: Person: Change Profile Page will be displayed.

5. Click on the **Create** icon.



Note: Search Window will be displayed.

6. Click on **T: Structure Search**.



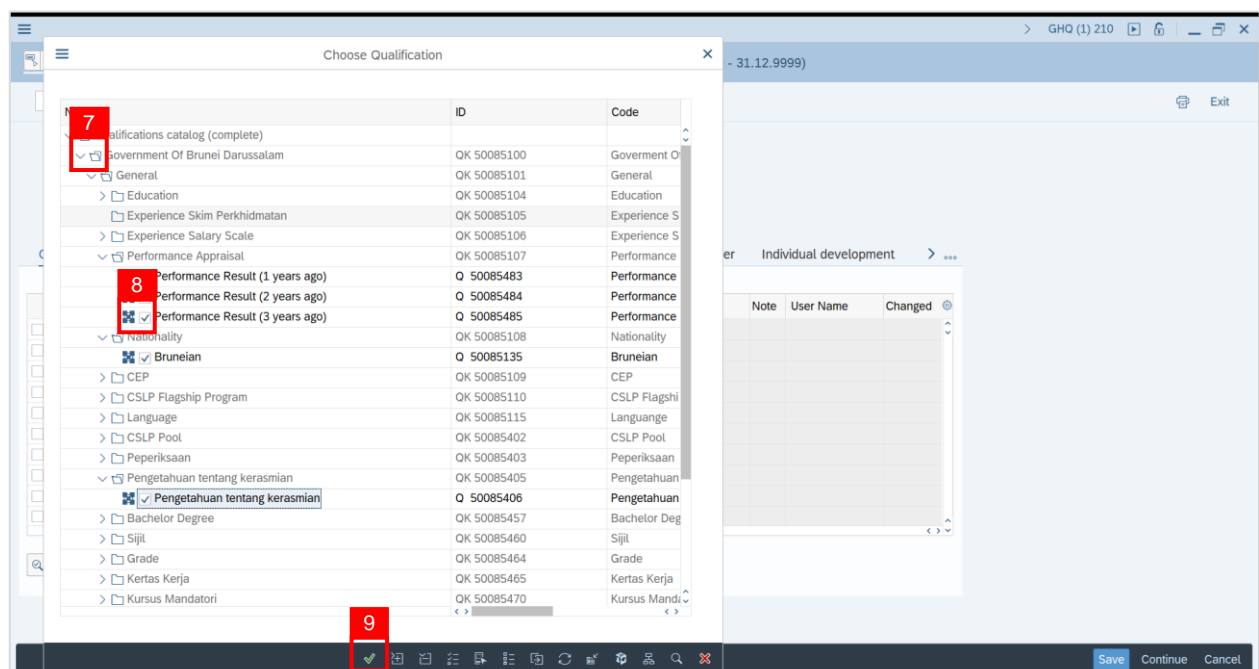
Note: Qualification Catalog will be displayed.

7. Click on the **Dropdown button** to display more qualification options.

8. Click on the **Checkbox** to select the qualification.

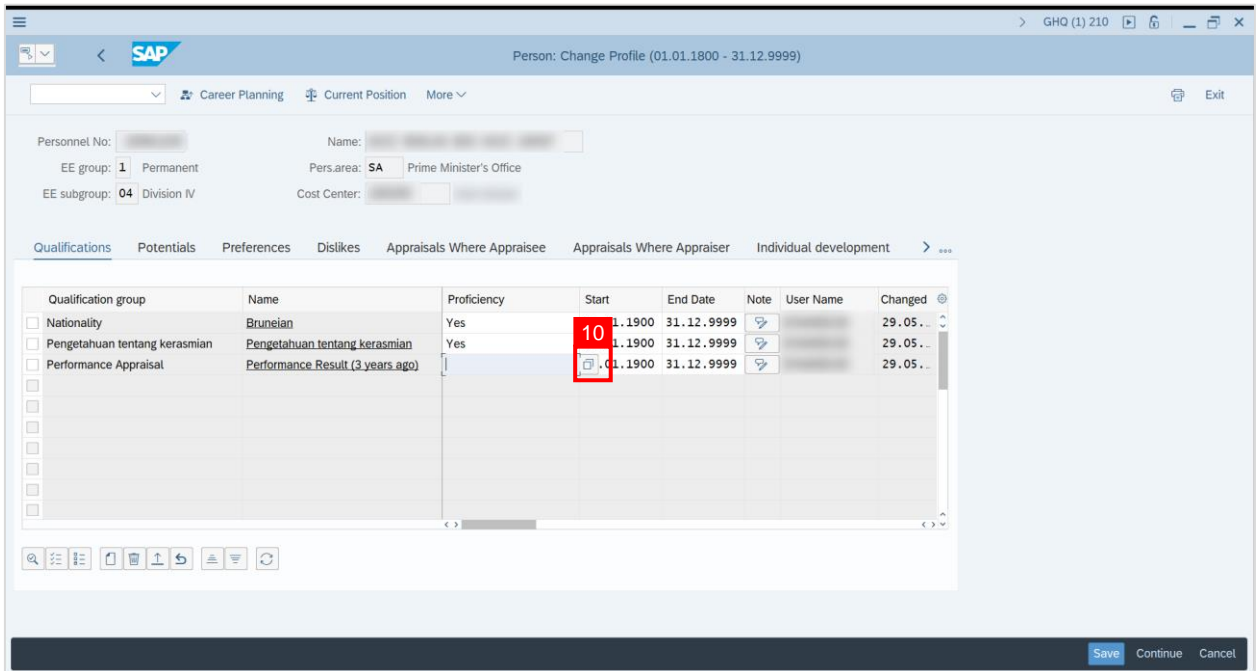
Note: More than one qualification can be added at a time.

9. Click on the **Continue button**.



Note: You will be navigated back to the Change Profile Page with the chosen qualifications.

10. On the qualifications, under Proficiencies, click on the **Lookup** icon.

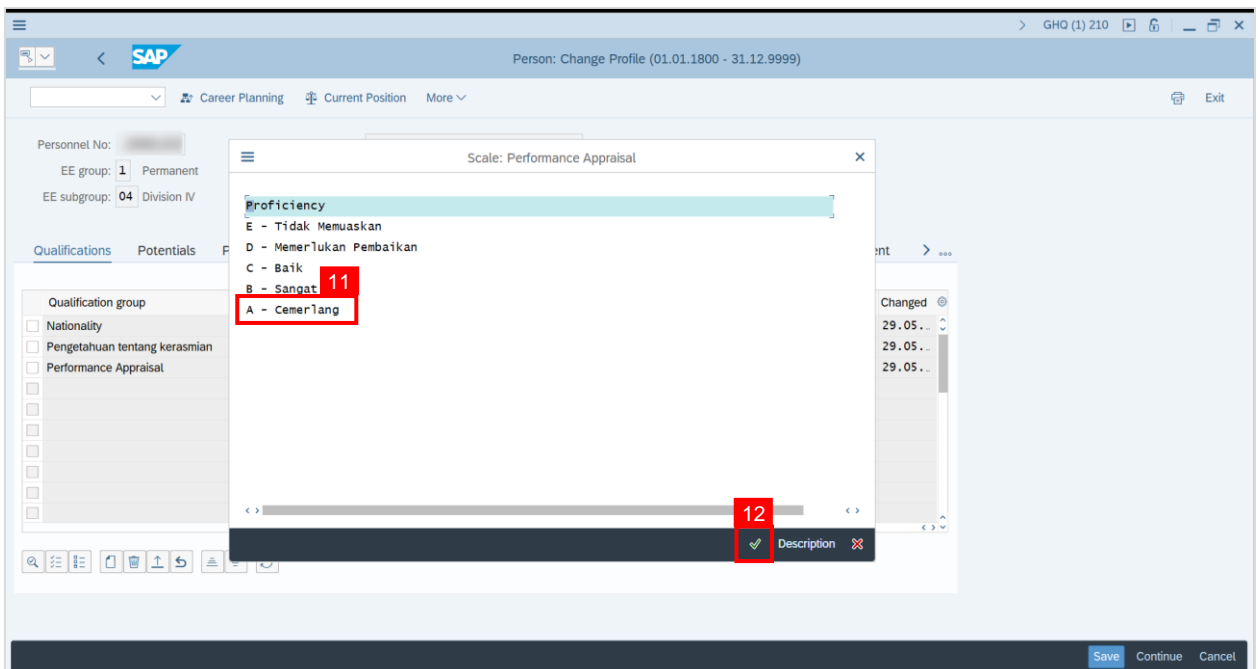


Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.1.1900	31.12.9999			29.05.19
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.1.1900	31.12.9999			29.05.19
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)		01.1.1900	31.12.9999			29.05.19

Note: Proficiency list of the specific Qualification will be displayed

11. Select a **Proficiency**.

12. Click on the **Tick** icon.

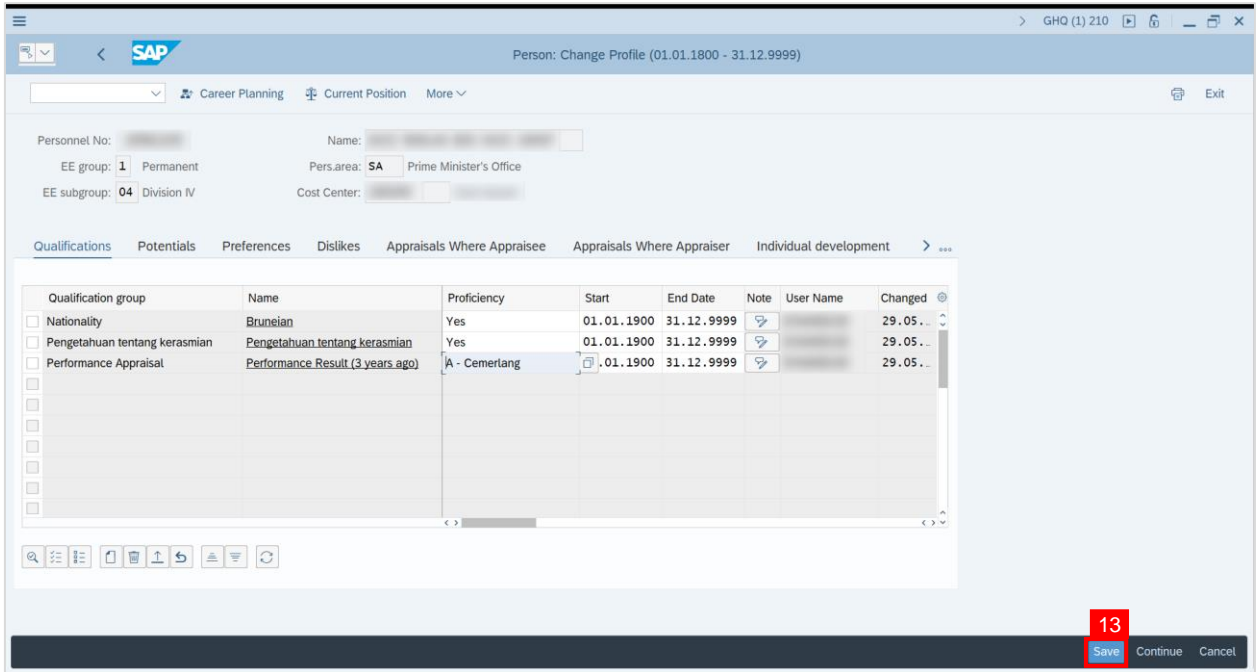


Scale: Performance Appraisal

- Proficiency
- E - Tidak Memuaskan
- D - Memerlukan Penbaikan
- C - Baik
- B - Sangat
- A - Cemerlang

Description

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



Person: Change Profile (01.01.1800 - 31.12.9999)

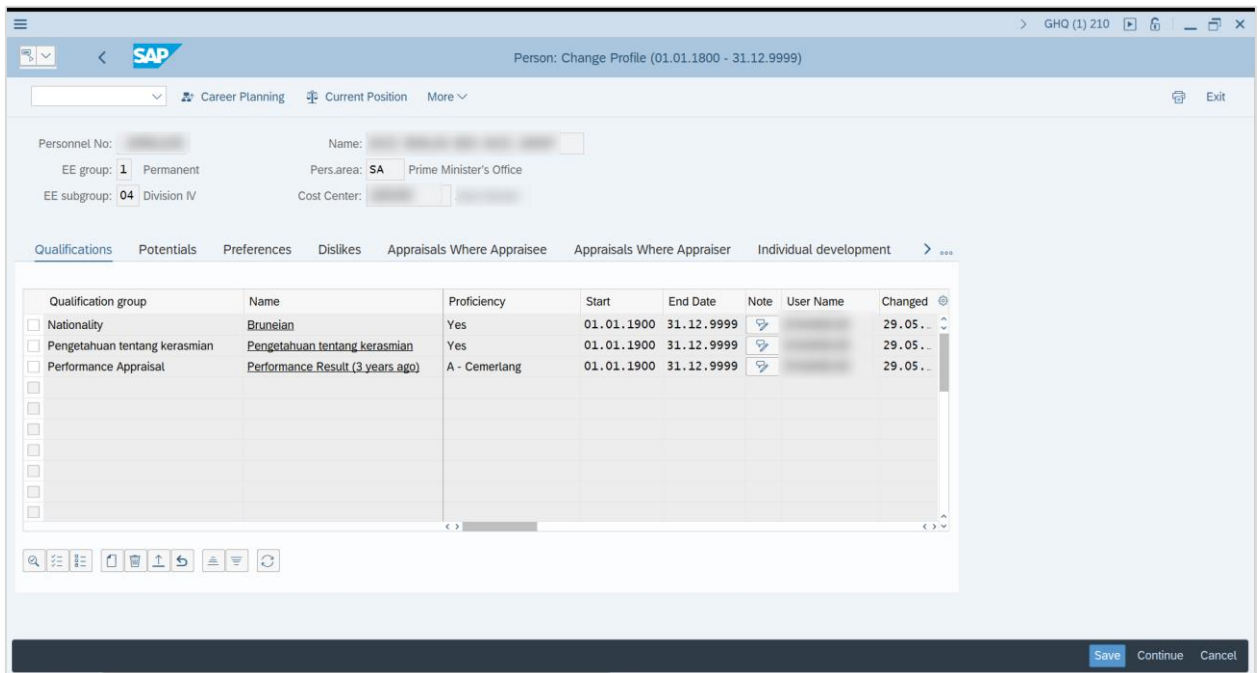
Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

13 Save Continue Cancel

Outcome: Person qualifications has been saved.



Person: Change Profile (01.01.1800 - 31.12.9999)

Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

Save Continue Cancel

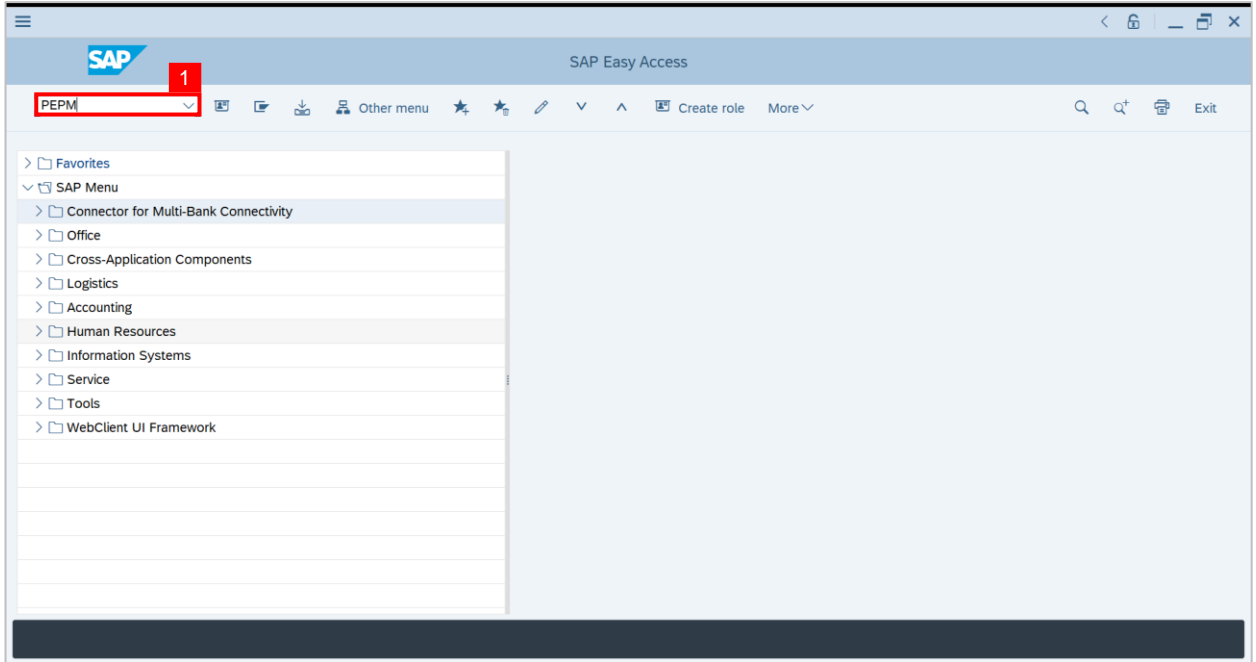
**GENERATE PROFILE
MATCHUP REPORT**

Backend User

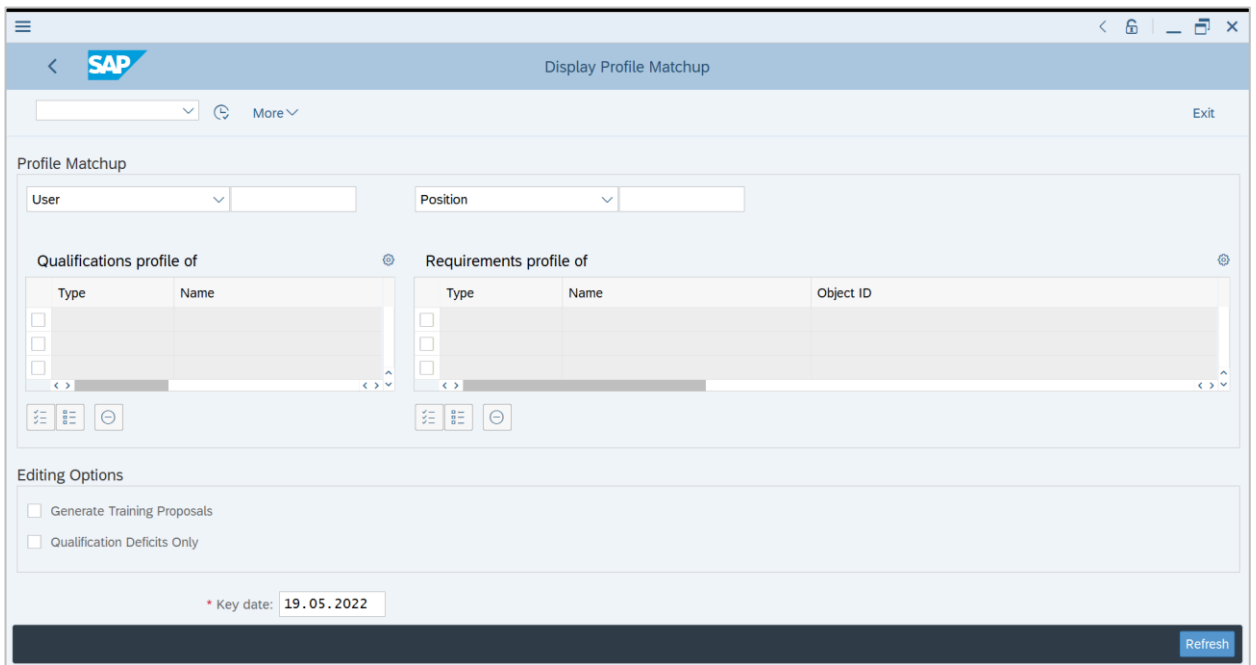
HRCF Process Owner

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

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

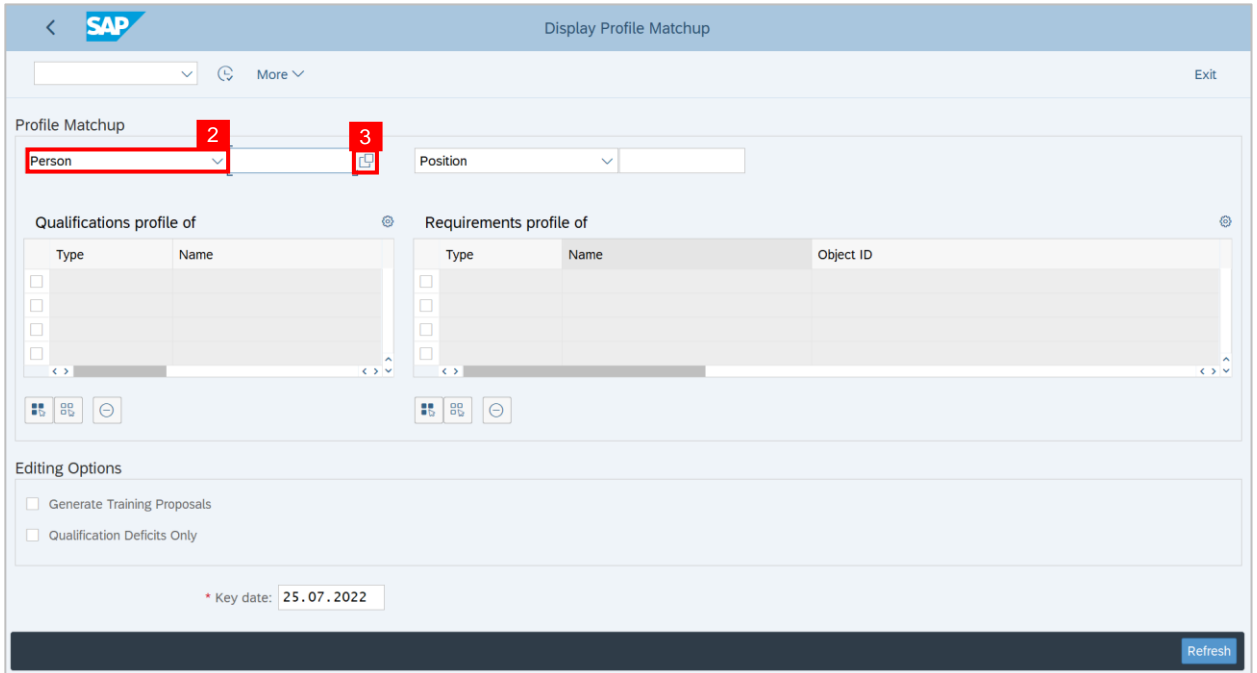


Note: Display Profile Matchup will be displayed.



Note: Navigate to **Profile Matchup**.

2. Select the option **Person** from the dropdown.
3. Click on the **Lookup icon** to select Personnel(s).

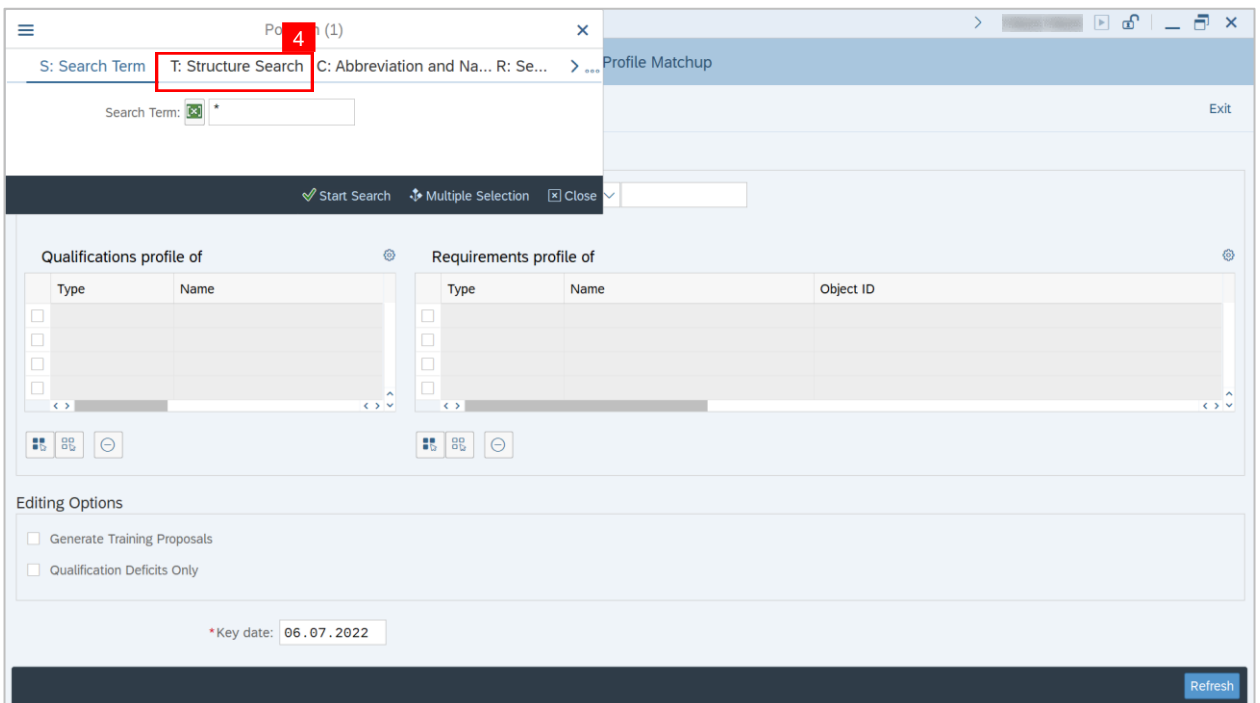


The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and the title 'Display Profile Matchup'. Below this, there is a search bar and a 'More' dropdown. The main area is divided into several sections:

- Profile Matchup:** A dropdown menu is set to 'Person' (highlighted with a red box and number 2). To its right is a 'Position' dropdown and a 'Lookup icon' (highlighted with a red box and number 3).
- Qualifications profile of:** A table with columns 'Type' and 'Name'.
- Requirements profile of:** A table with columns 'Type', 'Name', and 'Object ID'.
- Editing Options:** Two checkboxes: 'Generate Training Proposals' and 'Qualification Deficits Only'.
- Key date:** A field containing '25.07.2022'.
- Refresh:** A blue button at the bottom right.

Note: Search window will be displayed.

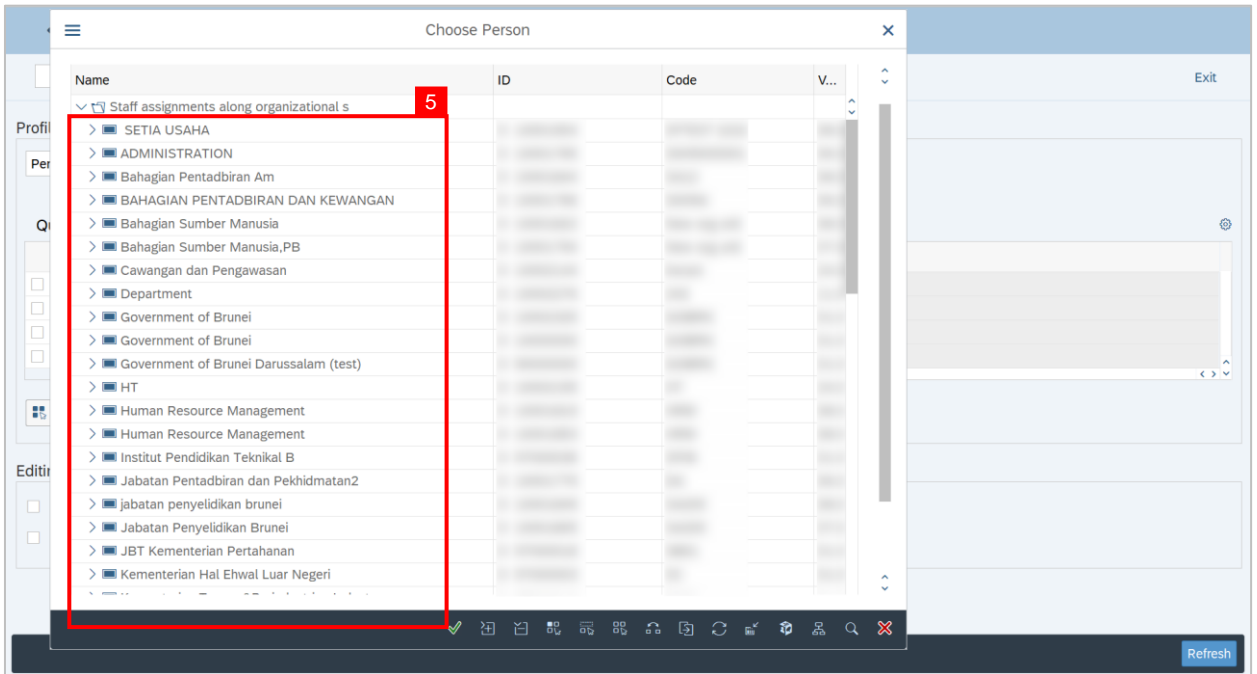
4. Click on the **T: Structure Search** tab



This screenshot shows the same SAP 'Display Profile Matchup' interface as above, but with a search window open. The search window is titled 'S: Search Term' and has a dropdown menu set to 'T: Structure Search' (highlighted with a red box and number 4). The search term is empty. Below the search window, there are buttons for 'Start Search', 'Multiple Selection', and 'Close'. The main interface below the search window is identical to the previous screenshot, but the 'Key date' field now contains '06.07.2022'.

Note: Choose Person Page will be displayed.

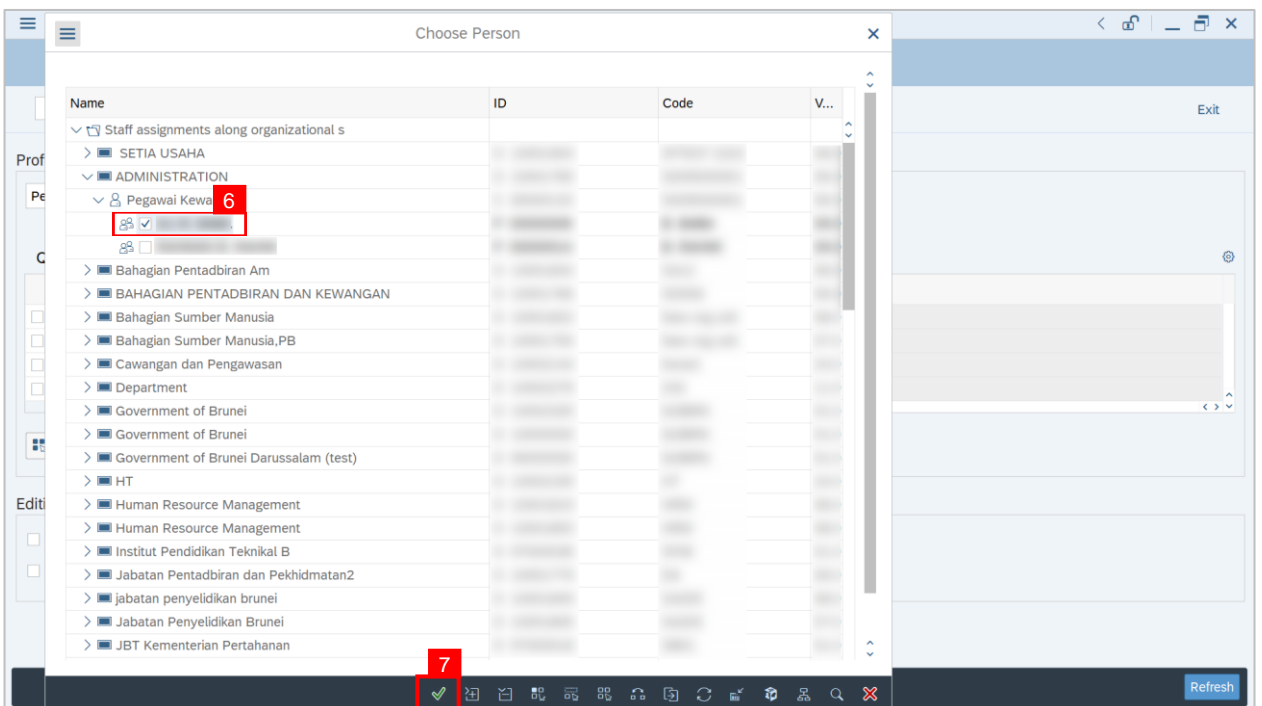
5. Select a **Person** under **STAFF ASSIGNMENTS ALONG ORGANIZATIONAL**.



Note: A view page of Person will be displayed.

6. Select the **Person** by clicking on the **checkbox** beside the position.

7. Click on the **Tick Icon**.



8. Select the option **Position** from the dropdown.

9. Click on the **Lookup icon** to select Position(s).

The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and the title 'Display Profile Matchup'. Below this, there is a search bar and a 'More' dropdown. The main area is divided into two sections: 'Qualifications profile of' and 'Requirements profile of'. The 'Qualifications profile of' section has a table with columns 'Type' and 'Name'. The 'Requirements profile of' section has a table with columns 'Type', 'Name', and 'Object ID'. Below these sections is the 'Editing Options' section, which includes checkboxes for 'Generate Training Proposals' and 'Qualification Deficits Only'. At the bottom, there is a 'Key date' field with the value '25.07.2022' and a 'Refresh' button.

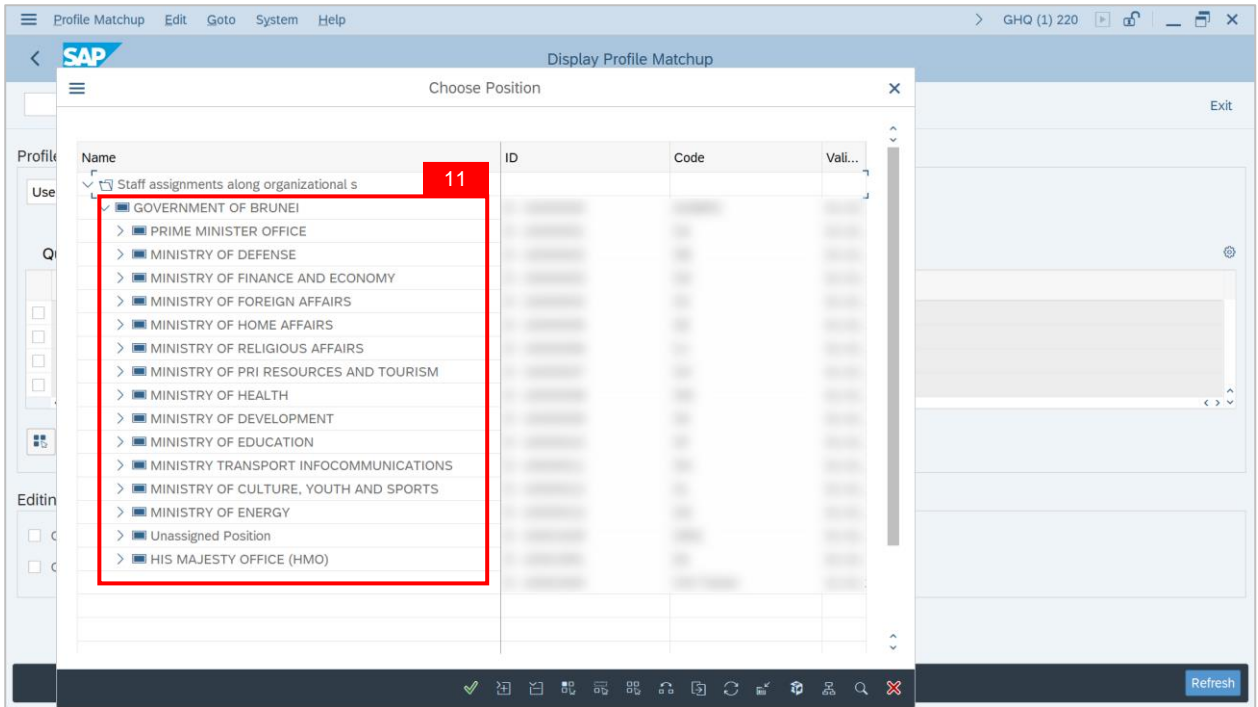
Note: Search window will be displayed.

10. Click on the **T: Structure Search** tab.

The screenshot shows the same SAP 'Display Profile Matchup' interface as above, but with a search window open. The search window has a 'Search Term' field and a 'Start Search' button. The 'T: Structure Search' tab is highlighted with a red box and labeled '10'. The 'Key date' is now '06.07.2022'. The search window also shows a 'Multiple Selection' checkbox and a 'Close' button.

Note: Choose Position Page will be displayed.

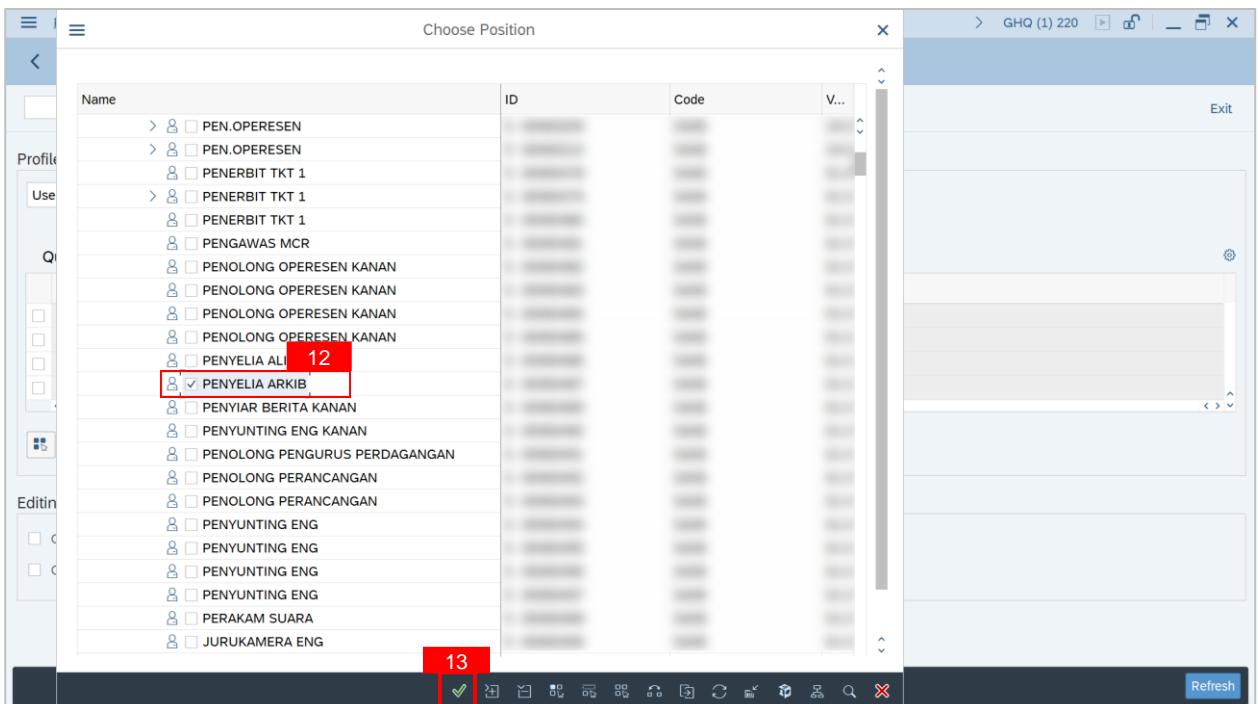
11. Select a **Position** under **GOVERNMENT OF BRUNEI**.



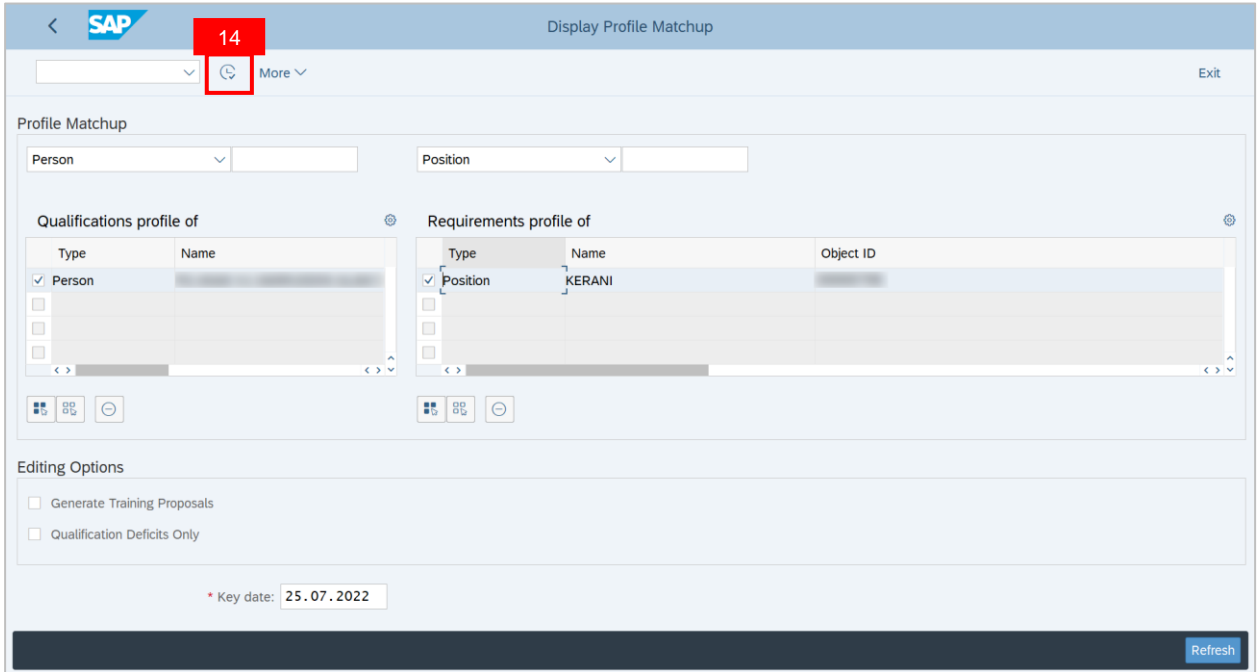
Note: A view page of Positions will be displayed.

12. Select the **Position** by clicking on the **checkbox** beside the position.

13. Click on the **Tick Icon**.

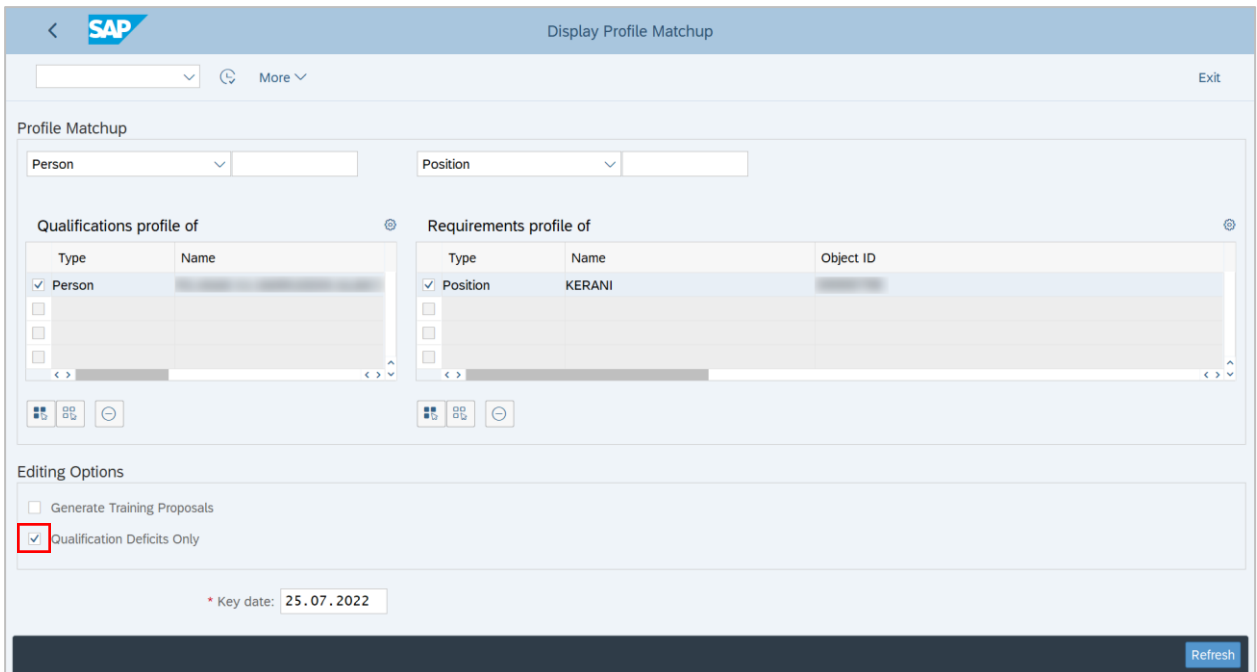


14. Click on the **Execute Icon** to generate the **Profile Matchup** report.



The screenshot shows the SAP 'Display Profile Matchup' interface. At the top left, there is a navigation bar with the SAP logo and a 'More' dropdown menu. A red box highlights the 'Execute' icon (a circular arrow) in the top left corner. Below the navigation bar, there are two dropdown menus for 'Person' and 'Position'. The main area is divided into two sections: 'Qualifications profile of' and 'Requirements profile of'. The 'Qualifications profile of' section has a table with columns 'Type' and 'Name', where 'Person' is selected. The 'Requirements profile of' section has a table with columns 'Type', 'Name', and 'Object ID', where 'Position' is selected and 'KERANI' is listed in the 'Name' column. Below these sections is the 'Editing Options' section, which contains two checkboxes: 'Generate Training Proposals' and 'Qualification Deficits Only'. At the bottom, there is a 'Key date' field set to '25.07.2022' and a 'Refresh' button.

Additional: Navigate to **Editing Options** and click on the **Qualification Deficits Only** checkbox to generate a **Profile Matchup** report with deficits qualification only.



This screenshot is identical to the previous one, but with the 'Qualification Deficits Only' checkbox in the 'Editing Options' section checked. The 'Execute' icon is no longer highlighted.

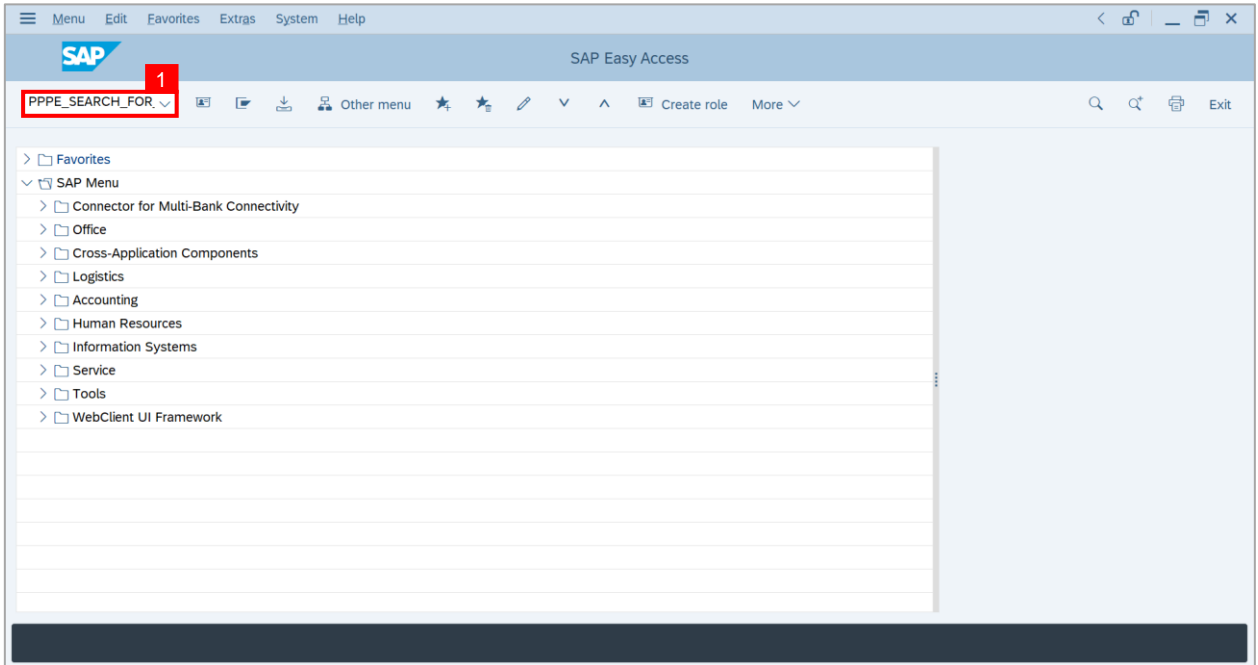
**GENERATE SEARCH
FOR OBJECT REPORT**

Backend User

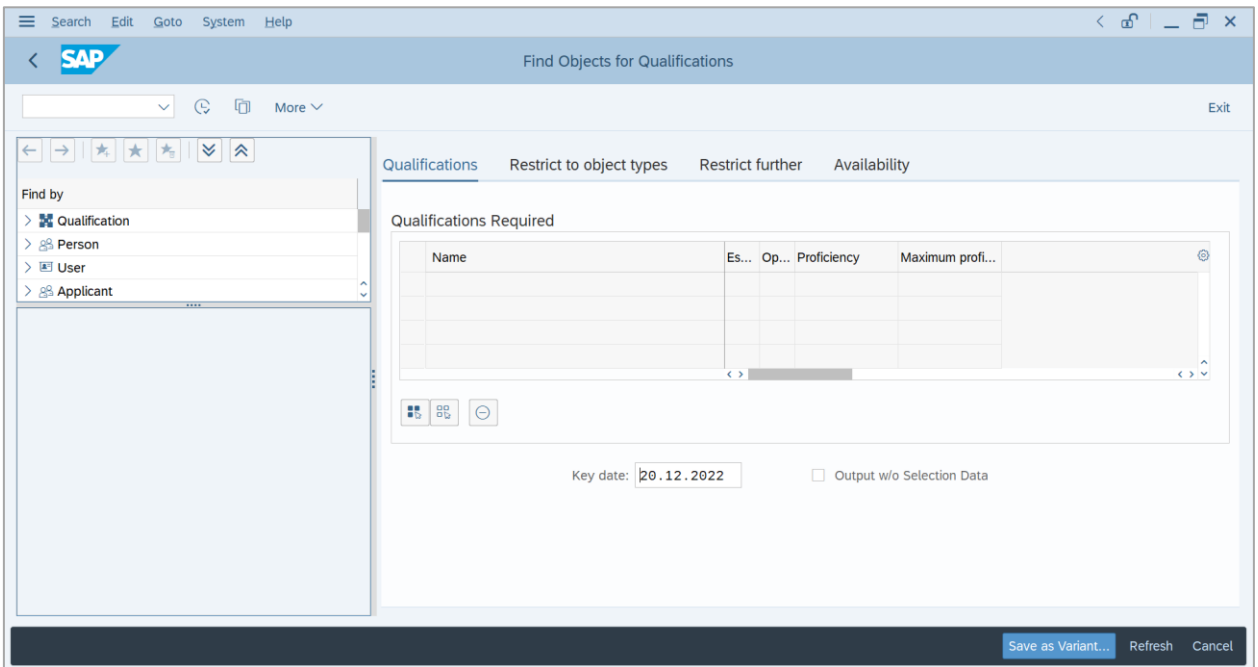
HRCF Process Owner

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

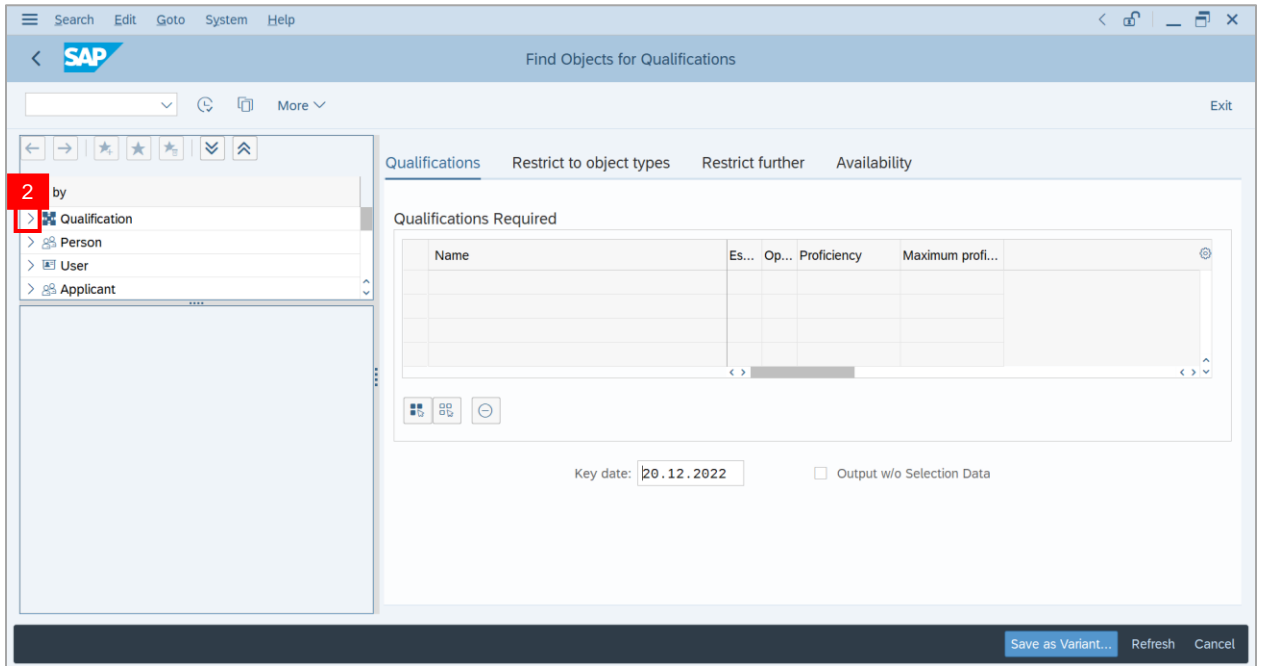
1. Enter **PPPE_SEARCH_FOR_Q** in the search bar.



Note: Find Objects for Qualifications page will be displayed.

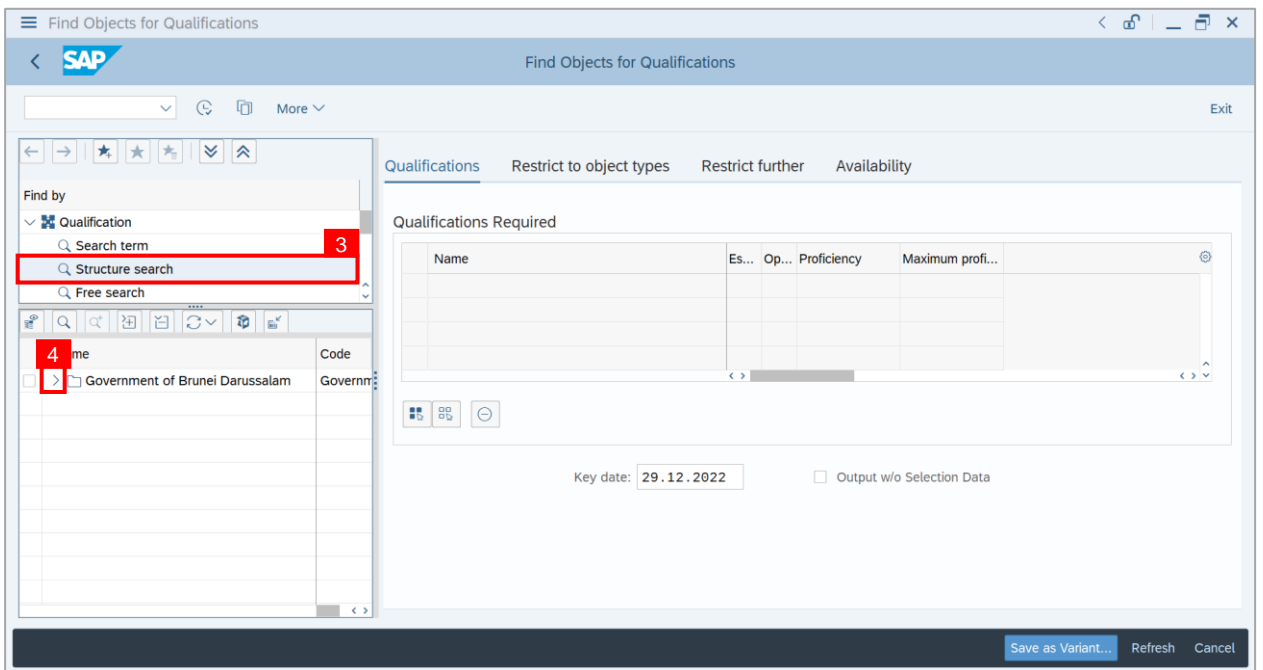


2. Click on the **Dropdown** menu on **Qualification**.



3. Click on **Structure Search**.

4. Click on the **Dropdown** menu on **Government of Brunei Darussalam** and find the **qualifications required**.



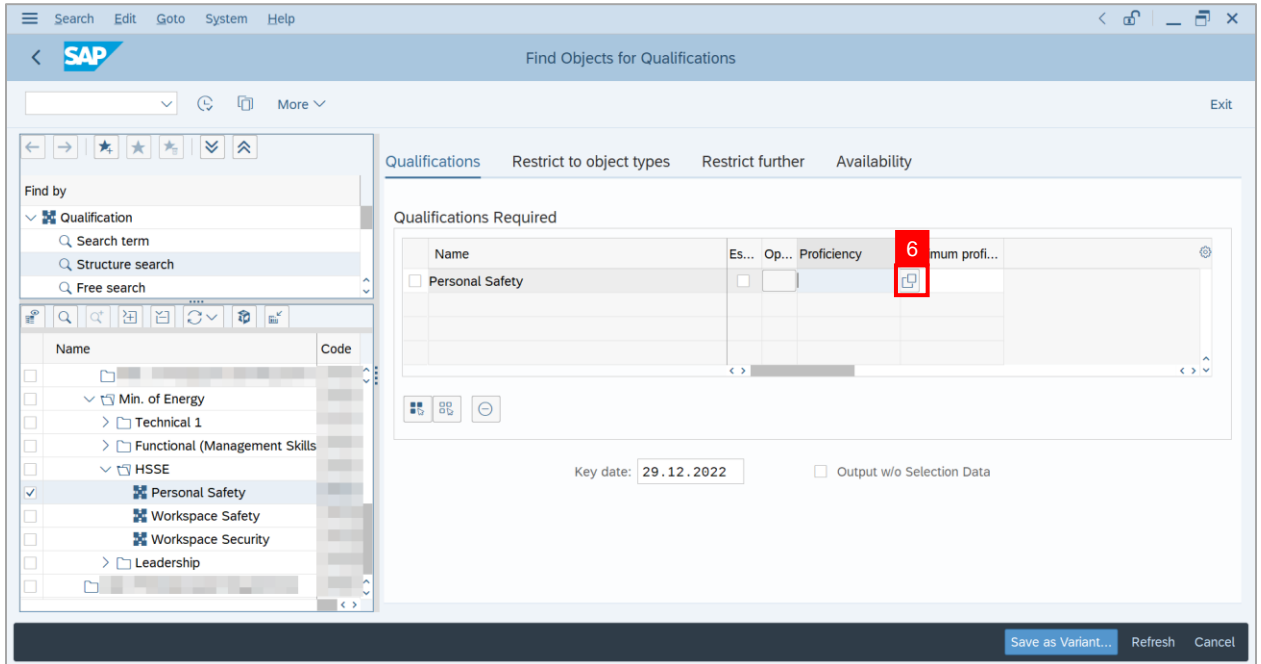
5. Double click on a Qualification.

The screenshot shows the SAP 'Find Objects for Qualifications' dialog box. On the left, a tree view shows the 'Personal Safety' qualification selected under the 'HSSE' category, highlighted with a red box and the number 5. The right pane displays the 'Qualifications Required' table with columns: Name, Es..., Op..., Proficiency, and Maximum prof... The table is currently empty. Below the table, there is a 'Key date' field set to '29.12.2022' and an 'Output w/o Selection Data' checkbox. At the bottom right, there are buttons for 'Save as Variant...', 'Refresh', and 'Cancel'.

Note: The selected qualification will appear under **Qualifications Required**.

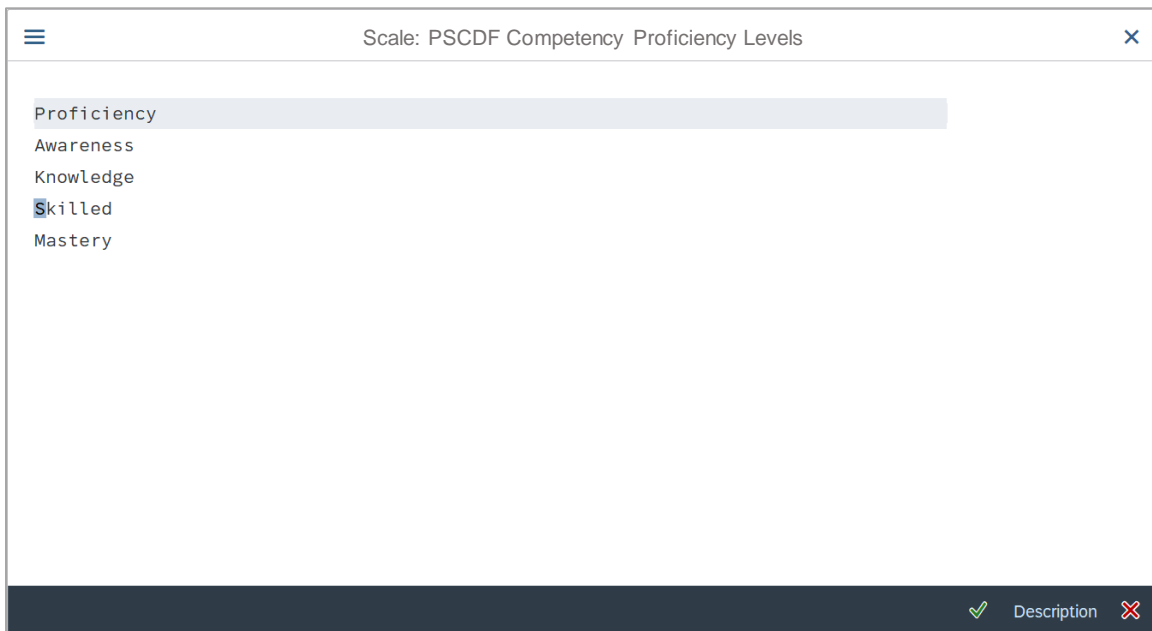
The screenshot shows the same SAP 'Find Objects for Qualifications' dialog box. In the left pane, 'Personal Safety' is now selected with a checkmark. In the right pane, the 'Qualifications Required' table now contains one row: 'Personal Safety', which is highlighted with a red box and the word 'NOTE'. The 'Es...' and 'Op...' columns for this row contain checkboxes. The 'Key date' field remains '29.12.2022' and the 'Output w/o Selection Data' checkbox is still unchecked. The bottom right buttons are 'Save as Variant...', 'Refresh', and 'Cancel'.

6. Under Proficiency, click on the **Lookup icon**.



The screenshot shows the SAP 'Find Objects for Qualifications' interface. On the left, a tree view shows the 'Personal Safety' qualification selected. The main area displays a table of 'Qualifications Required' with columns for Name, Es..., Op..., Proficiency, and num profi... The 'Personal Safety' row is highlighted, and a red box highlights the number '6' in the 'Proficiency' column. Below the table, there is a 'Key date' field set to '29.12.2022' and an 'Output w/o Selection Data' checkbox. At the bottom right, there are buttons for 'Save as Variant...', 'Refresh', and 'Cancel'.

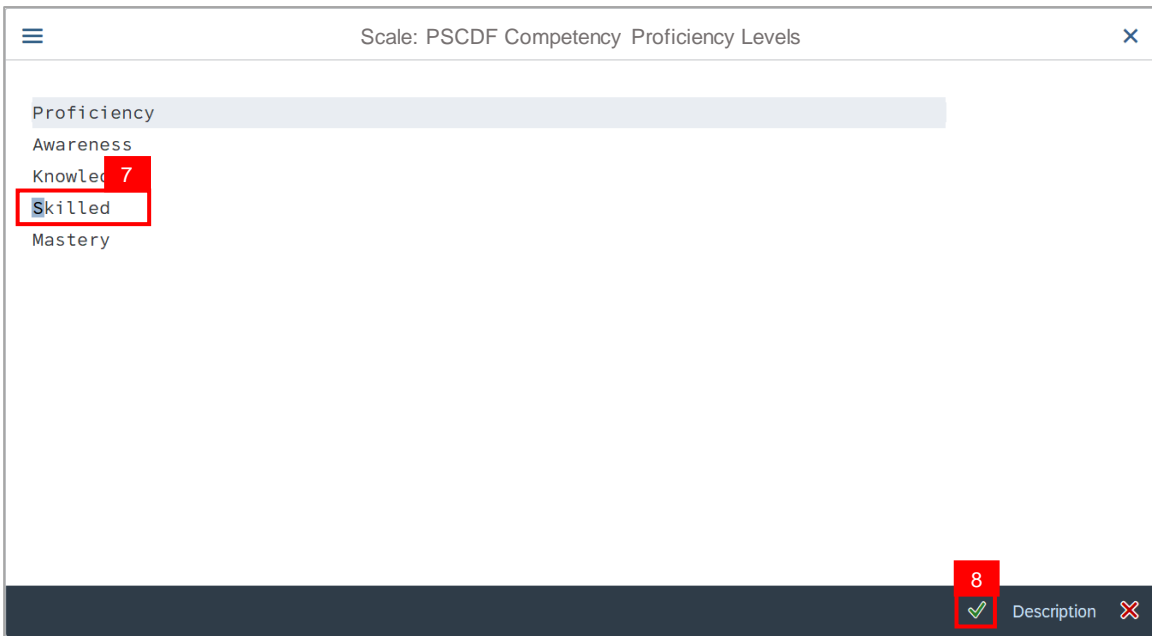
Note: Proficiency Levels window will appear.



The screenshot shows a window titled 'Scale: PSCDF Competency Proficiency Levels'. The window contains a list of proficiency levels: 'Proficiency', 'Awareness', 'Knowledge', 'Skilled', and 'Mastery'. The 'Proficiency' level is selected and highlighted. At the bottom right, there is a green checkmark icon and the text 'Description' next to a red 'X' icon.

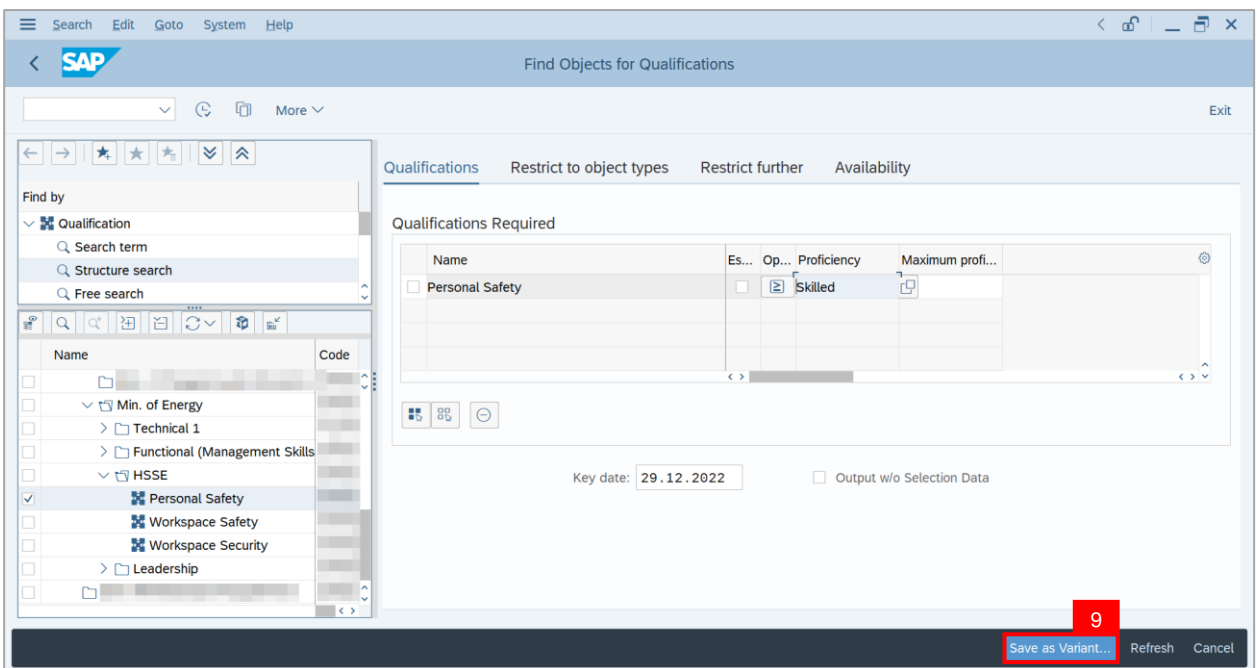
7. Select the new **Proficiency**.

8. Click on the **Tick** icon.



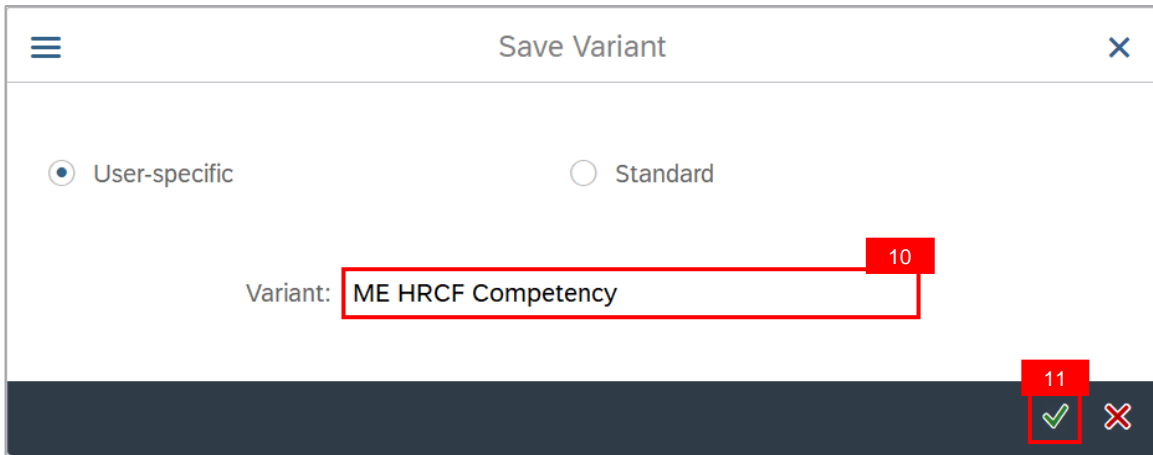
Note: Proficiency has been **saved**.

9. User may save the **newly created variant** by clicking on the **Save as Variant...** button.



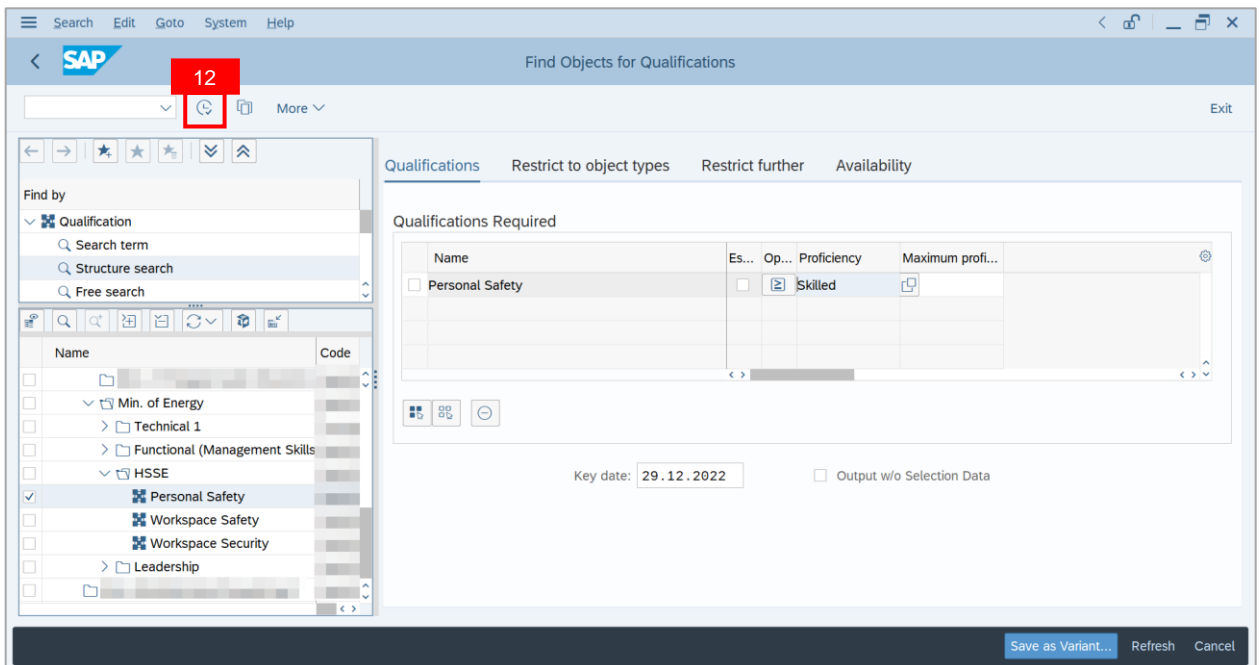
10. Name the **Variant**.

11. Click on the **Tick** icon.

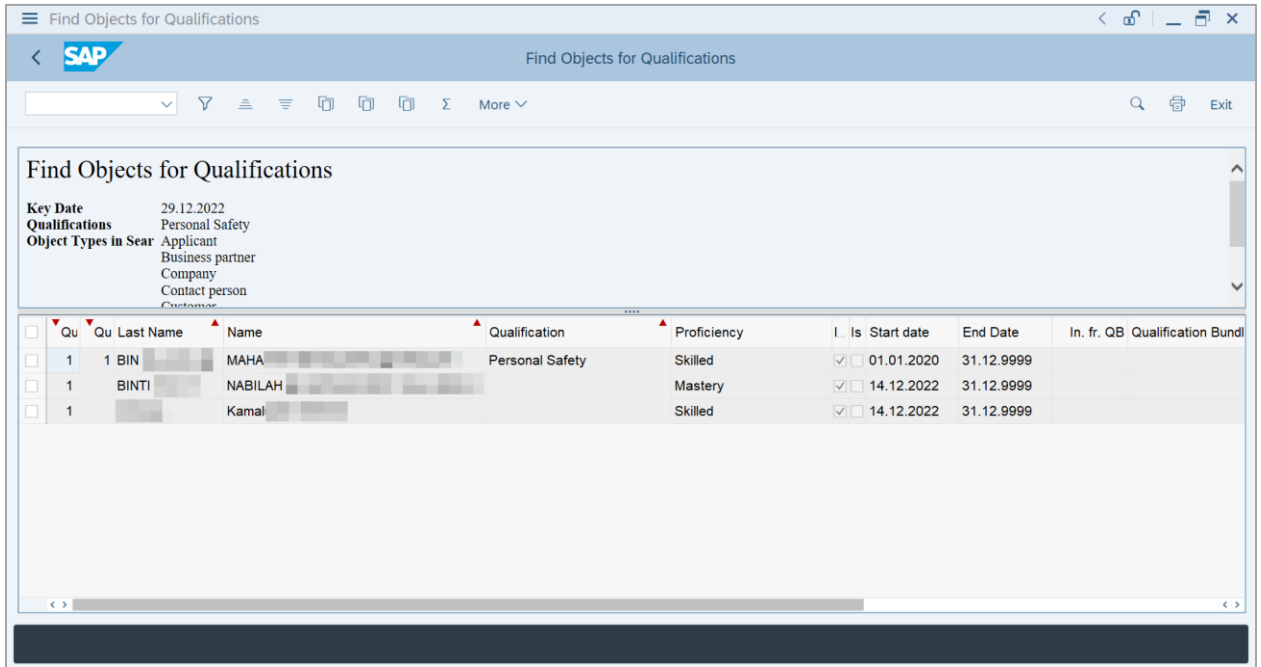


Outcome: **Variant** has been saved.

12. Click on the **Execute** icon.



Outcome: Object Qualification Report has been successfully generated.



The screenshot shows the SAP 'Find Objects for Qualifications' report. The report header includes the following details:

- Key Date:** 29.12.2022
- Qualifications:** Personal Safety
- Object Types in Search:** Applicant, Business partner, Company, Contact person, Customer

The main table displays the following data:

Qu	Qu	Last Name	Name	Qualification	Proficiency	I.	Is	Start date	End Date	In. fr. QB	Qualification Bundl
<input type="checkbox"/>	1	BIN	MAHA	Personal Safety	Skilled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.2020	31.12.9999		
<input type="checkbox"/>	1	BINTI	NABILAH		Mastery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14.12.2022	31.12.9999		
<input type="checkbox"/>	1		Kamal		Skilled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14.12.2022	31.12.9999		