SISTEM SUMBER MANUSIA

User Guide

For IPA

Back End User (SAP GUI)

Training and Event Management (TEM)

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for participants that has joined the **Train the Trainer (TTT)** program on how they can use the features for **Training and Event Management.** In this user guide, it will show the users on how to:

1.   Create Business Event Group

2.   Change Business Event Group

3.   Create Business Event Type

4.   Change Business Event Type

5.   Create Business Event Date

6.   Change Business Event Date

7.   Create New Location

8.   Change Existing Location Details

9.   Create Infotype Employee Group/Subgroup for Training

10.   View Training and Examination Catalogue

11.   Approve Nominated Employee to Training and Exam

12.   Update Employee Training Results

13.   Generate Training and Examination Nomination Report.

14.   Generate Training History 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**.

Table of Content

Process Overview

Create Business Event Group (Training & Exam Organiser)

Start → Access OOEG → Enter Start Date → Click Create button → Enter the relevant details → Click Save → End

Change Business Event Group (Training & Exam Organiser)

Start → Access OOEG → Enter Business Event Date and Start Date → Click Change button → Enter the relevant details → Click Save → End

Create Business Event Type (Training & Exam Organiser)

Start → Access OOET → Enter Start Date → Click Create button → Enter the relevant details → Click Save → End

Change Business Event Type (Training & Exam Organiser)

Start → Access OOET → Enter Business Event Type and Start Date → Click Change button → Enter the relevant details → Click Save → End

Create Business Event Date (Training & Exam Organiser)

Start → Access PV11 → Enter Business Event Type and Start Date → Click Data Screen button → Enter the relevant details → Click Save → End

Change Business Event Date (Training & Exam Organiser)

Start → Access PV11 → Enter Business Event and Start Date → Click Change button → Enter the relevant details → Click Save → End

Create Location (Training & Exam Organiser)

Start → Access OOLC → Fill in Start Date → Click Create button → Enter Location Name and Address Details → Click Save → End

Change Existing Location (Training & Exam Organiser)

Start → Access OOLC → Select Location and Fill in Start Date → Click Change button → Enter Location Name and Address Details → Click Save → End

Process Overview

View Training Catalogue (Dept. HRD Admin)

Start → Access PSV1 → Click on the Arrow to view Training Catalogue → End
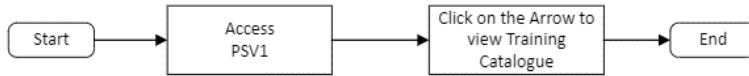
Display Course Code (Dept. HRD Admin)

Start → Access PSV1 → Click on the Arrow to view Training/Exam catalogue → Click on Settings → Click on View → Select With Key, With Additional Information and With Abbreviation → Click on Save button → End
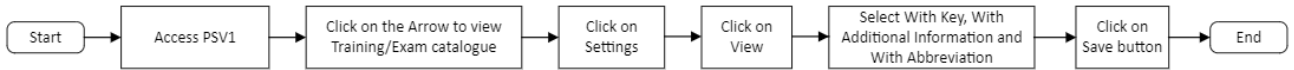
Approve Nominated Employee to Training (Training Organiser)

Start → Access ZHRTEM002 → Select Business Event Type → Select the desired course → Click on Nominee List button → Select 02:Approve → Click on Save button → End
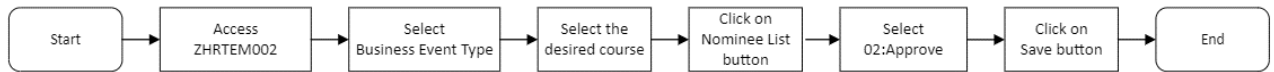
Create Infotype Employee Group/Subgroup for Training (Training Organiser)

Start → Access PP01 → Select Current Plan → Select Object Type: Business Event Type → Enter Object ID → Select Employee Group/SubGroup → Select All → Click on Create button → Input the Employee Group and Subgroup → Click on Create button → End
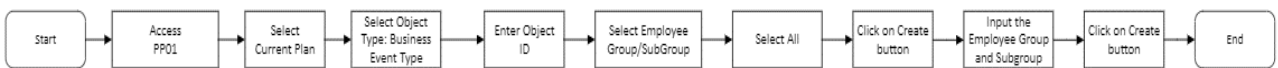
Update Employee Training Results (Training Organiser)

Start → Access PA30 → Input Employee's Personnel Number → Type the infotype "9007" and click enter → Click on the Overview button → Select a training record → Click on Edit button → Fill in the relevant fields and select 01:Pass → Click on Save button → End

Training Nomination Report (Training and Exam Organiser and Dept. HRD Admin)

Start → Access ZHRTEM003 → Select Business Event Group → Select Business Event Type → Select Course → Select Start Date and To → Select Action → Click on Execute button → End
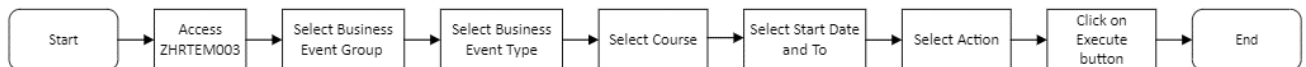
Training History Report (Training Organiser and Dept. HRD Admin)

Start → Access ZHRTEM004 → Select Training Type → Select Business Event Group → Select Business Event Type → Select Business Event Date From and To → Enter Personnel Area → Enter Personnel Subarea → Enter Personnel Number → Click on Execute button → End

SAP ICONS

The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

Sistem Sumber Manusia - Training and Event Management

CREATE BUSINESS EVENT GROUP	Backend User
	Training & Examination Organiser

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

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

Outcome: Business event group: Initial Screen page will be displayed.

2. Determine the **"Start Date"** as validity period.

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

Outcome: Create Business event group : Data Screen page will be displayed.

4. Fill in the **Abbreviation** and **Name of Business Event Group.**

5. Go to **Description** tab and fill in the description.

6. Go to **Relationship** tab

7. At **'Belongs to'** Relationship, choose the appropriate group directly for the new group to be placed under.
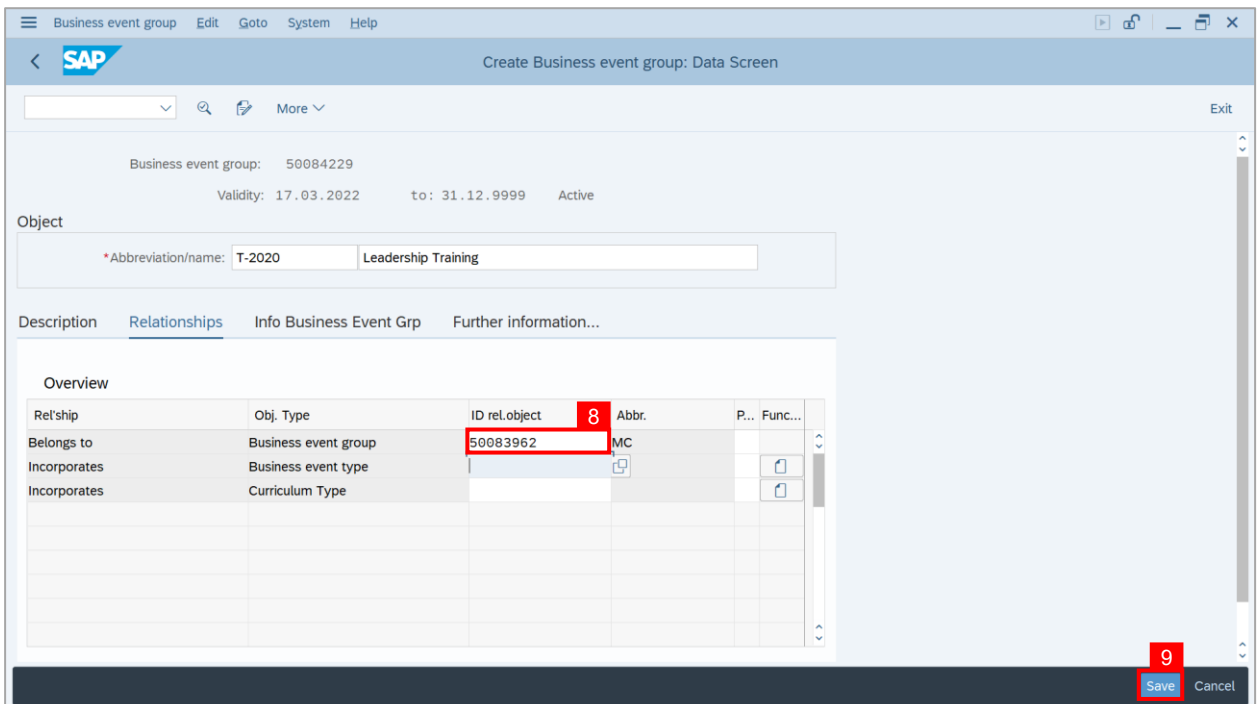
8. At **'Incorporates'** Relationship, select the business event group that does not belong to any group.

9. Click on the **Save** button.

Sistem Sumber Manusia - Training and Event Management

CHANGE BUSINESS EVENT GROUP	Backend User
	Training & Examination Organiser

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

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

Outcome: Business event group: Initial Screen page will be displayed.

2. Determine the **"Start Date"** as validity period.

3. On the **Business Event Group** field, click on the [ ] look up button.

Choose Business Event Group page is displayed.
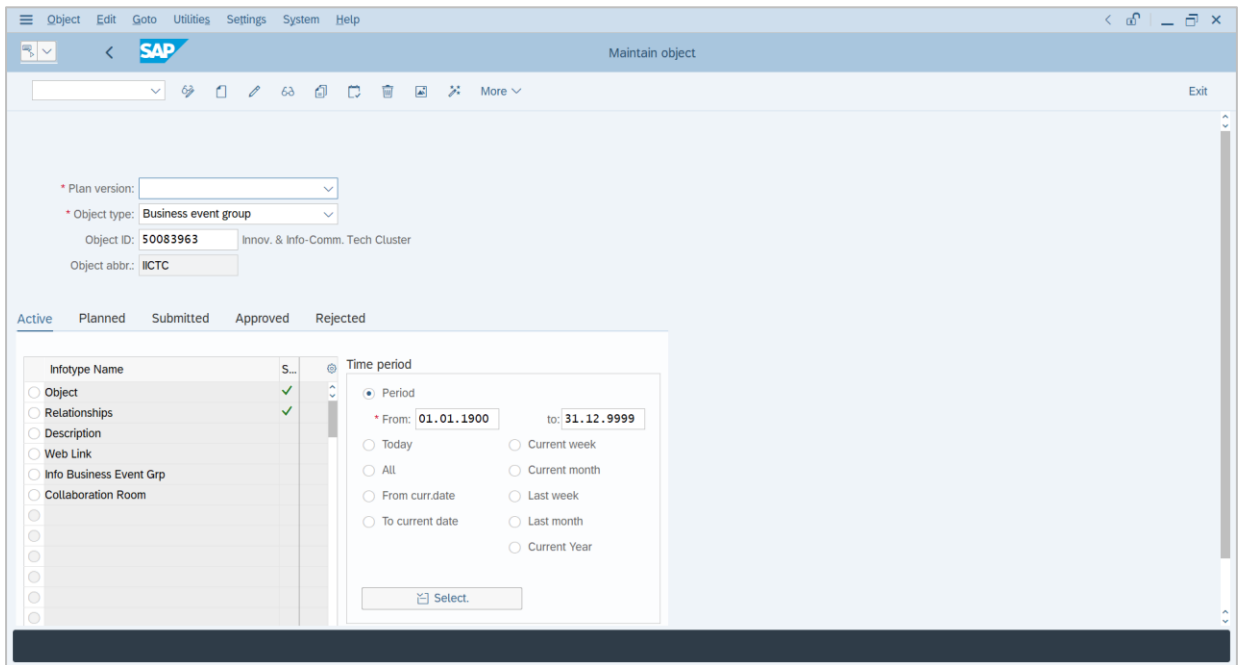
4. Select the **Business Event Group** that needed to be **amended**.
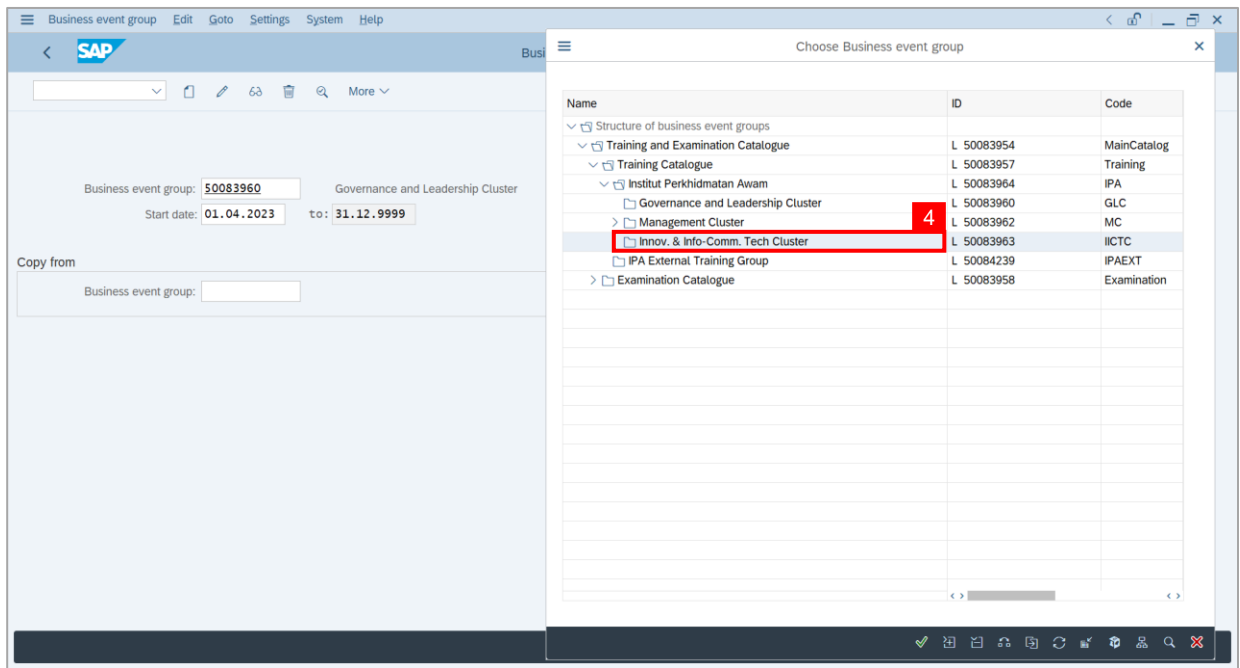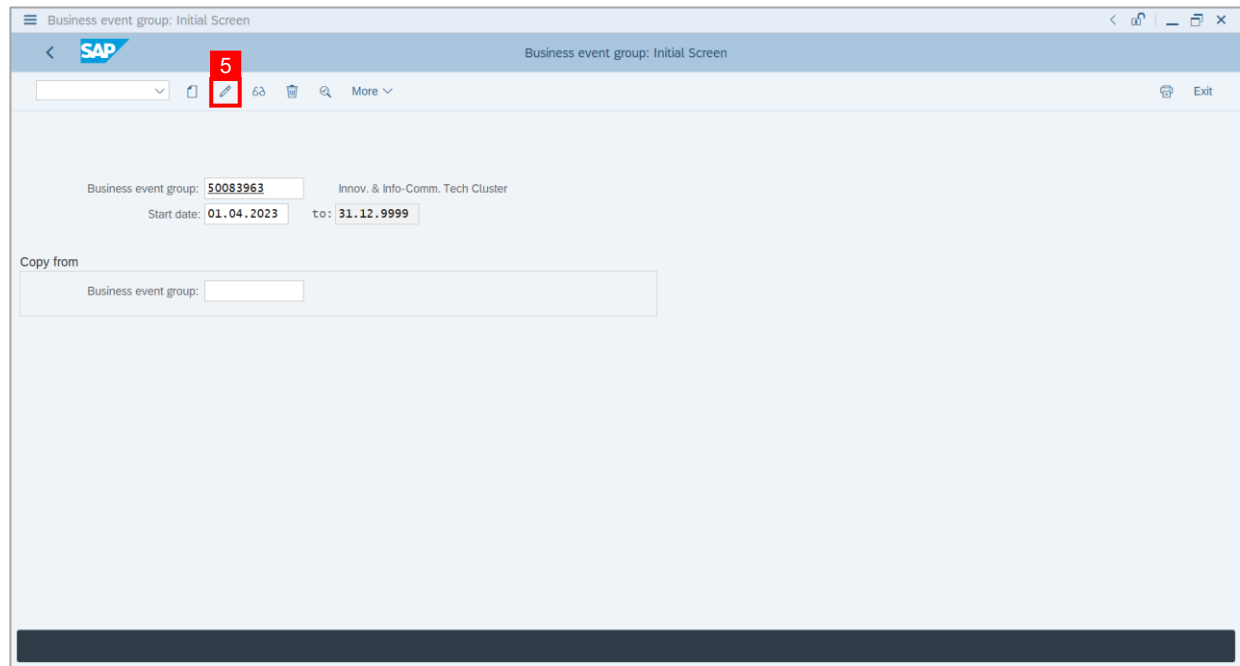
5. Click on the [pencil icon] **Change** button.

Maintain Object page will be displayed.
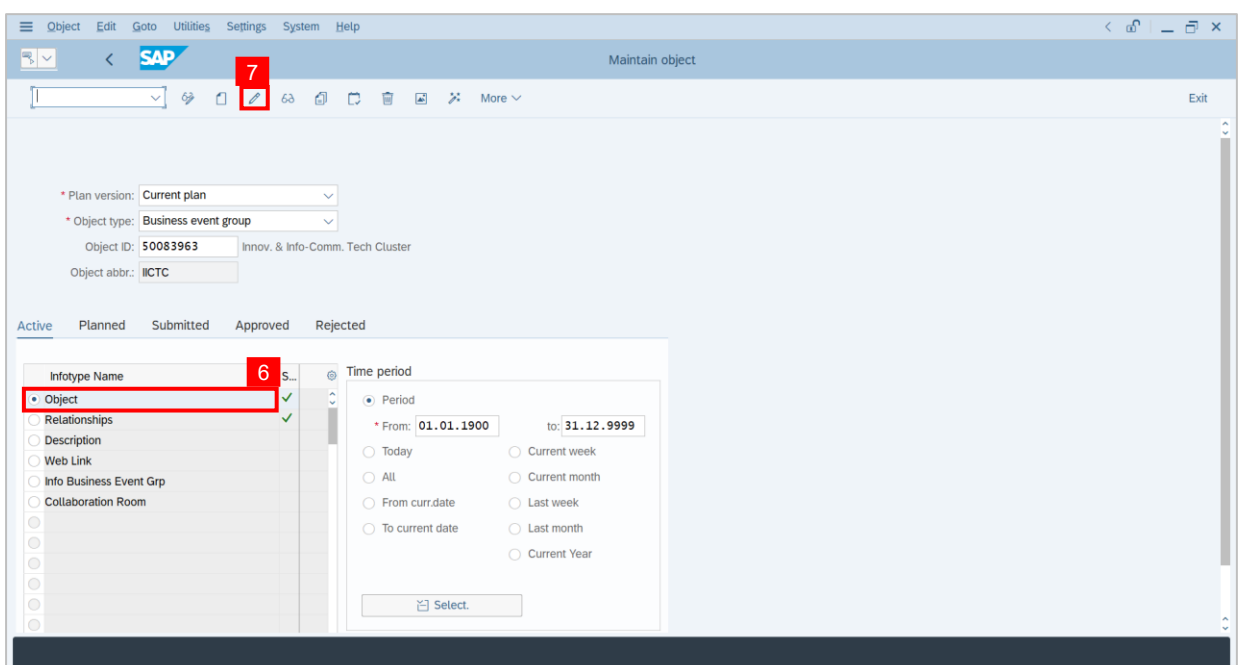
Note:

- In the Infotype box, the ✅ Green tick indicate that there is a record for the selected Infotype.

6. Select the **Object** Infotype.

7. Click on the ✏️ **Change** button.

Change Object page will be displayed.

8. In **Change Object** page, under **Object** section, enter details in the related fields as per example below:
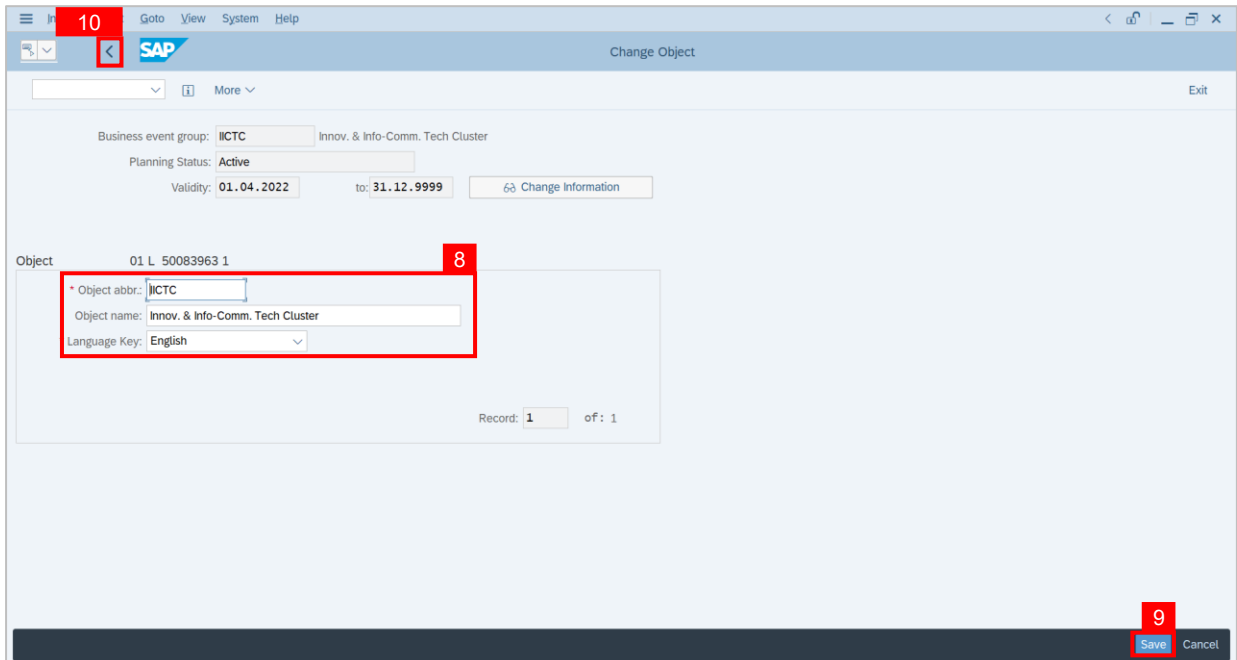
Sub Section	Field	Mandatory (?)	Example
Object	Object abbr.	✓	ICTC
	Object name	✗	Innov. & Info-Comm. Tech Cluster
	Language Key	✗	English

Note:

• Only white field box information can be amended, and grey field box information cannot be amended.

9. Click Save button once complete amending.
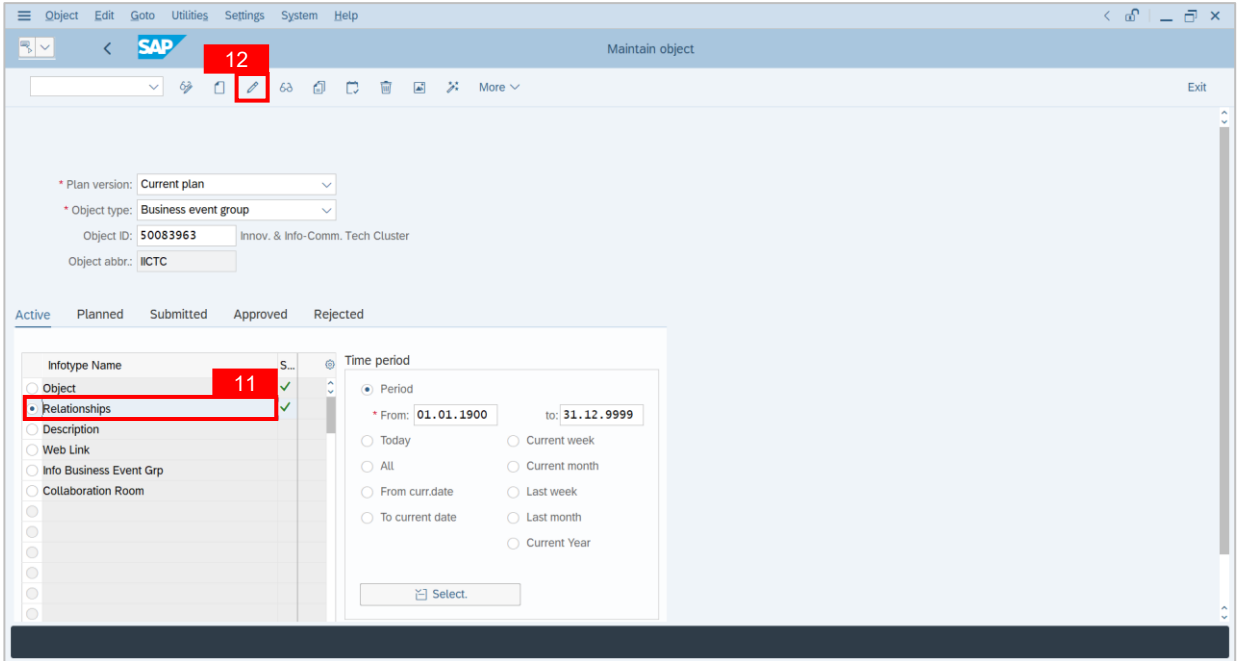
10. If you would like to go to previous page, click on the < **Back** button.

Maintain Object page will be displayed.

11. Select the **Relationship** Infotype.

12. Click on the [✎] **Change** button.

Change Relationship page will be displayed.

13. In **Change Relationship** page, under **Object** section, enter details in the related fields

as per example below:

Sub Section	Field	Example
Relationships	Relationship type/relatioinship	003 (belong to)
Related Object	Type of related object	Business Event Group
	ID of related object	50083964
	Abbreviation	IPA
	Name	Institut Perkhidmatan Awam

14. Click Save button once complete amending.

Note:

• Only white field box information can be amended, and grey field box information cannot

be amended.

Sistem Sumber Manusia - Training and Event Management

CREATE BUSINESS EVENT TYPE	Backend User
	Training & Examination Organiser

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

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

Outcome: Employee Movement Application Type Selection page will be displayed.

Determine the **"Start Date"** as validity period.

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

4. Choose the **delivery method** for business event type.

5. Click on the **Tick** icon.

6. Fill in the **Abbreviation** and **Name of Business Event Type.**

7. Go to **Description** tab and fill in the description.

8. Go to **Capacity** tab and fill in:

a. **Minimum Capacity**

b. **Optimum Capacity**

c. **Maximum Capacity**

9. Click on the **arrow**.

10. Click on **Relationships** tab.

11. At **'Belongs to'** Relationship, choose the appropriate group directly for the new type to be placed under.

12. Scroll down.

13. At **'Has prerequisite'** Business event type, select the business event type that is considered as a prerequisite of the new business event type.

14. Click on the **Save** button.

Outcome: System has successfully recorded the new business event type.

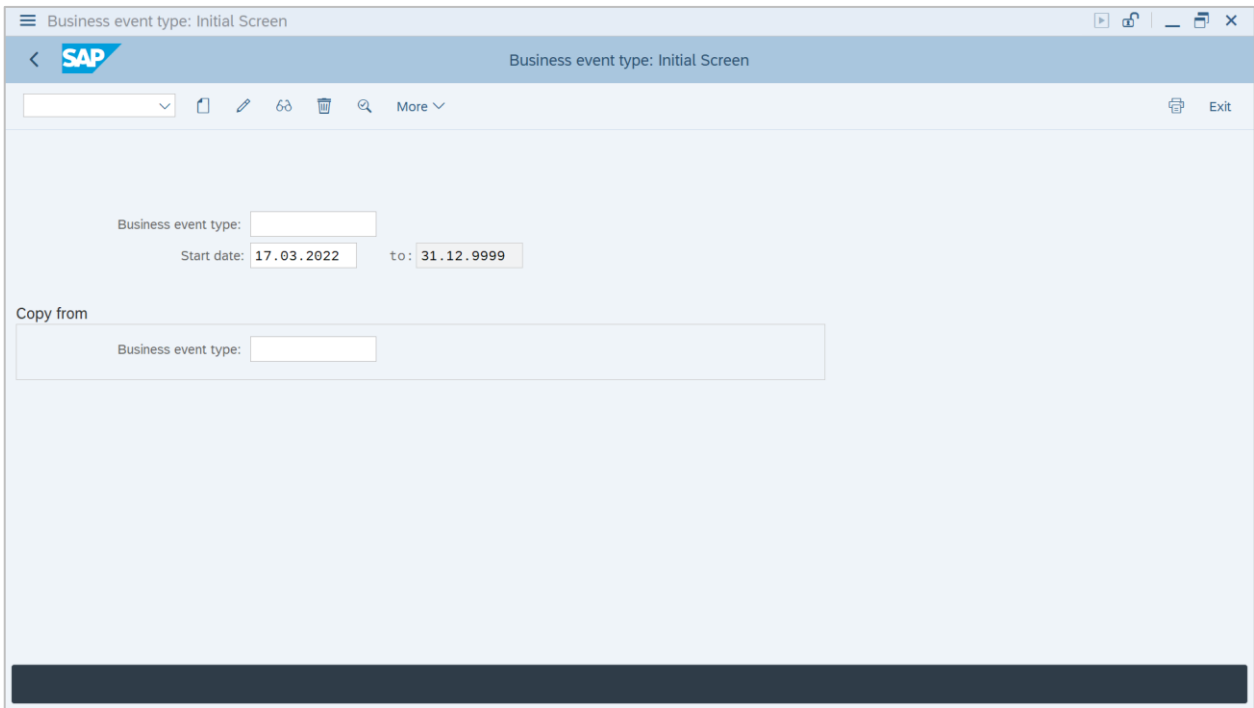# Sistem Sumber Manusia - Training and Event Management

CHANGE BUSINESS EVENT TYPE	Backend User
	Training & Examination Organiser

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

1. Enter **OOET** in the search bar.
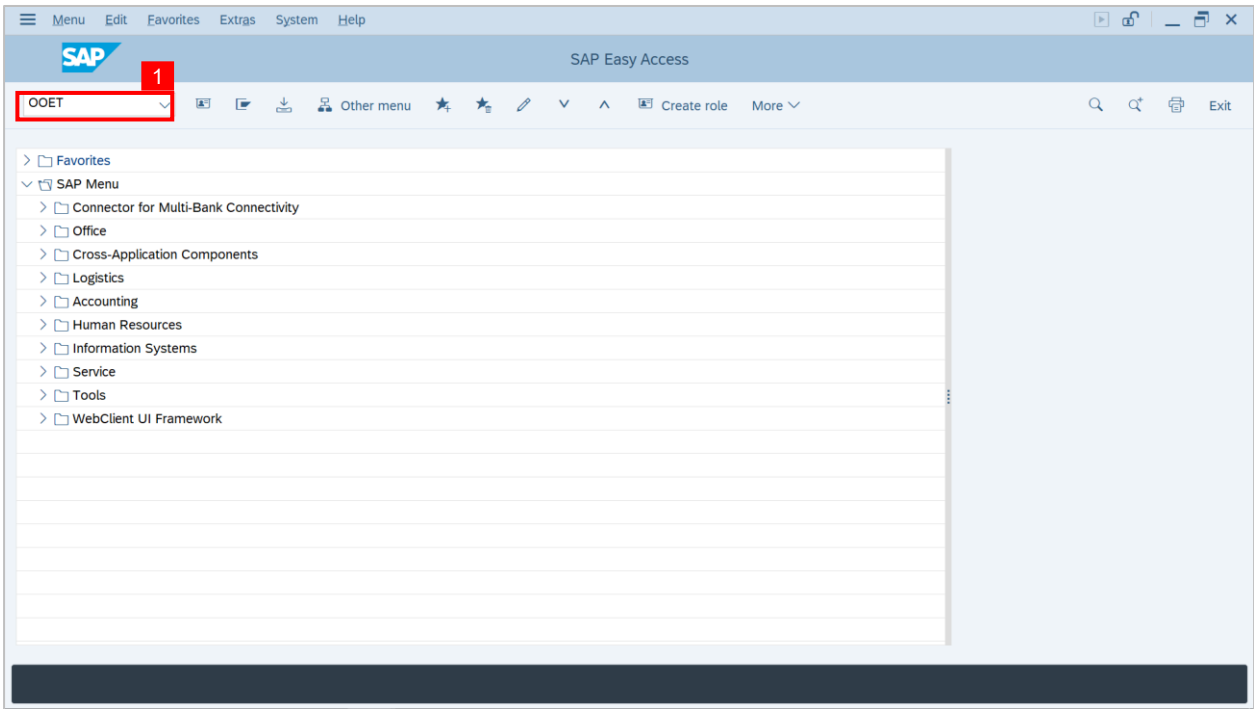
Business event type: Initial Screen page will be displayed.
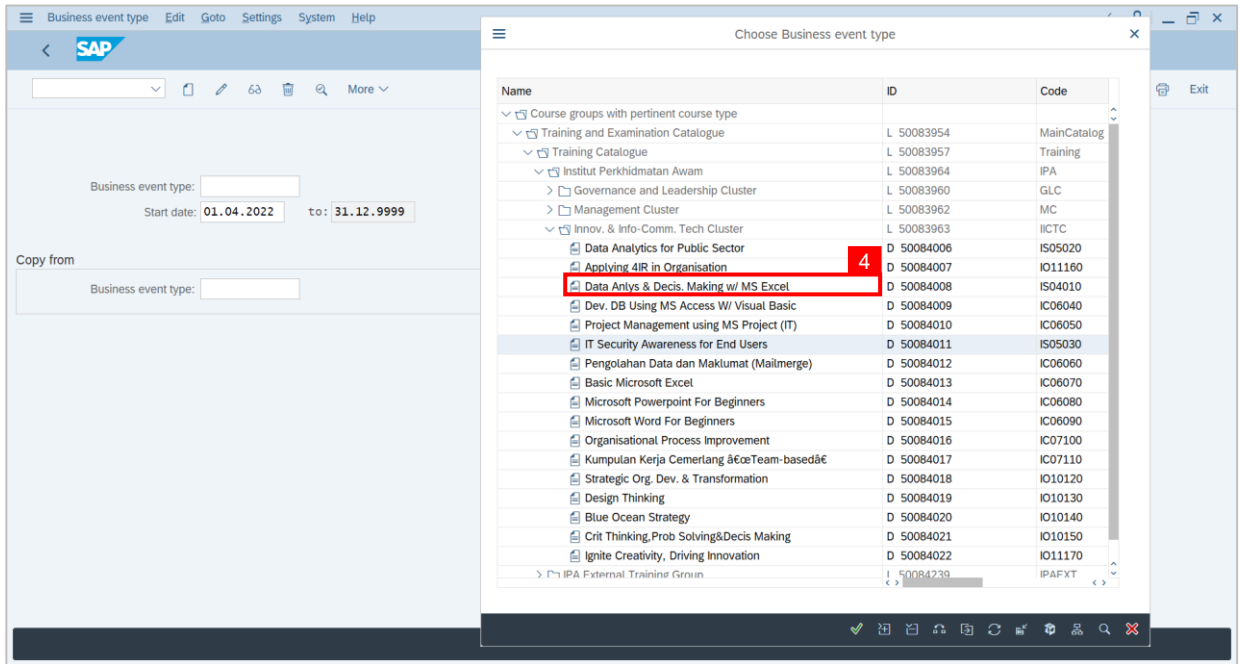
2. Determine the **"Start Date"** as validity period.

3. On the **Business Event Type** field, click on the [look up icon] look up button.

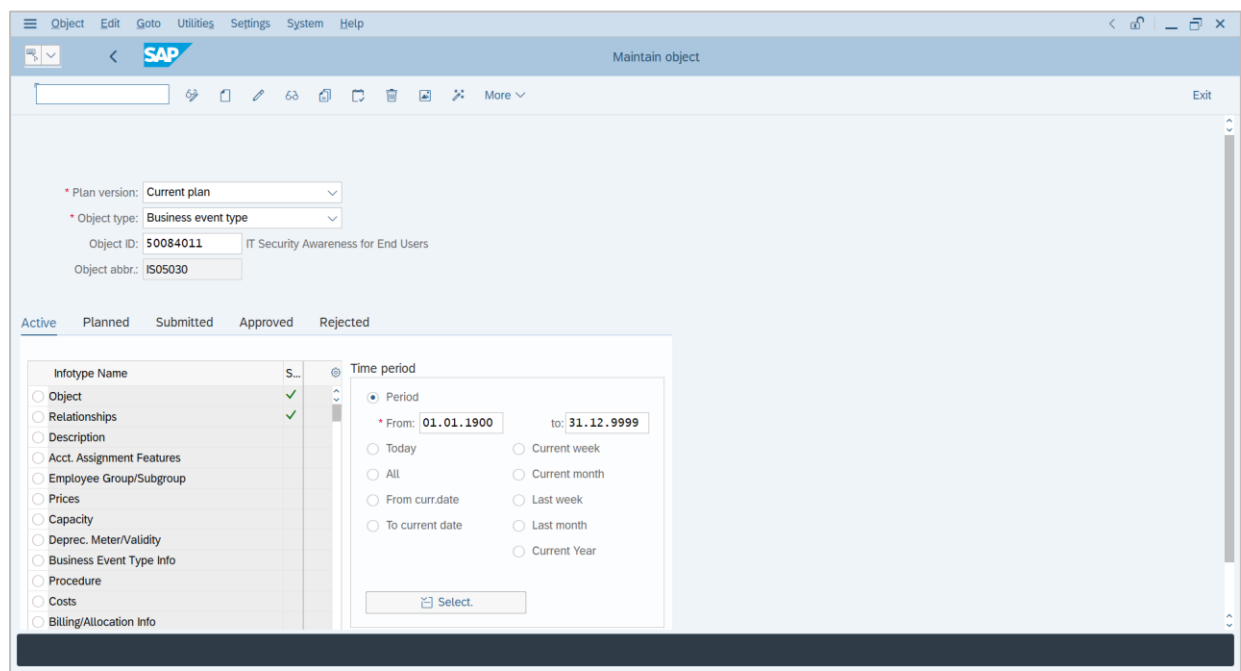**Choose Business Event Type** page is displayed.

4. Select the **Business Event Type** that needed to be **amended**.

5. Click on the ✏️ **Change** button.
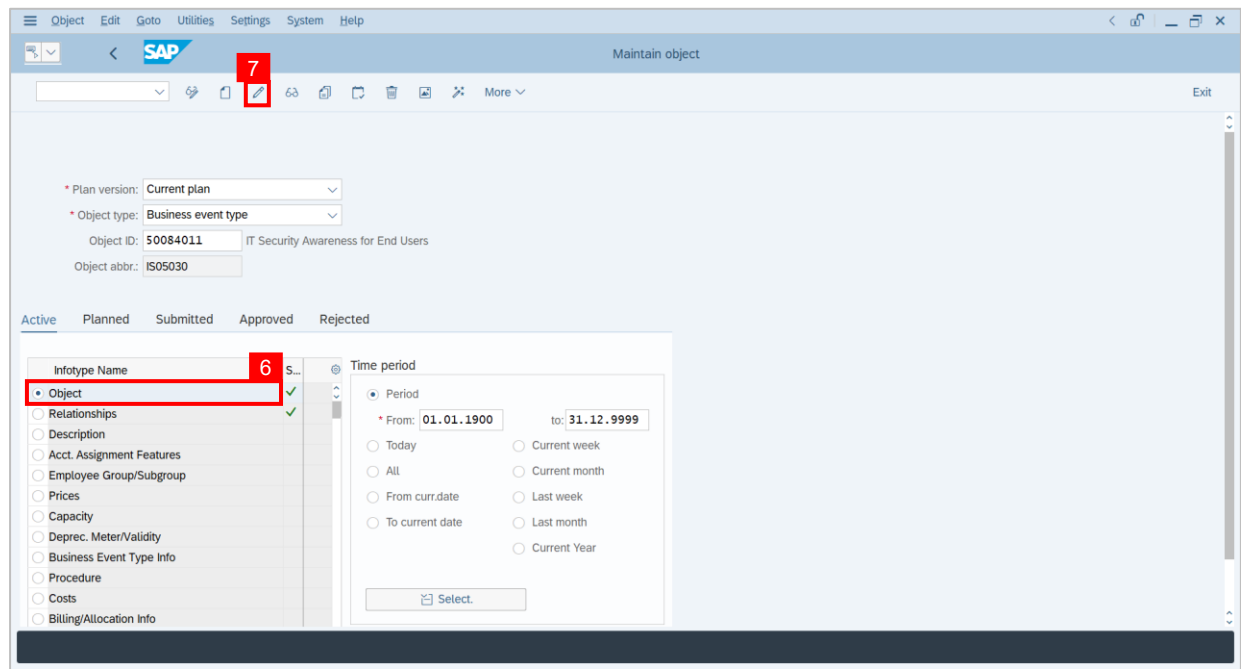
Maintain Object page will be displayed.

Note:

- In the Infotype box, the ✓ Green tick indicate that there is a record for the selected Infotype.

6. Select the **Object** Infotype.

7. Click on the ✏️ **Change** button.

Change Object page will be displayed.

8.   In **Change Object** page, under **Object** section, enter details in the related fields as per example below:
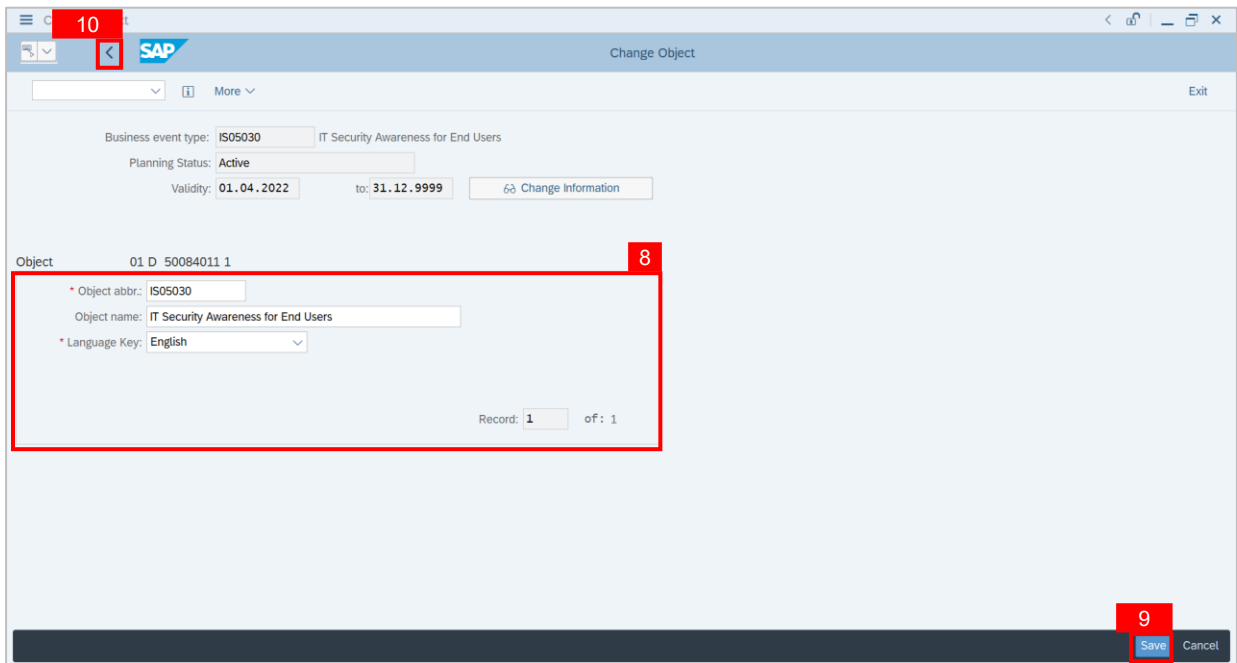
Sub Section	Field	Mandatory (?)	Example
Object	Object abbr.	✓	IS05030
	Object name	✕	IT Security Awareness for End Users
	Language Key	✓	English

Note:

• Only white field box information can be amended, and grey field box information cannot be amended.

9.   Click [Save] button once complete amending.

10. If you would like to go to previous page, click on the [<] **Back** button.
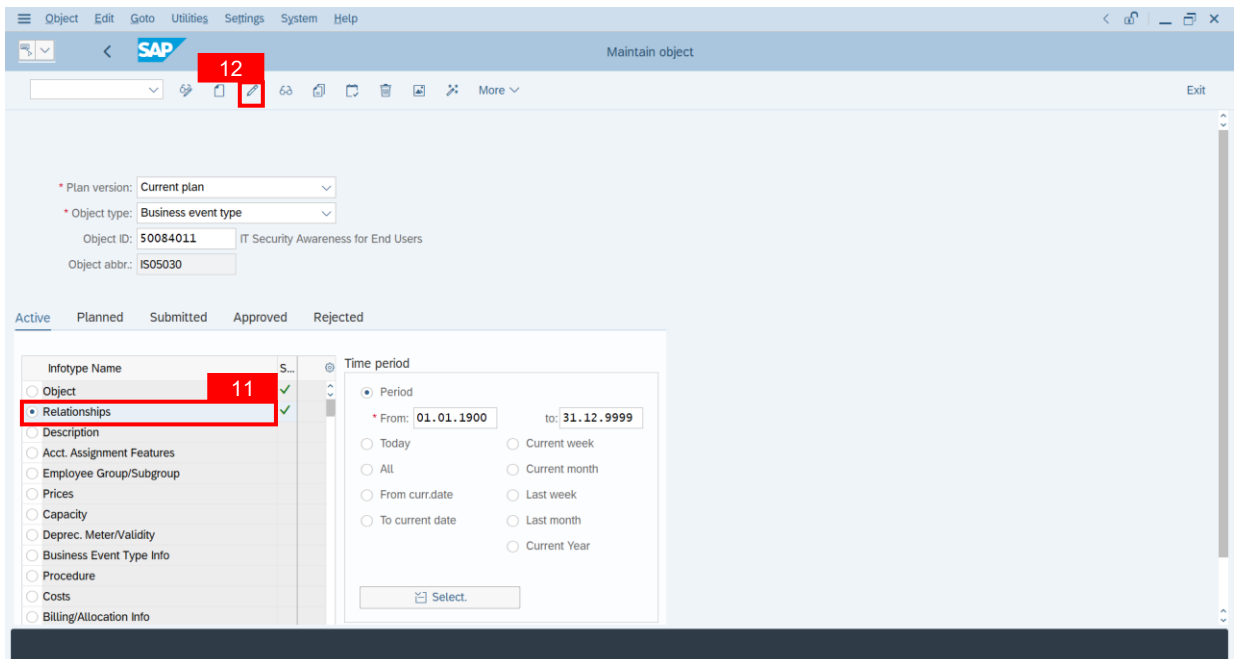
Change Object page will be displayed.

11. Select the **Relationship** Infotype.

12. Click on the ✏️ **Change** button.

Change Relationship page will be displayed.

13. In **Change Object** page, under **Object** section, enter details in the related fields as per

    example below:

Sub Section	Field	Mandatory (?)	Example
Relationships	Relationship type/relatioinship	×	003 (belong to)
Related Object	Type of related object	×	Business Event Group
	ID of related object	×	50083964
	Abbreviation	×	IPA
	Name	×	Institut Perkhidmatan Awam

14. Click **Save** button once complete amending.

Note:

- Only white field box information can be amended, and grey field box information cannot
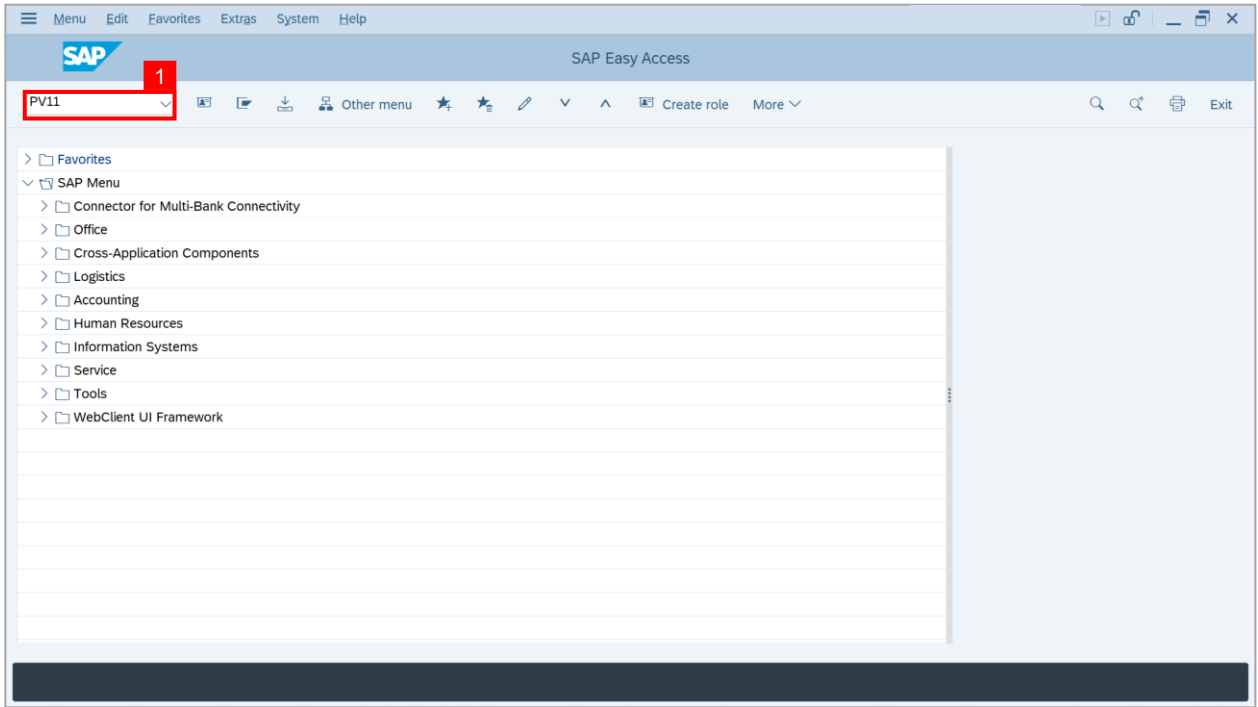
  be amended.

Sistem Sumber Manusia - Training and Event Management

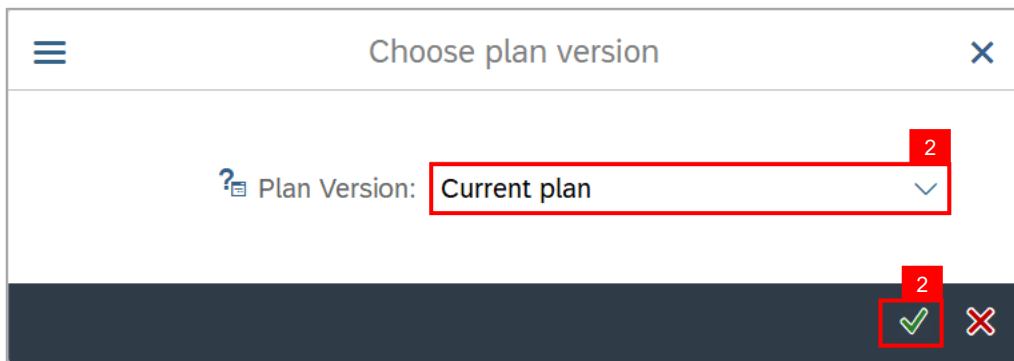| CREATE BUSINESS EVENT DATE	Backend User
	Training & Examination Organiser

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

1. Enter **PV11** in the search bar.

2. Select the Plan Version: **01. Current Plan** and Click on the **Tick** icon.

3. Select the desired **"Business Event Type"** and click Enter.

4. Click on the **"Data Screen"** button.
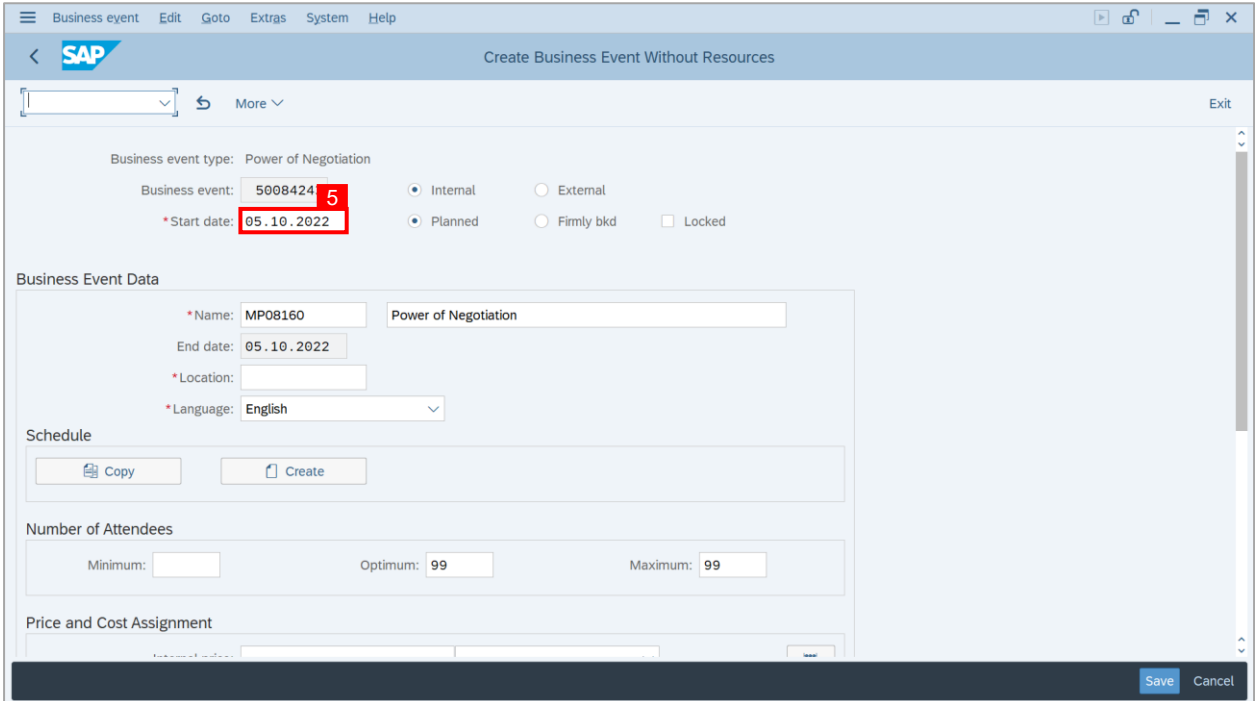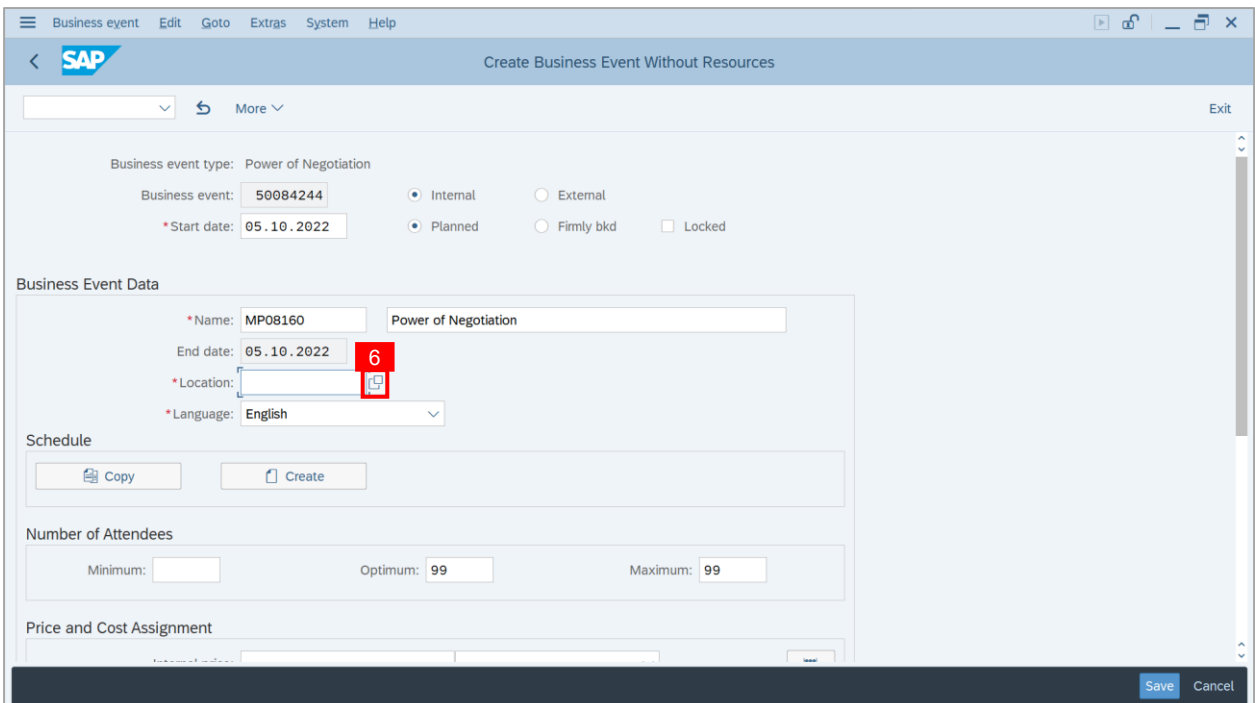
Create Business Event Without Resources page will be displayed.

5. Define **"Start Date"** to plan the start date of the training/examination.

6. Click on the **Lookup** icon.

A pop-up window to select **Location** will appear.

7. Click on the **Start Search** button.

8. Select the desired **location** for training.

9. Click on the **Tick** icon.

10. Click on the **Create** button.

Note: A window "Create User Schedule will be displayed"

11. Click on the **Without pattern.**
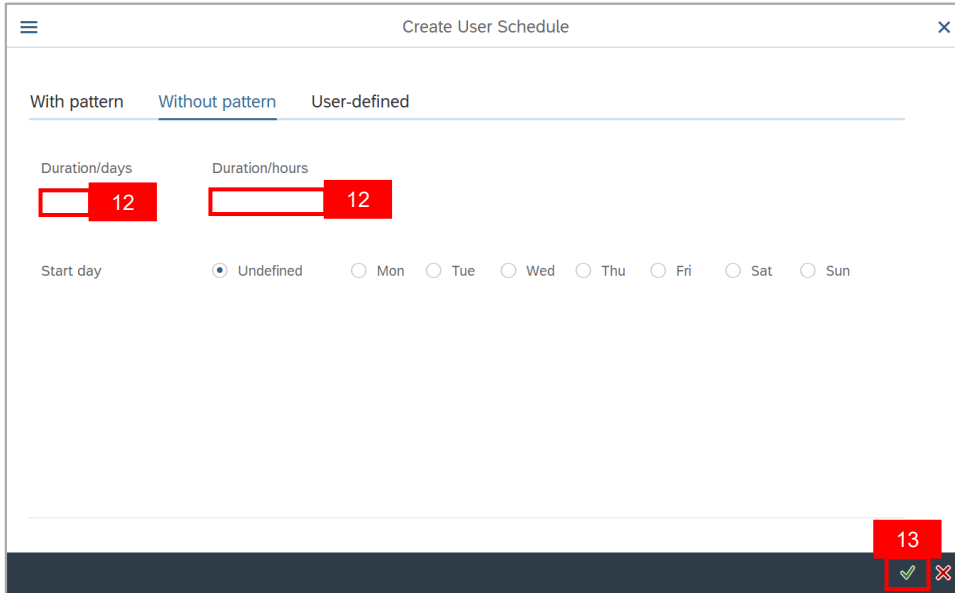
12. Enter the **Duration/days** and **Duration/hours**.
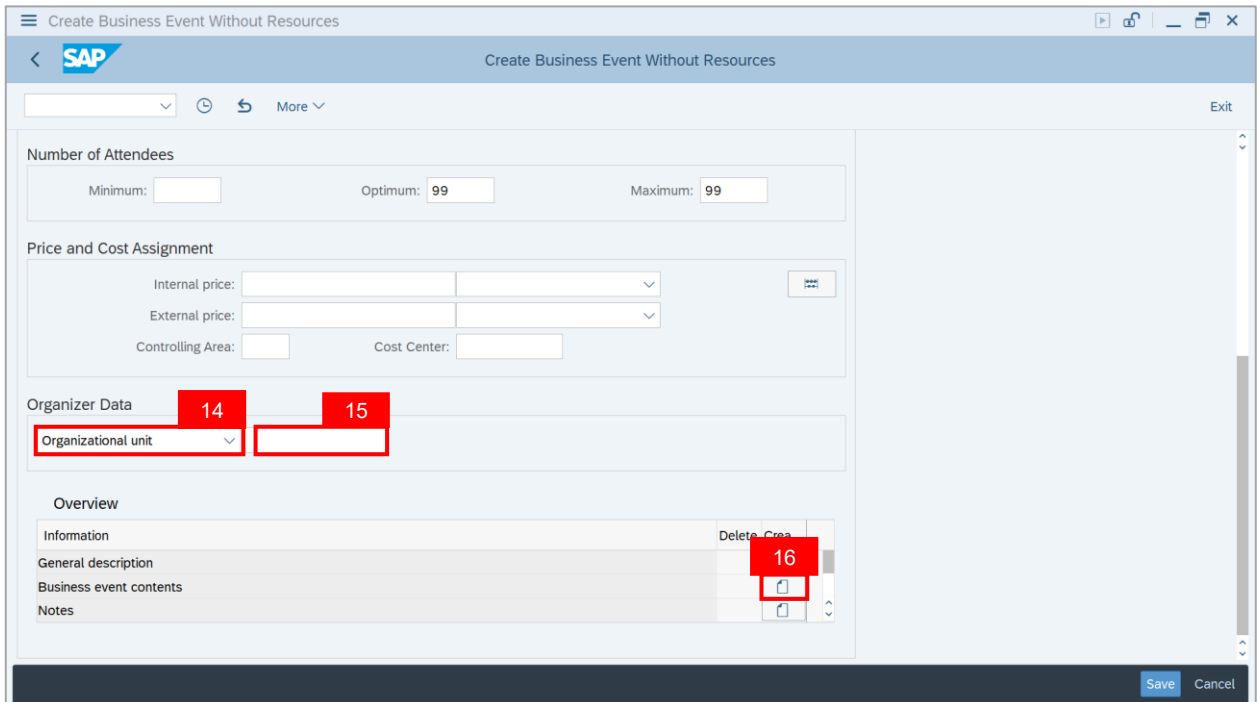
13. Click on the **Tick** icon.

14. Scroll down and under **Organizer Data**, select, **Organizational unit.**

15. Choose the available organizational unit as desired.
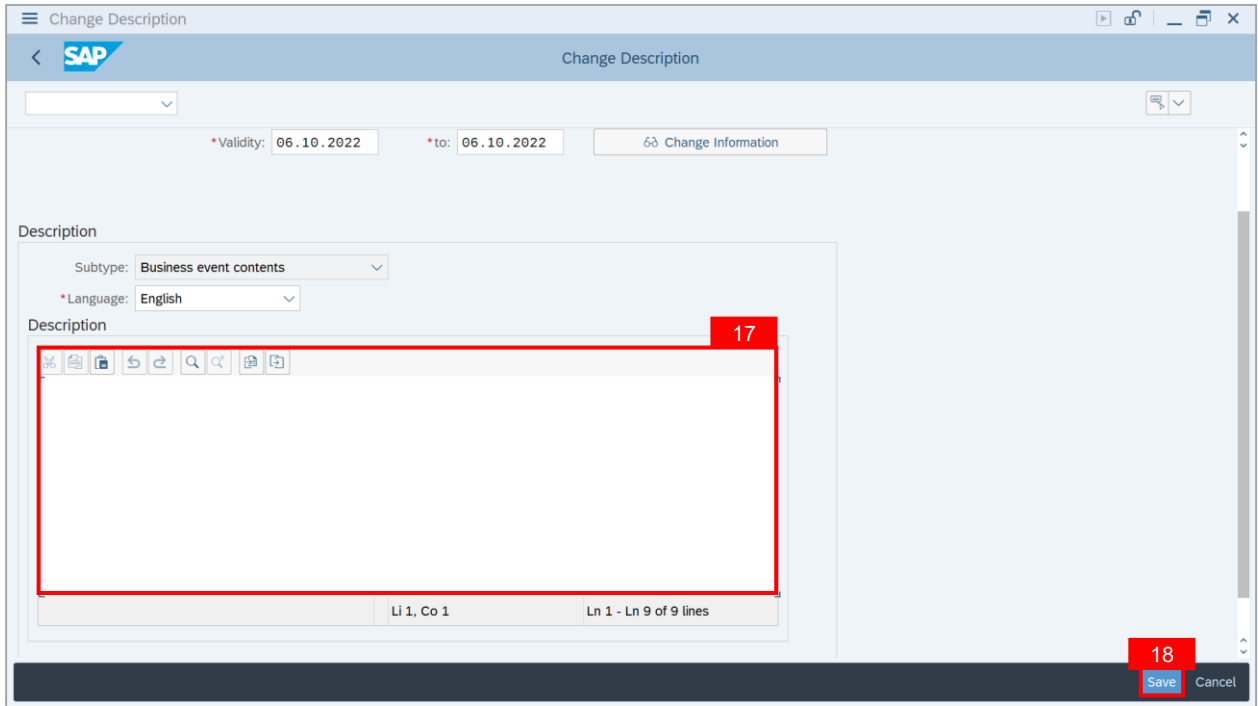
16. Under **Overview**, click on the **create** icon for **Business event contents.**

Change Description page will be displayed.

17. **Input** the description.

18. Click on the **Save** button.
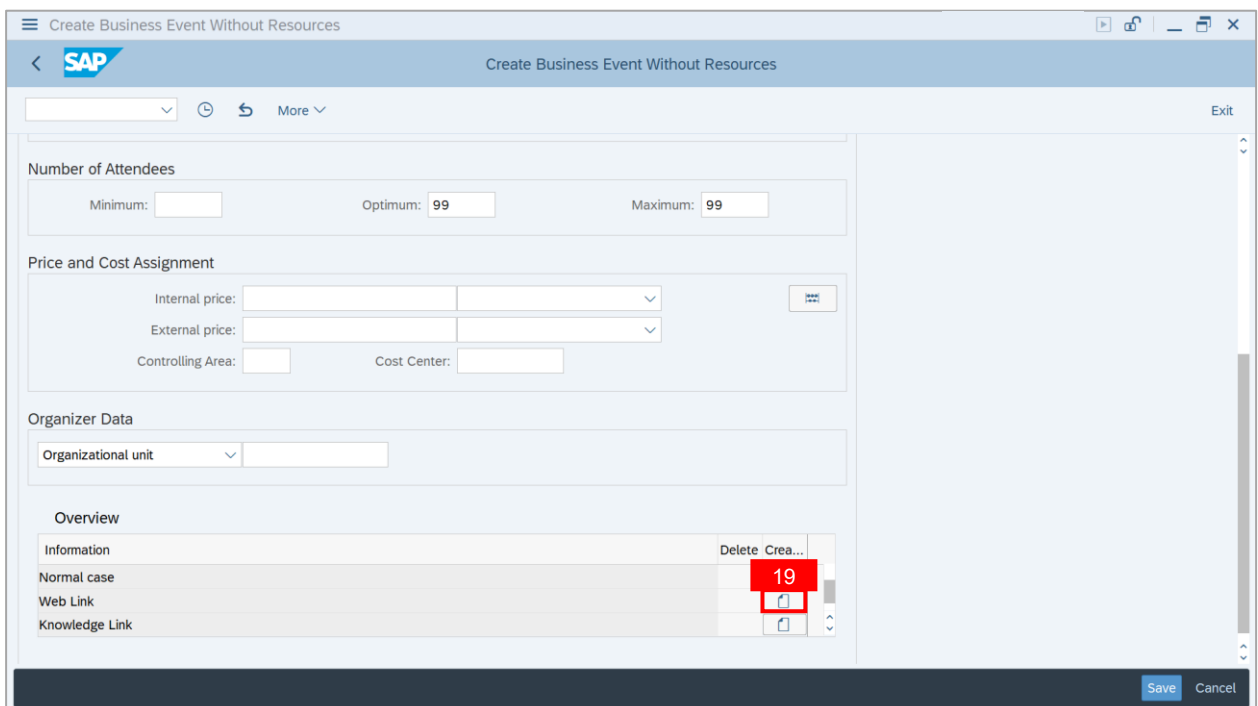
19. Click on the **Create** icon on **Web Link.**
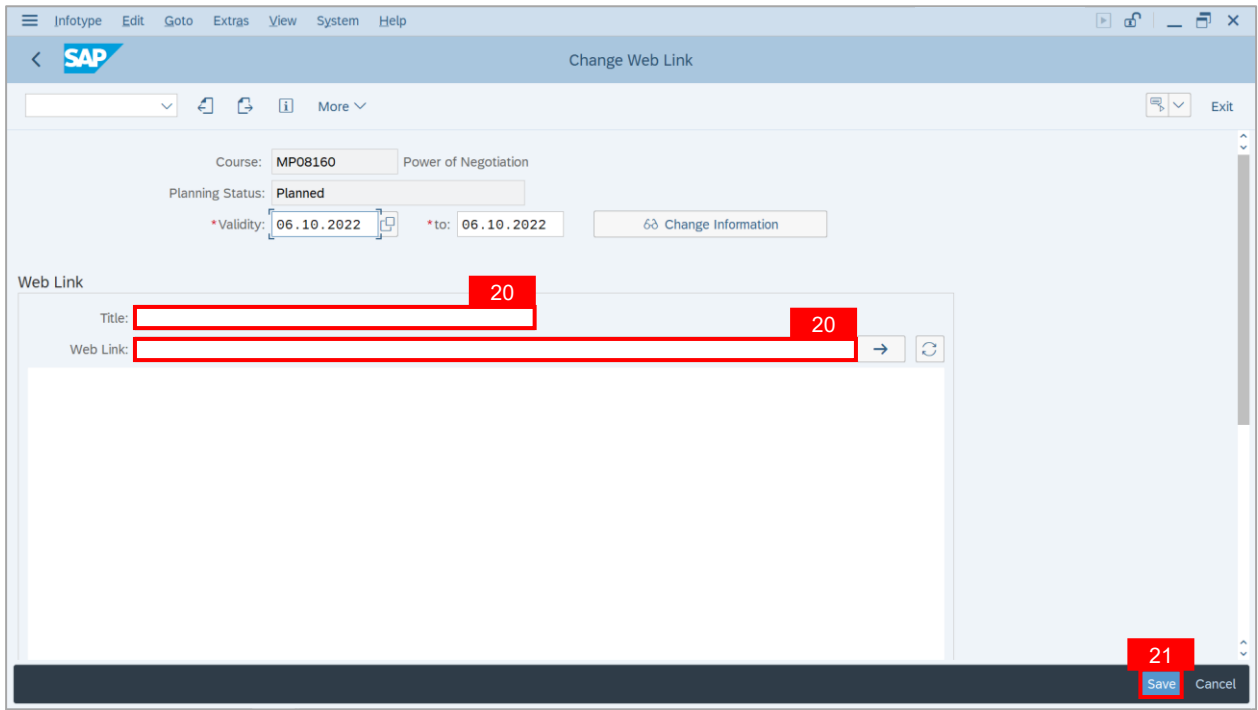
Change Web Link page will be displayed.
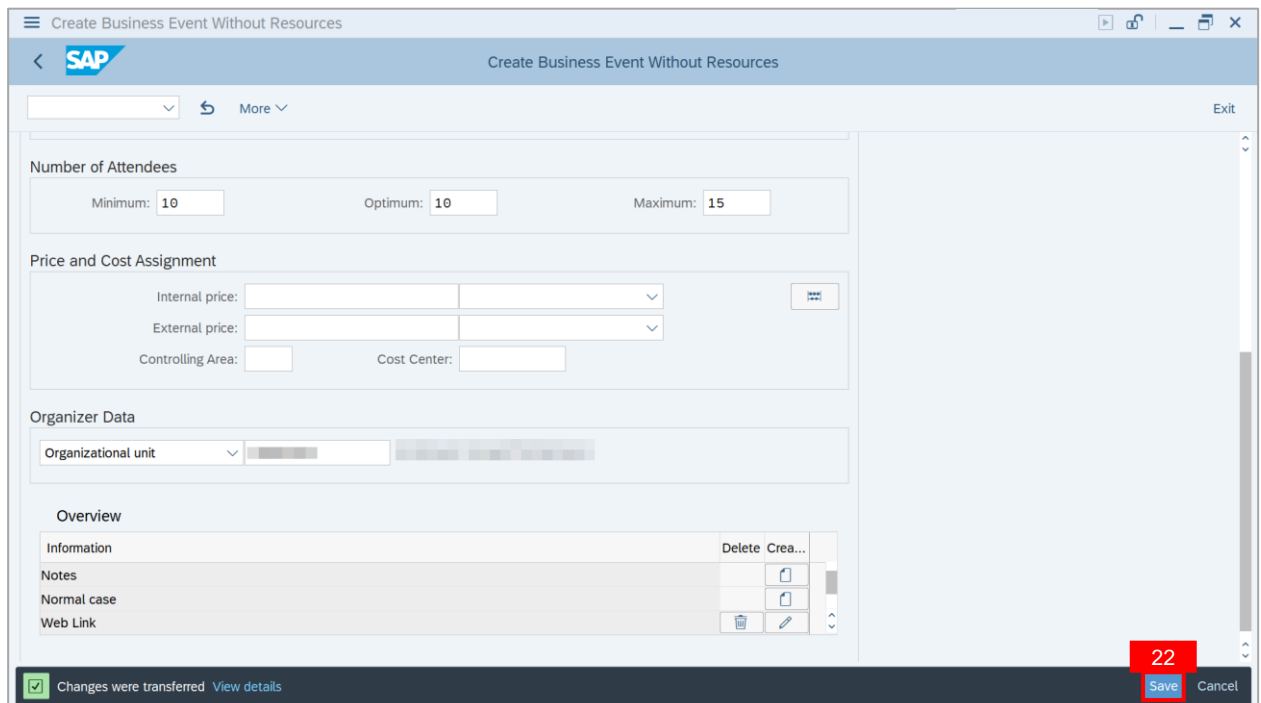
20. Fill in the **Title** and **Web Link.**

21. Click on the **Save** button to save **Weblink.**

22. Click on the **Save** button to save **Event Date.**

Outcome: Schedule successfully recorded, and system can display the schedule in the training catalogue.

Sistem Sumber Manusia - Training and Event Management

CHANGE BUSINESS EVENT DATE	Backend User
	Training & Examination Organiser

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

1. Enter **PV11** in the search bar.
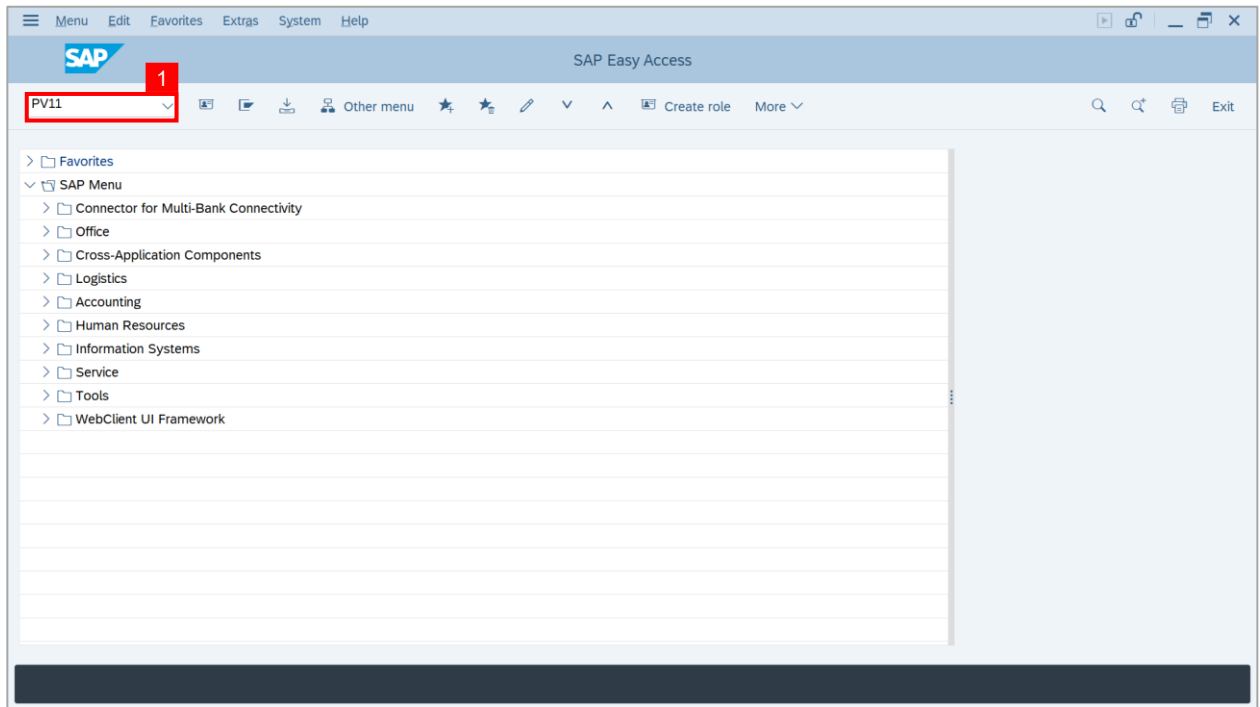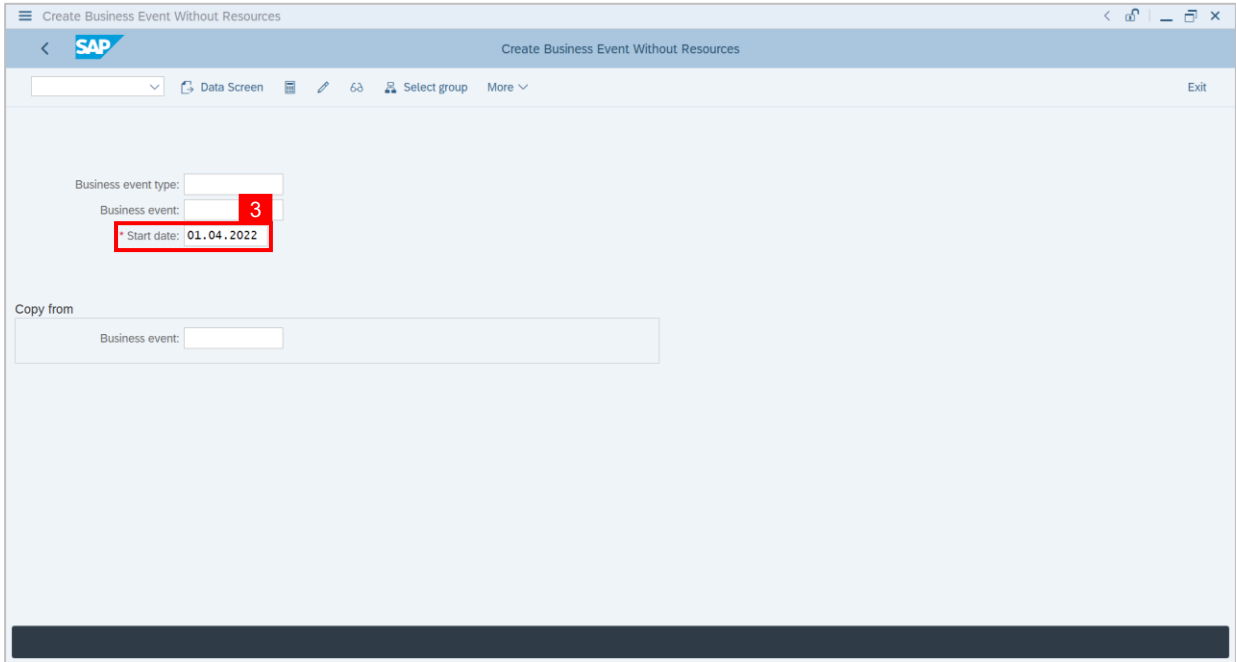
2. Select the Plan Version: **01. Current Plan** and click on the **Tick** icon.
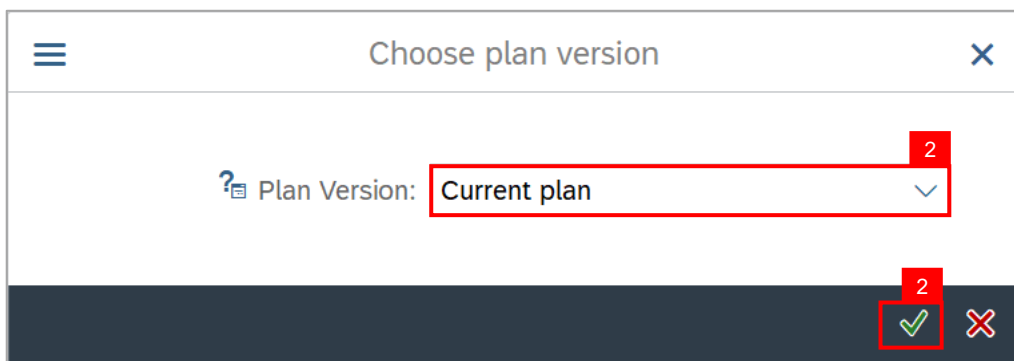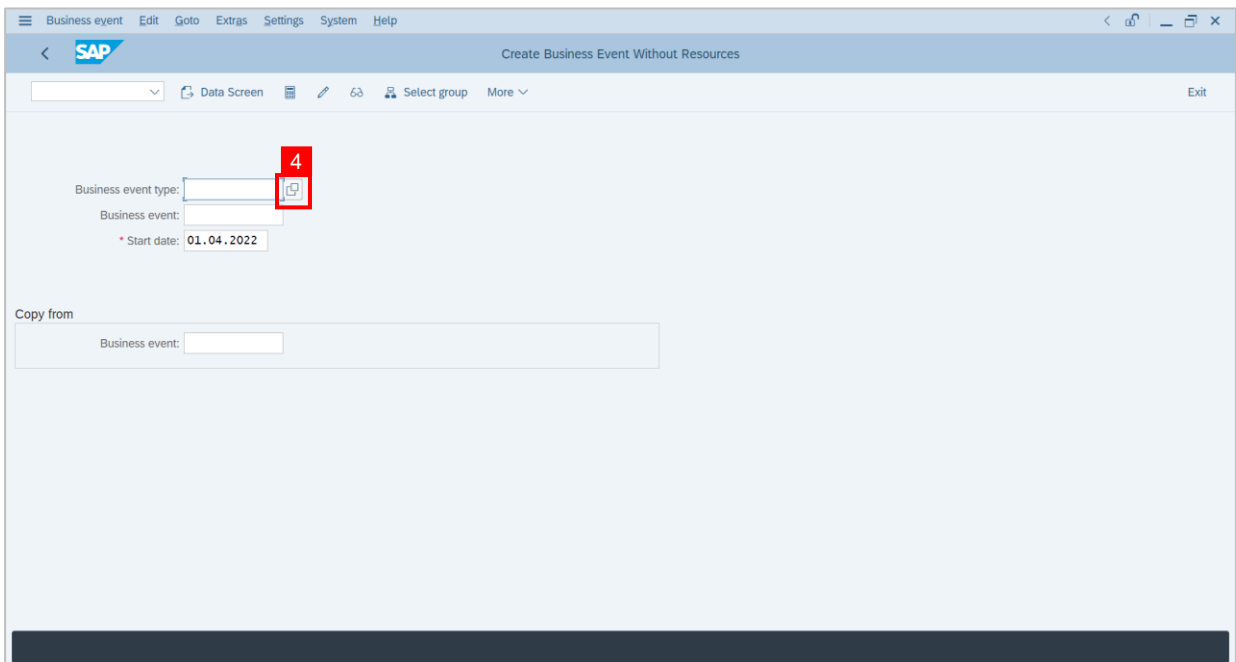
Create Business Event Without Resources page will be displayed.

3. Determine the **"Start Date"** as validity period.

4. On the **Business Event Type** field, click on the [lookup icon] look up button.

Choose Business Event Type page is displayed.

5. Select the **Business Event Type** that needed to be **amended**.
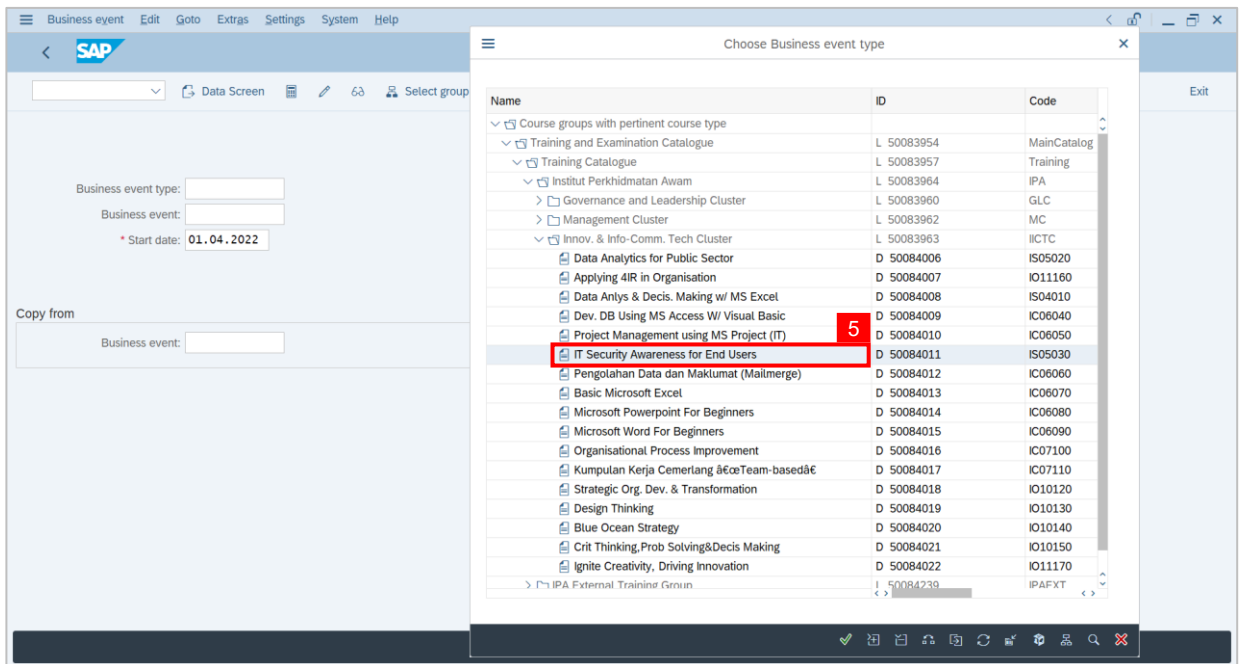
6. On the **Business Event Type** field, click on the [⧉] look up button.
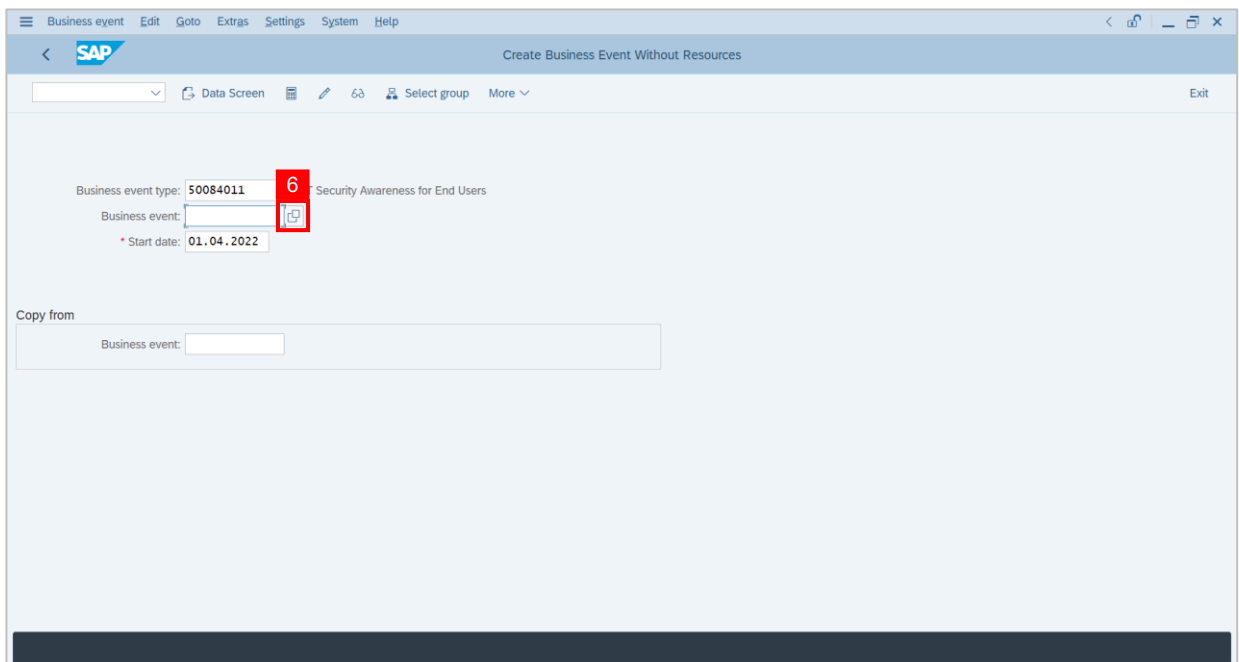
Choose Course page is displayed.
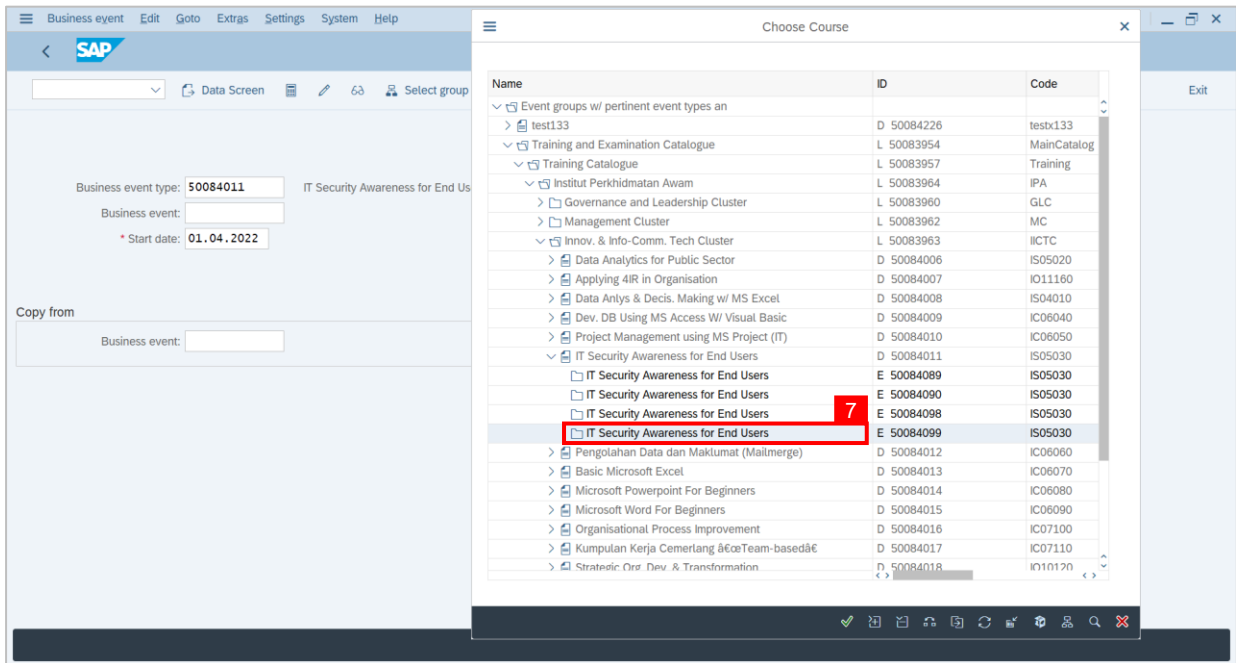
7. Select the **Course** that needed to be **amended**.

8. Click on the [Data Screen] **Data Screen** button.
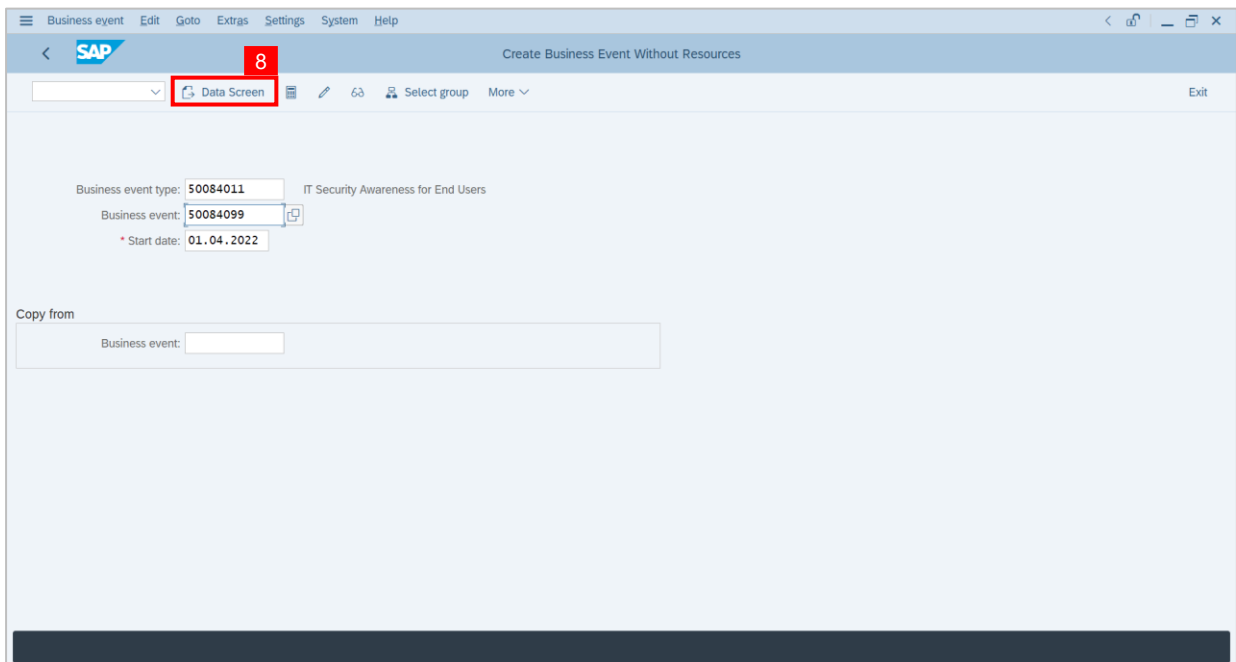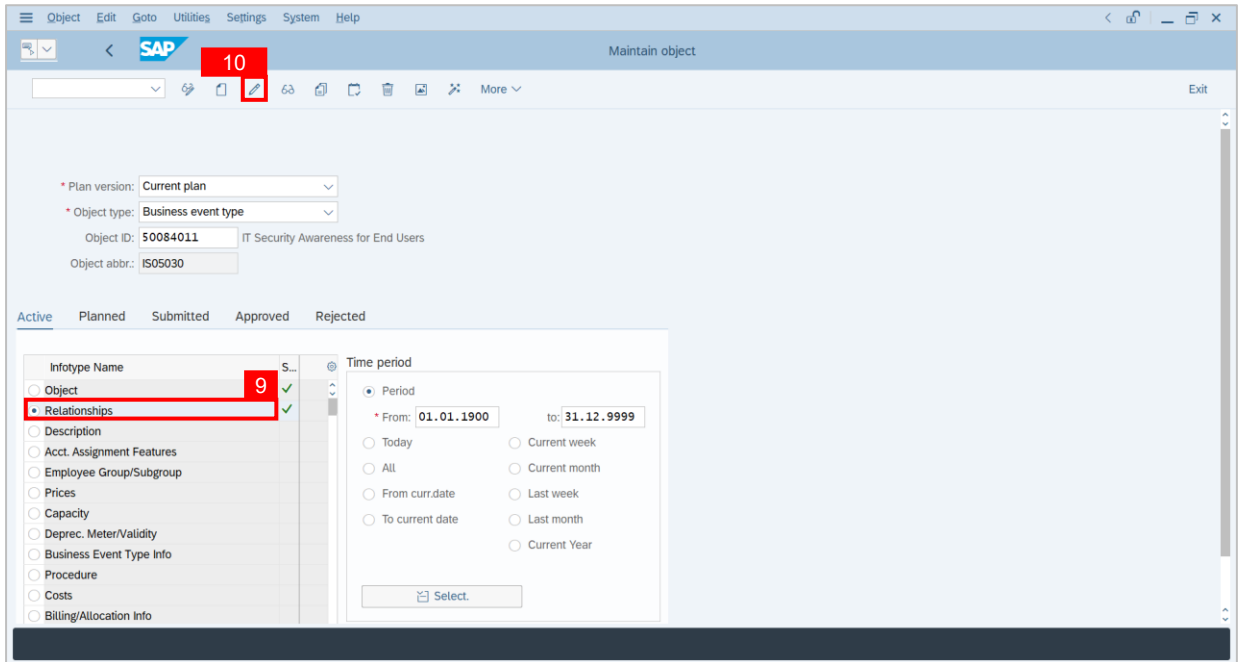
Maintain Object page will be displayed.

9. Select the **Relationship** Infotype.

10. Click on the [pencil icon] **Change** button.

Note:

- In the Infotype box, the ✅ Green tick indicate that there is a record for the selected Infotype.

Change Business Event page will be displayed.

11. In **Create Business Event page**, under **Business Event Data** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Business Event Data	Start Date	✓	14.11.2022
	Name	✓	IT Security Awareness for End User
	Location	✓	50084036 Institute Perkhidmatan Awam
	Language	✓	English

12. Under **Schedule** section, click the **Change** button and enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Change Schedule	Date	✓	14.11.2022
	Start	✓	00:08:00
	End	✓	16:30:00
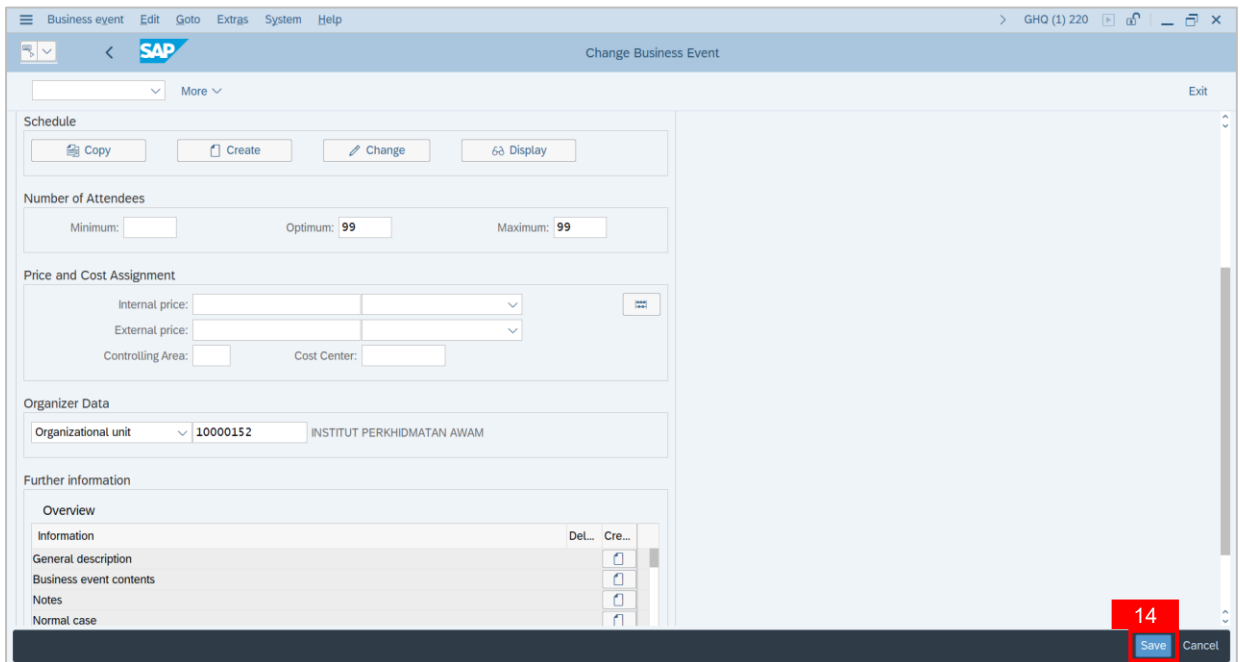
13. Click the tick icon once completed.

Change Business Event page will be displayed.
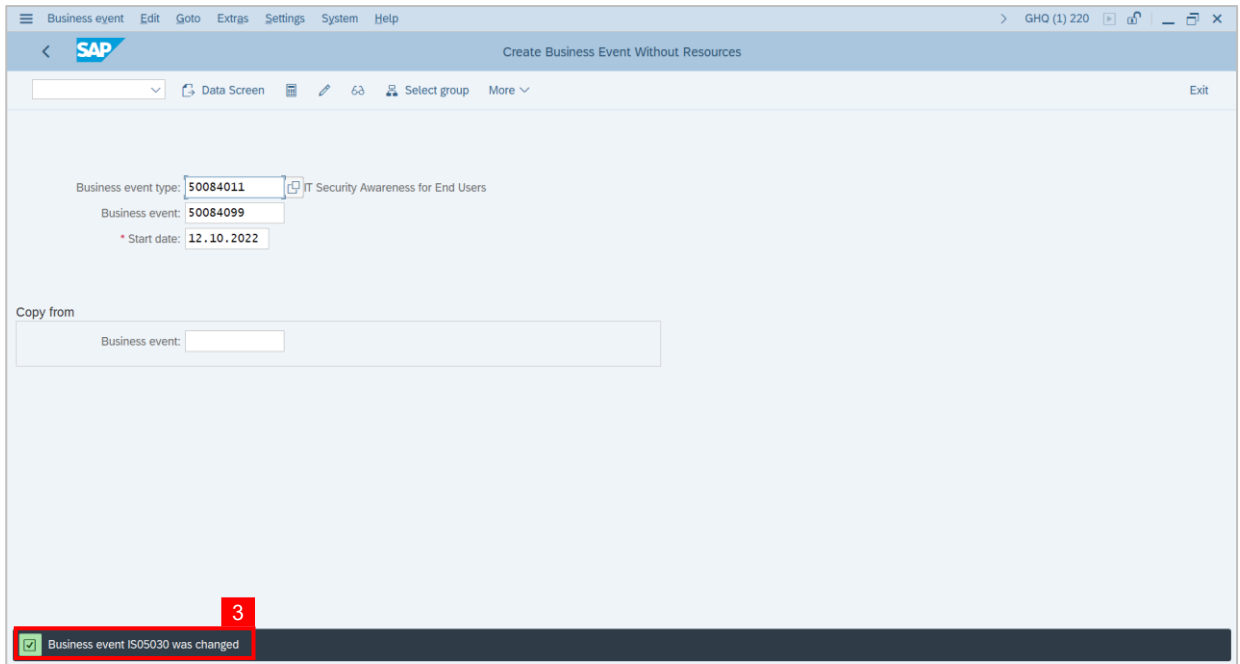
Note:

- Only **white field box** information can be amended, and grey field box information cannot be amended.

- Training/Exam organiser may change other **optional sub section** such as **Number of Attendees, Price and Cost Assignment, Organizer Data** and **Further Information**.

14. Click Save button once complete amending.

Create Business Event Without Resources page will be displayed.

A message will appear once the information is successfully saved.
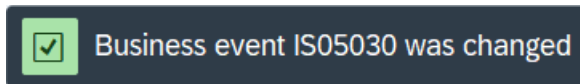
CREATE LOCATION	**Backend User**
	Training & Examination Organiser

Log into SAP GUI (Back End) and proceed with the following steps.
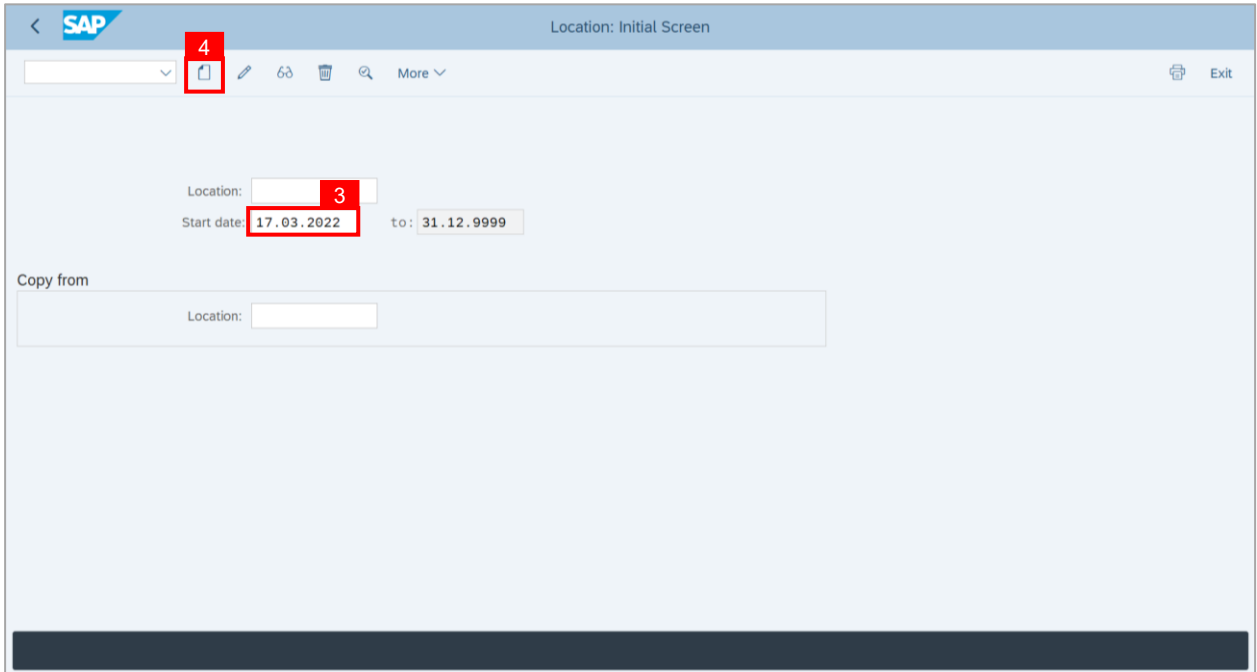
1. Enter **OOLC** in the search bar.
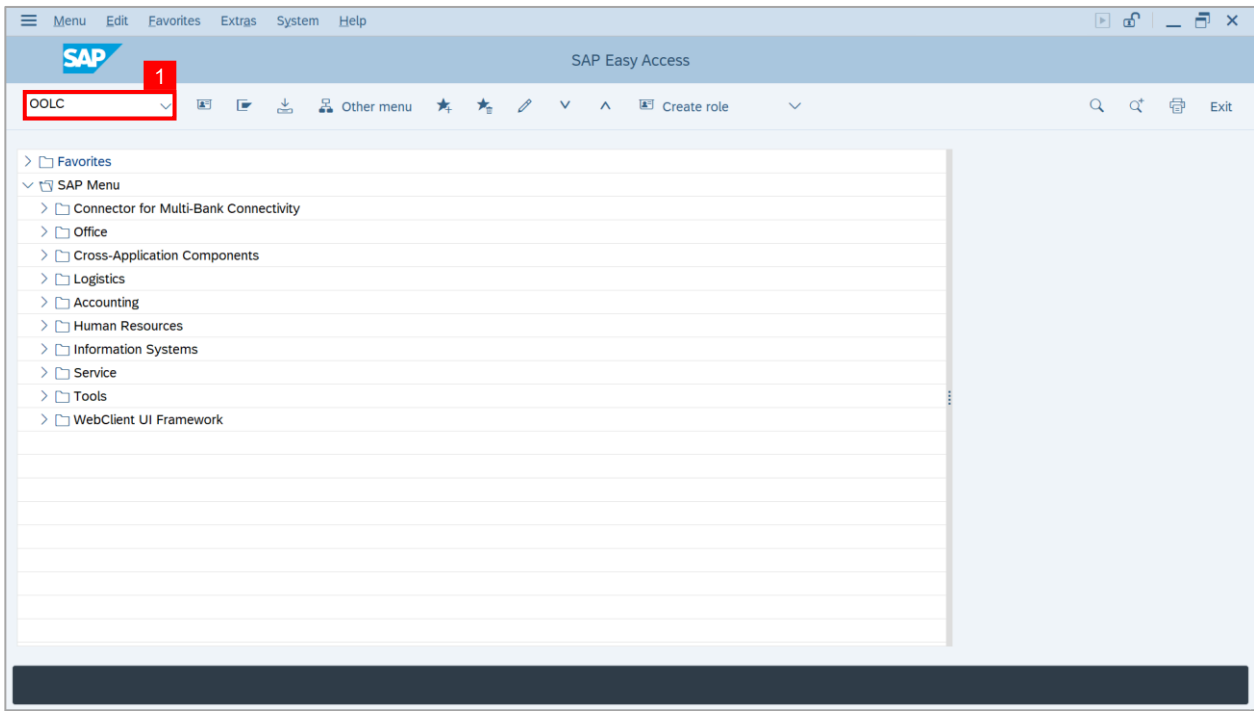
2. Select the Plan Version: **01. Current Plan** and Click on the **Tick** icon.
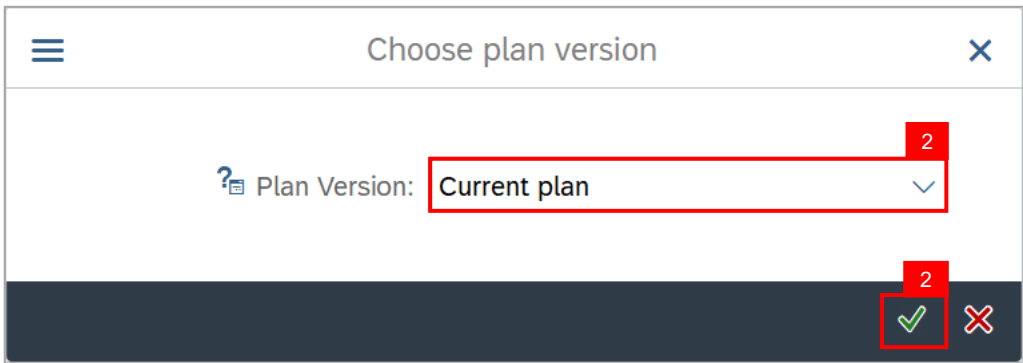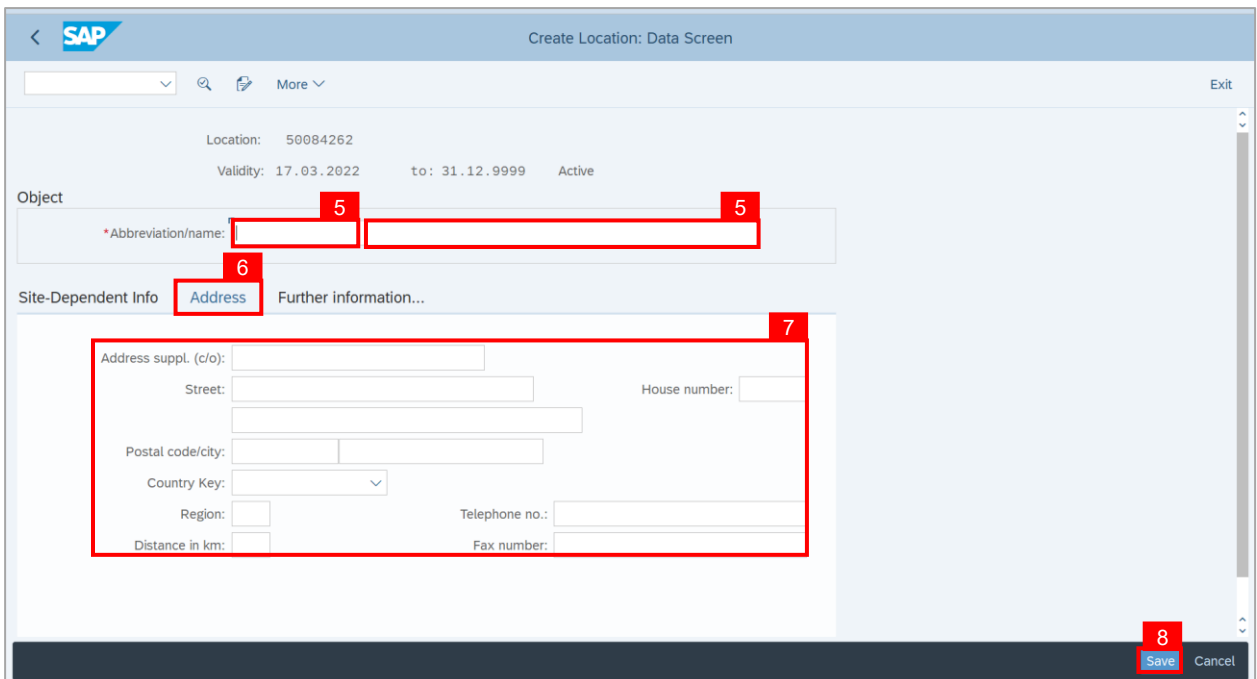
3. Determine the **"Start Date"** as validity period.

4. Click on the **Create** icon.

Note: Create Location: Data Screen page will be displayed.

5. Fill in the **Abbreviation** and **Name of Business Event Type.**

6. Click on **Address** tab.

7. Fill in the Address **details.**

8. Click on the **Save** button.

Sistem Sumber Manusia - Training and Event Management

CHANGE EXISTING LOCATION DETAILS	Backend User
	Training & Examination Organiser

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

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

2. Select the Plan Version: **01. Current Plan** and Click on the **Tick** icon.

Sistem Sumber Manusia - Training and Event Management
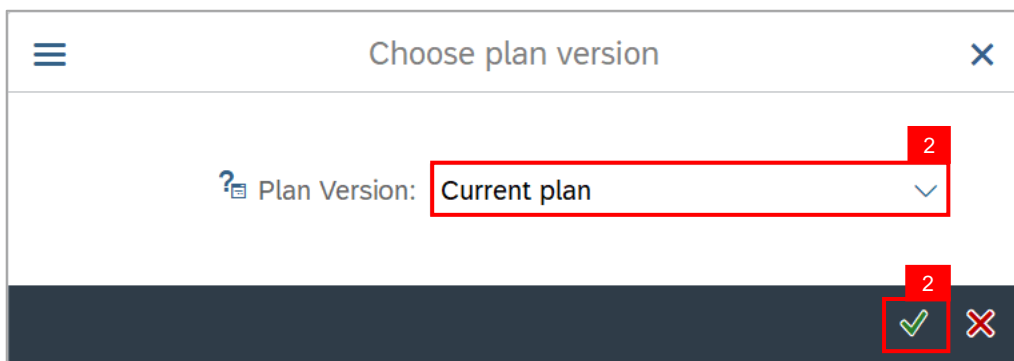
Outcome: Location: Initial Screen page will be displayed.
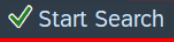
2. Click on the **Lookup** icon.

Outcome: A popup window to select location will appear.

3. Click on Start Search.

4. Select the Location.

5. Click on the Tick icon.

Outcome: A popup window to select location will appear.

3. Click on Start Search.

CREATE INFOTYPE EMPLOYEE GROUP/SUBGROUP- TRAINING	Backend User
	Training Organiser

Log into SAP GUI (Back End) and proceed with the following steps.
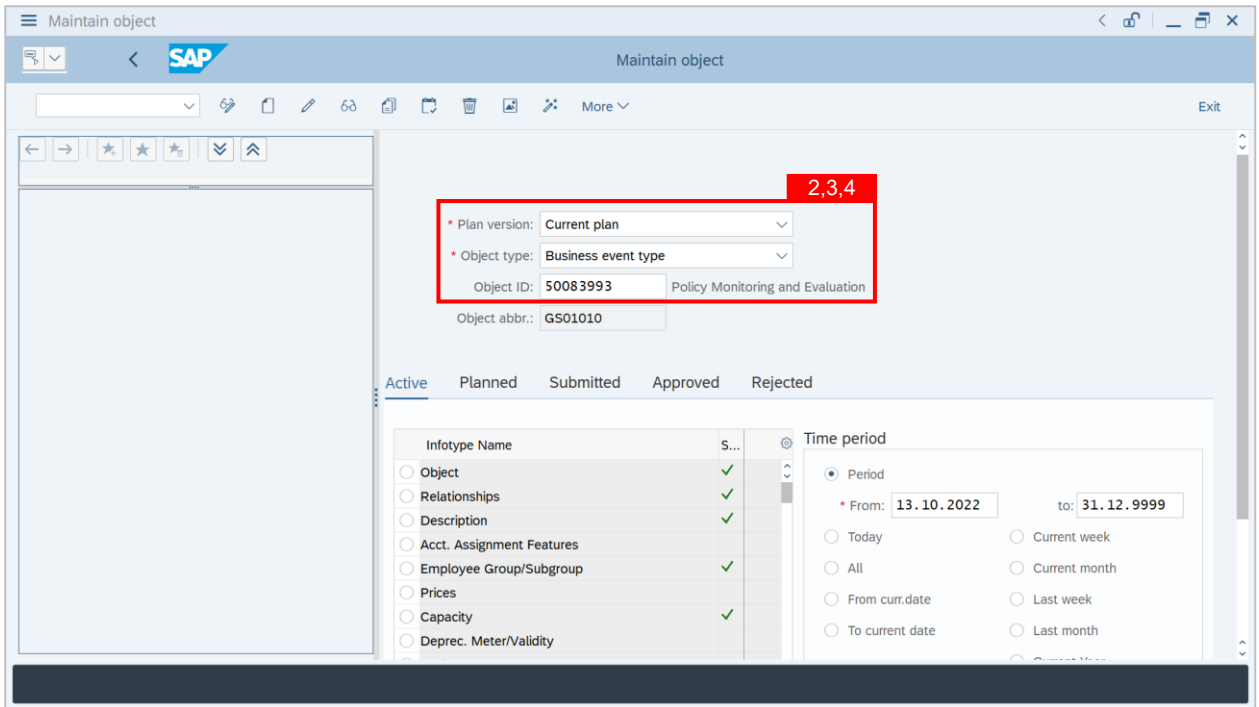
1. Enter **PP01** in the search bar.
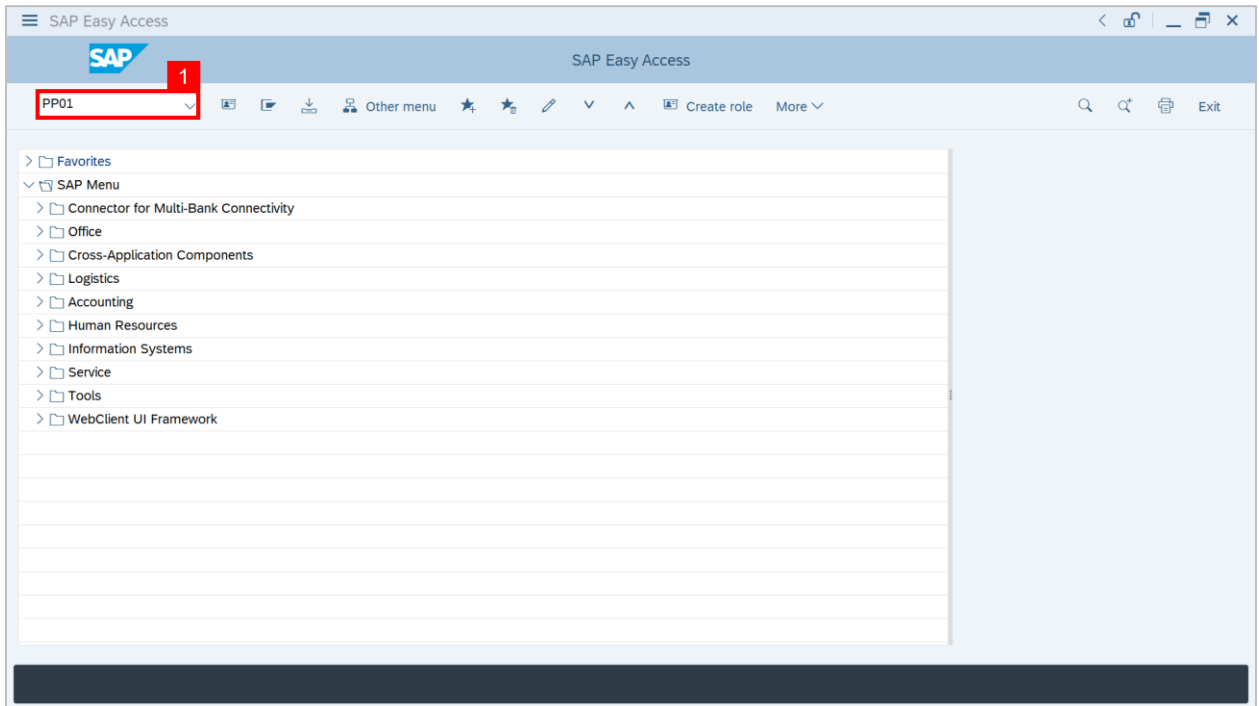
Outcome: Maintain Object page will be displayed.
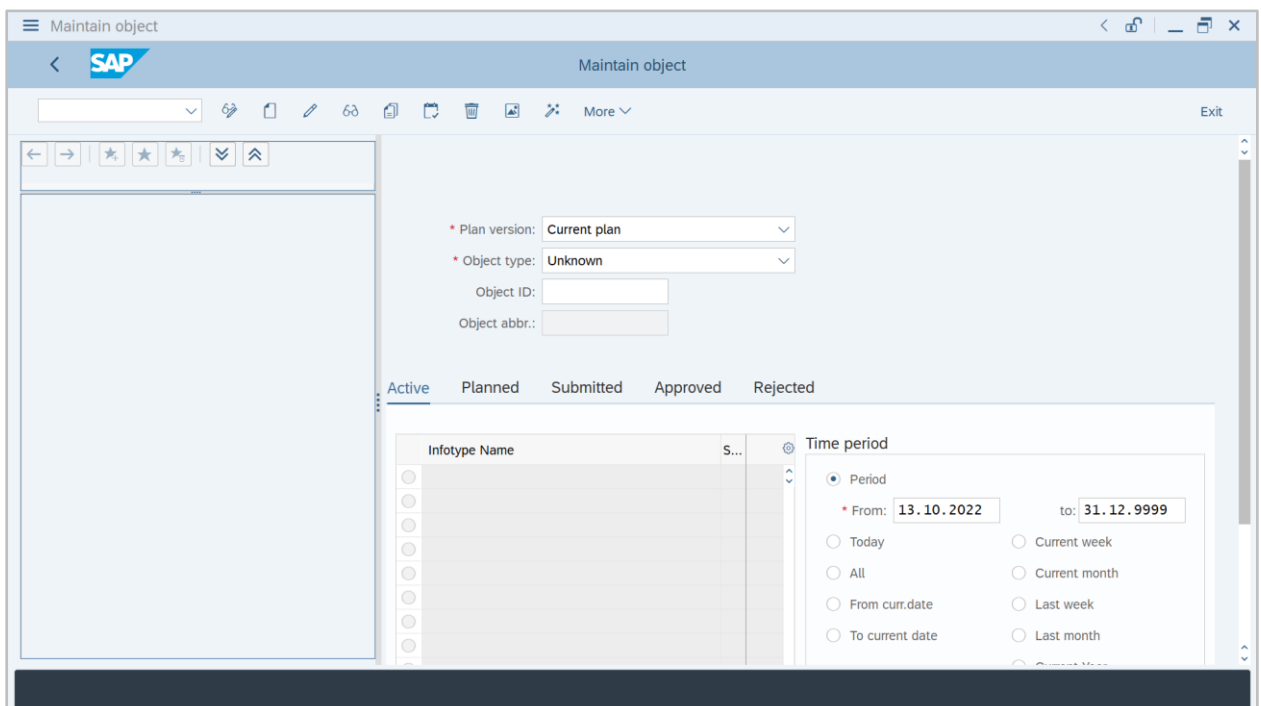
2. Select **Current Plan**.

3. Select **Object Type:Business Event Type**.

4. Enter the **Object ID**, then press "**Enter**".
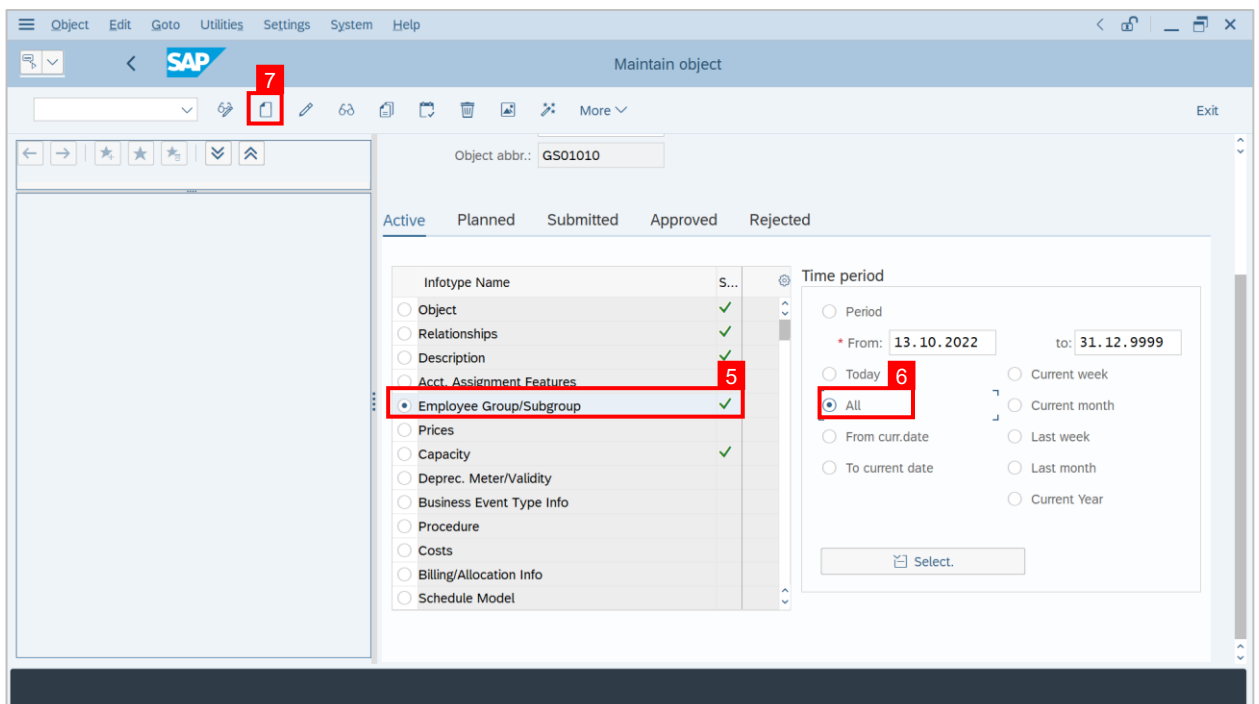
5. Under the Active tab, Select **Employee Group/Subgroup**.

6. Select **All**.

7. Click on the **Create button**.
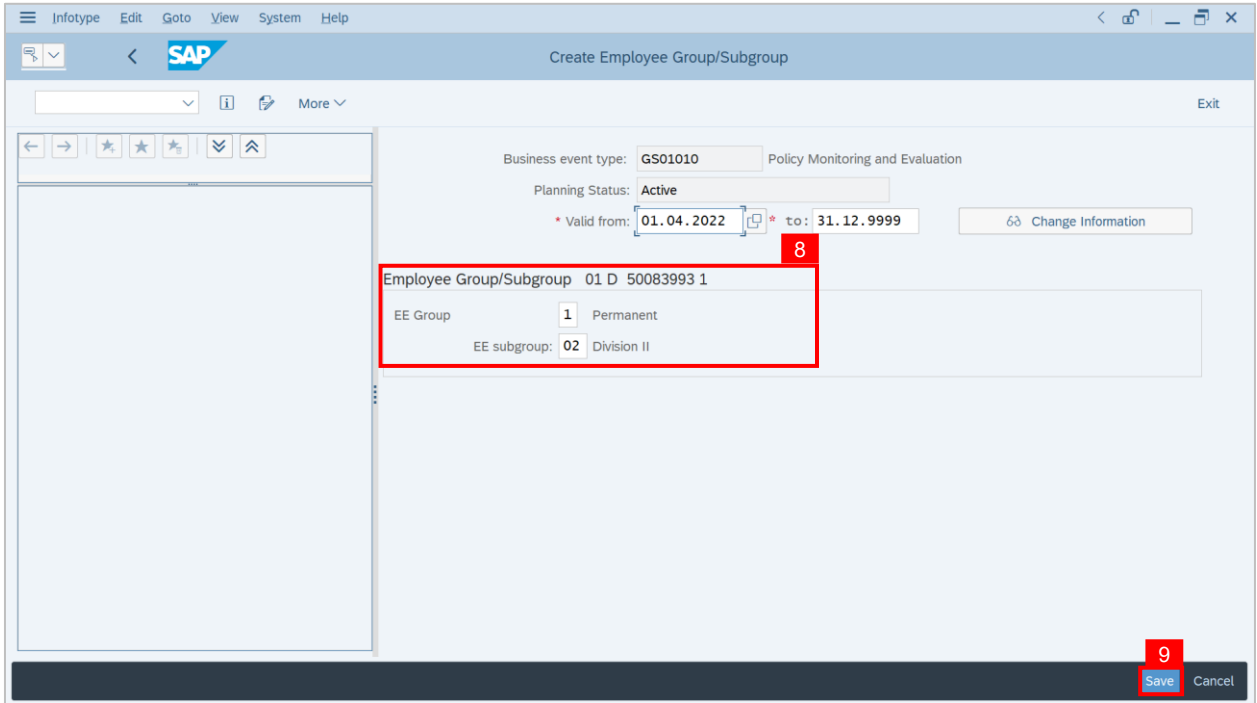
Outcome: Create Employee Group/Subgroup page will be displayed.

8. Input the **Employee Group and Subgroup**.

9. Click on the **Save button**.

Outcome: Record has been **successfully created**.

Sistem Sumber Manusia - Training and Event Management

VIEW TRAINING CATALOGUE	Backend User
	Training Organiser and Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.
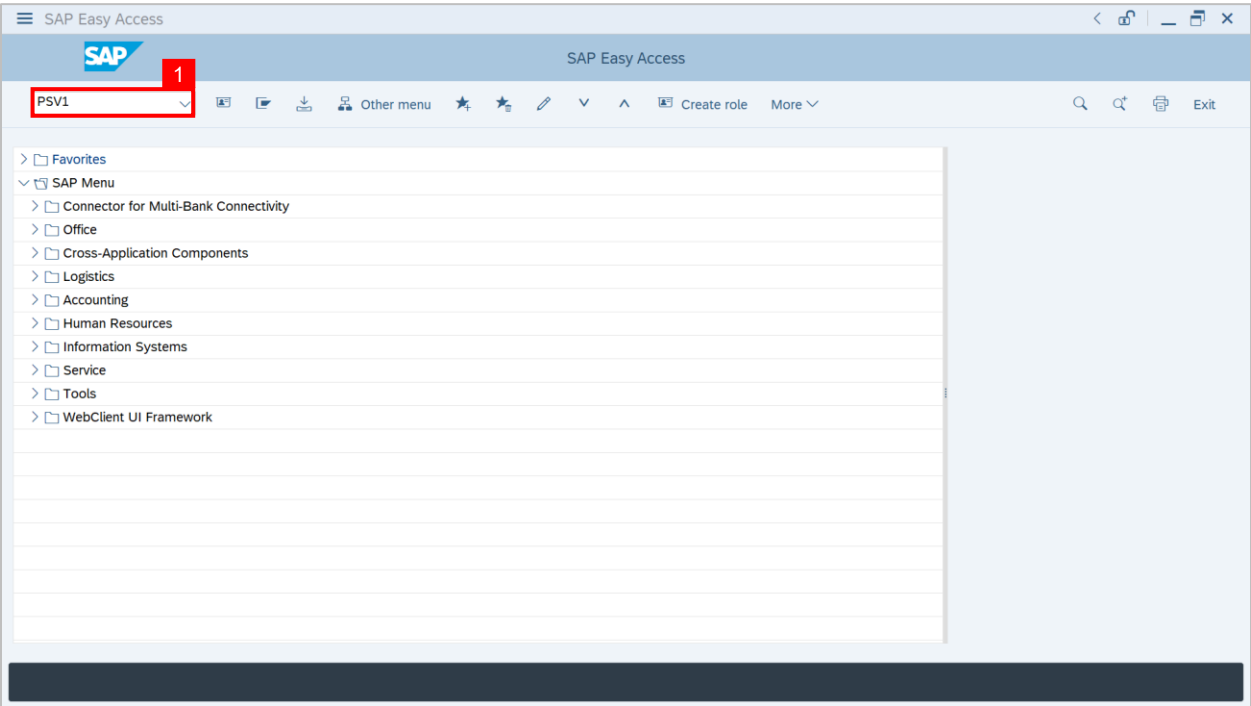
Outcome: Dynamic Attendance Menu page will be displayed.
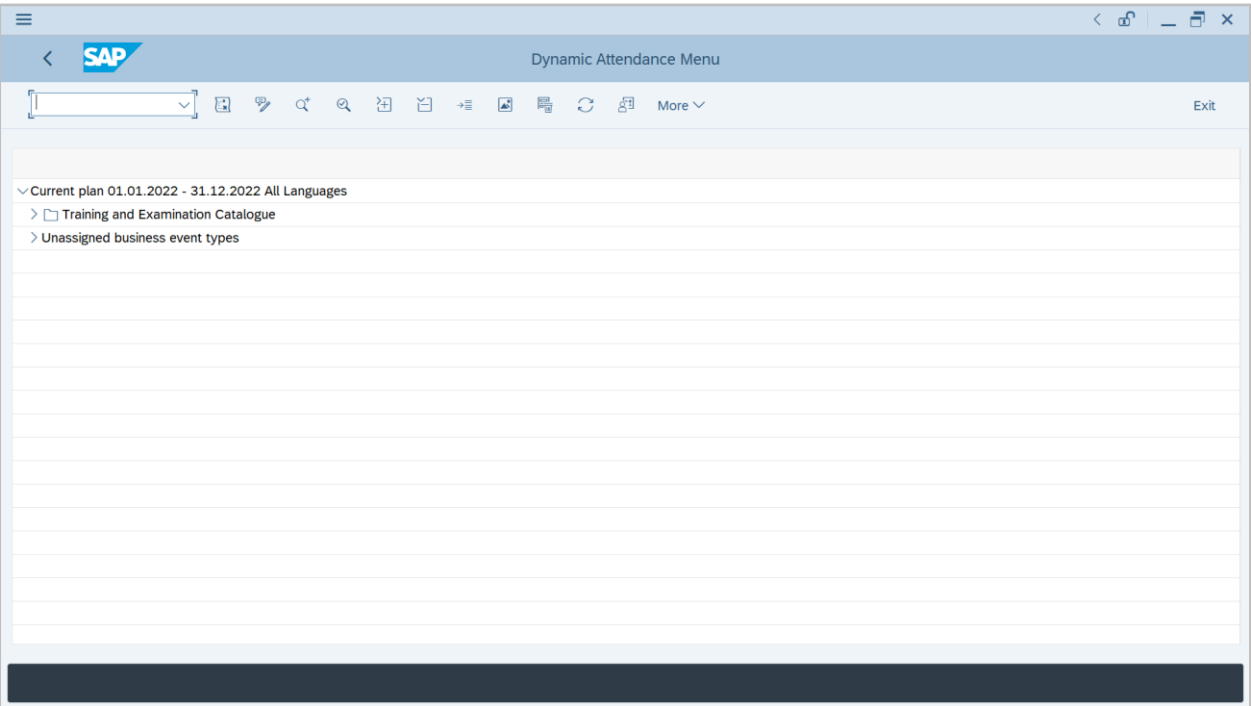
2. Click on the **Arrow** to open the folder.

Outcome: Catalogue has been **successfully displayed**.

Note: The record with **green status** refer to the available/upcoming training.

Sistem Sumber Manusia - Training and Event Management

DISPLAY FOR COURSE CODE	Backend User
	Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.
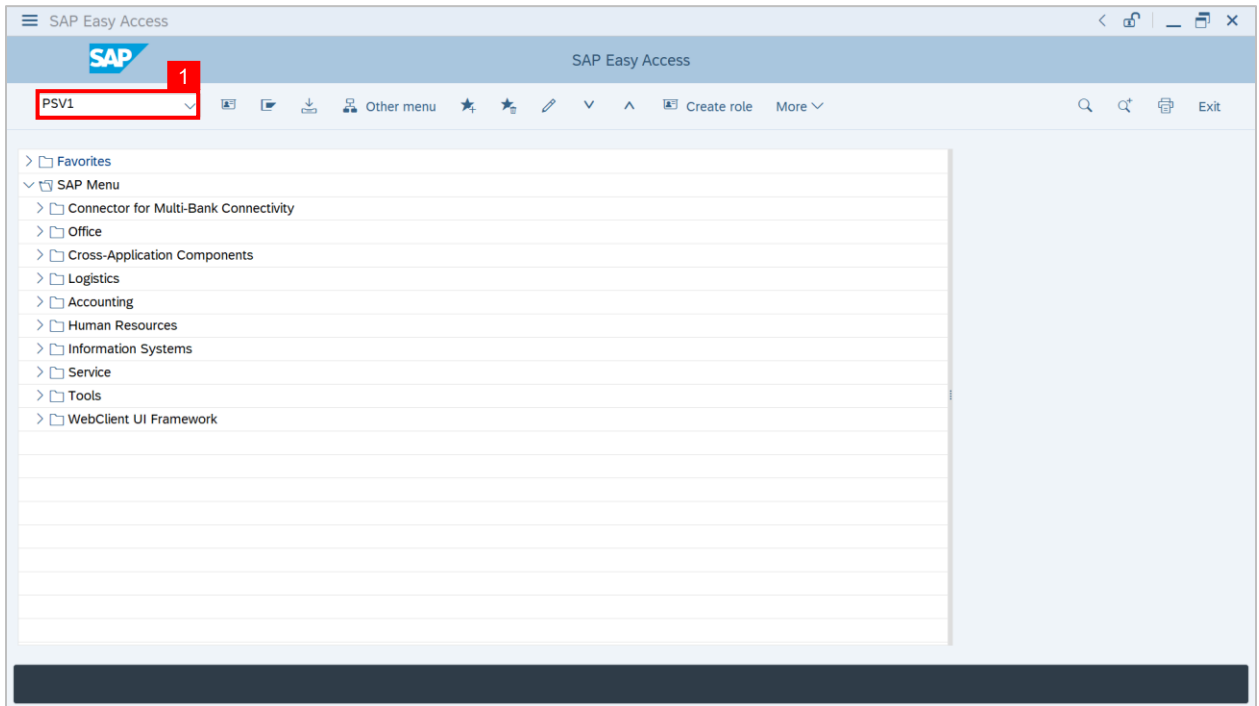
Outcome: Dynamic Attendance Menu page will be displayed.
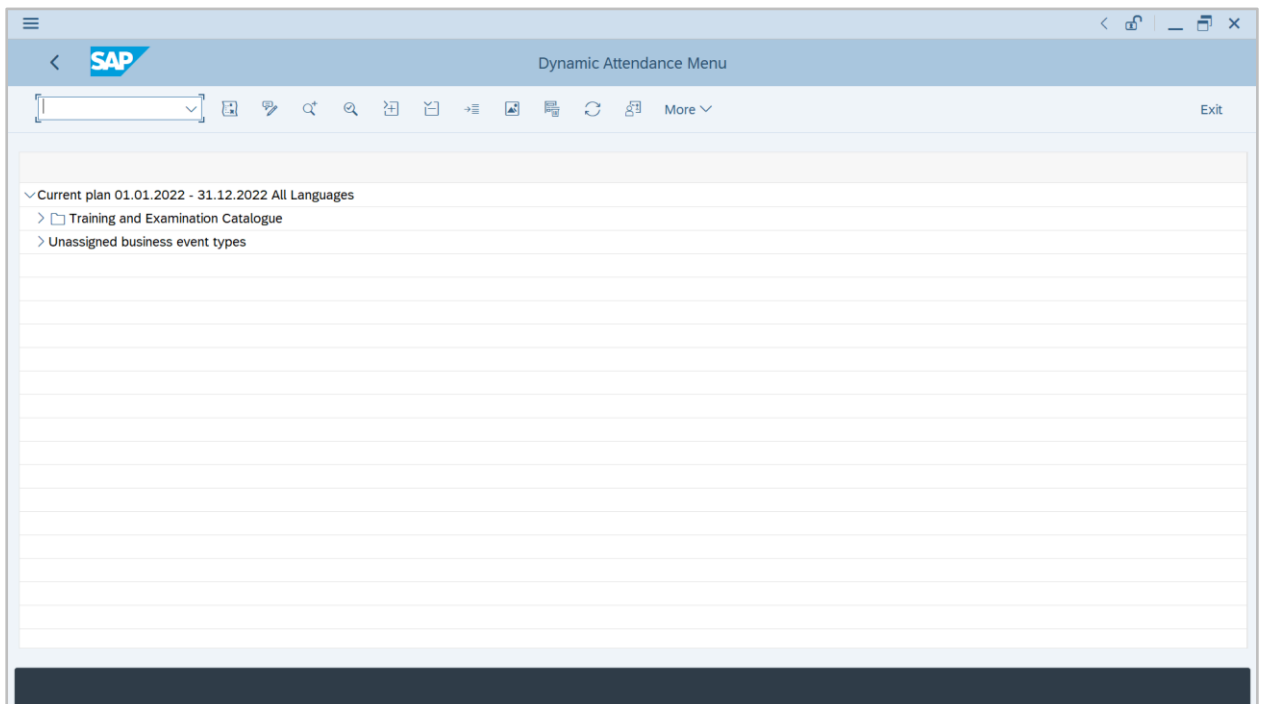
2. Click on the **Arrow** to open the folder.

Outcome: Catalogue has been **successfully displayed**.
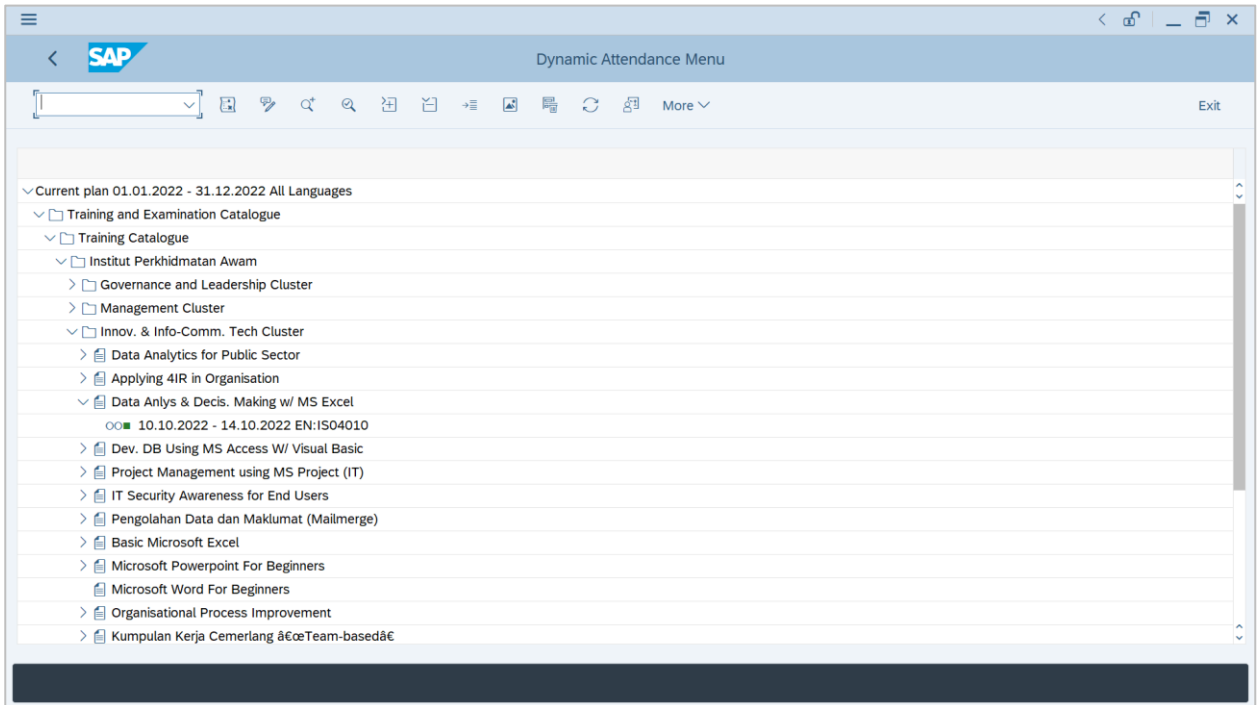
3. Click on **Settings**.
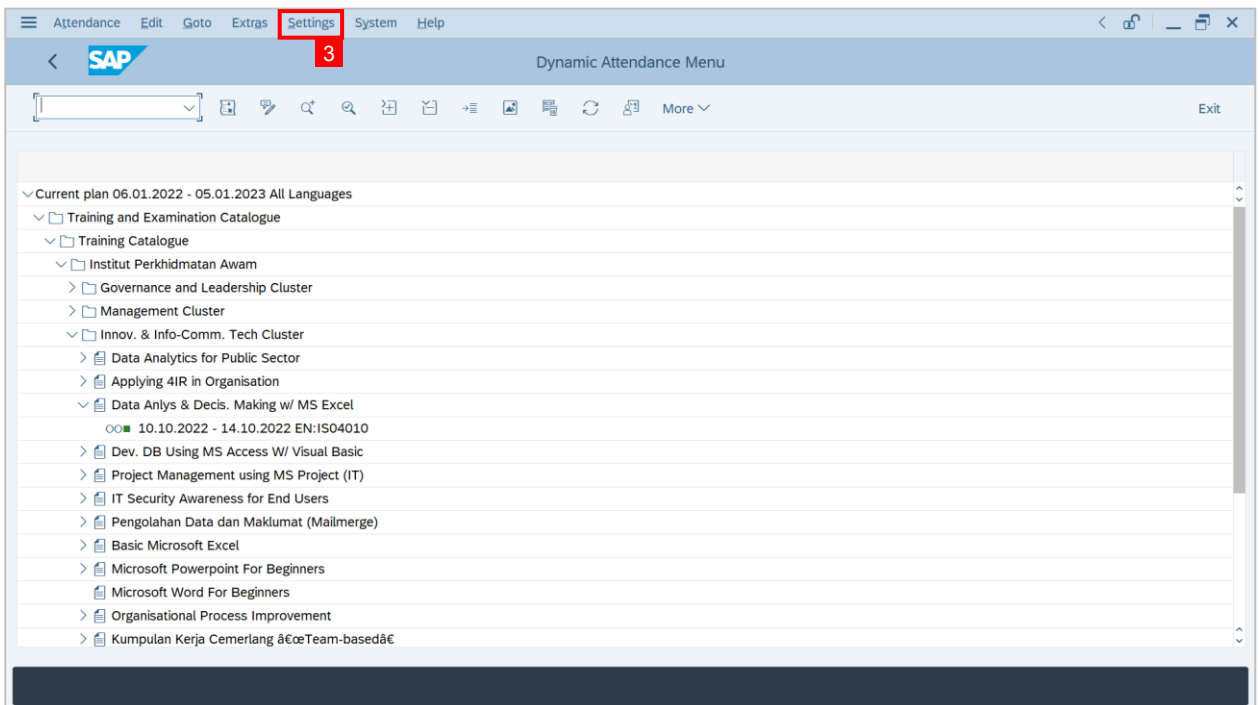
4. Click on **"View"**.

5. Tick **With Key**.

6. Tick **With Additional Information**.

7. Tick **With Abbreviation**.

8. Click on the **Save button**.
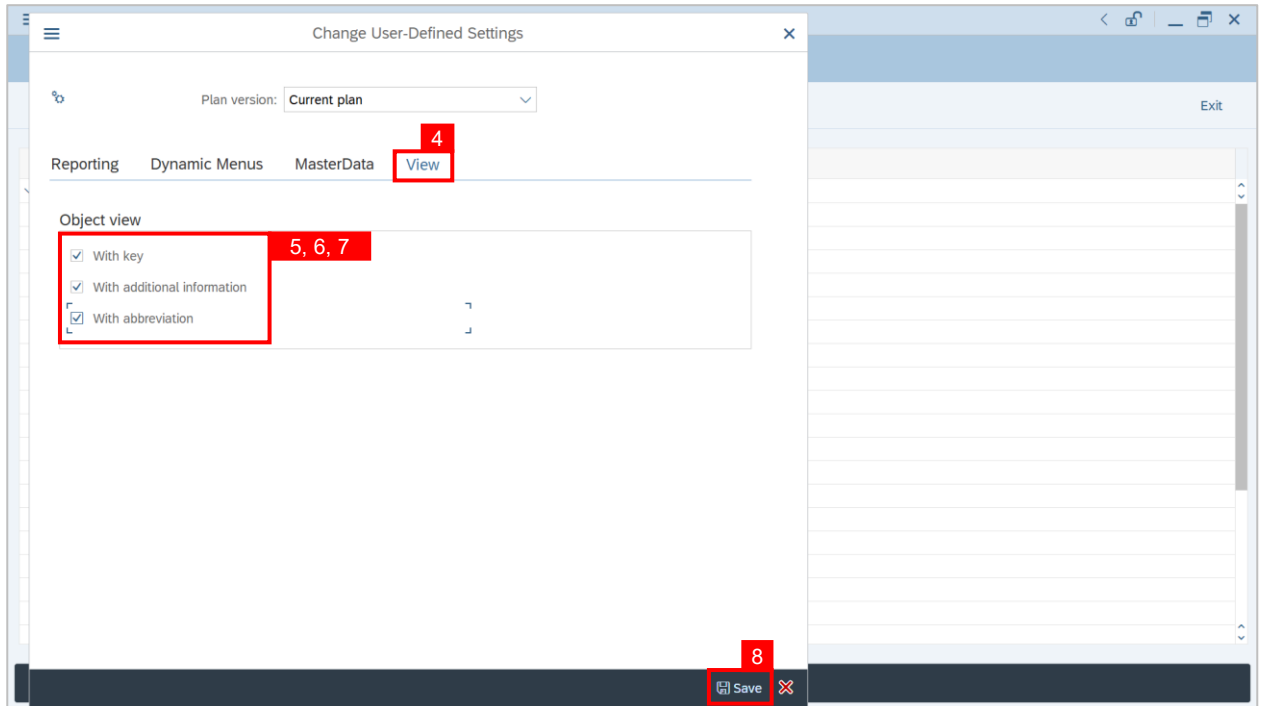
Outcome: Course Code has been **successfully displayed**.

Sistem Sumber Manusia - Training and Event Management
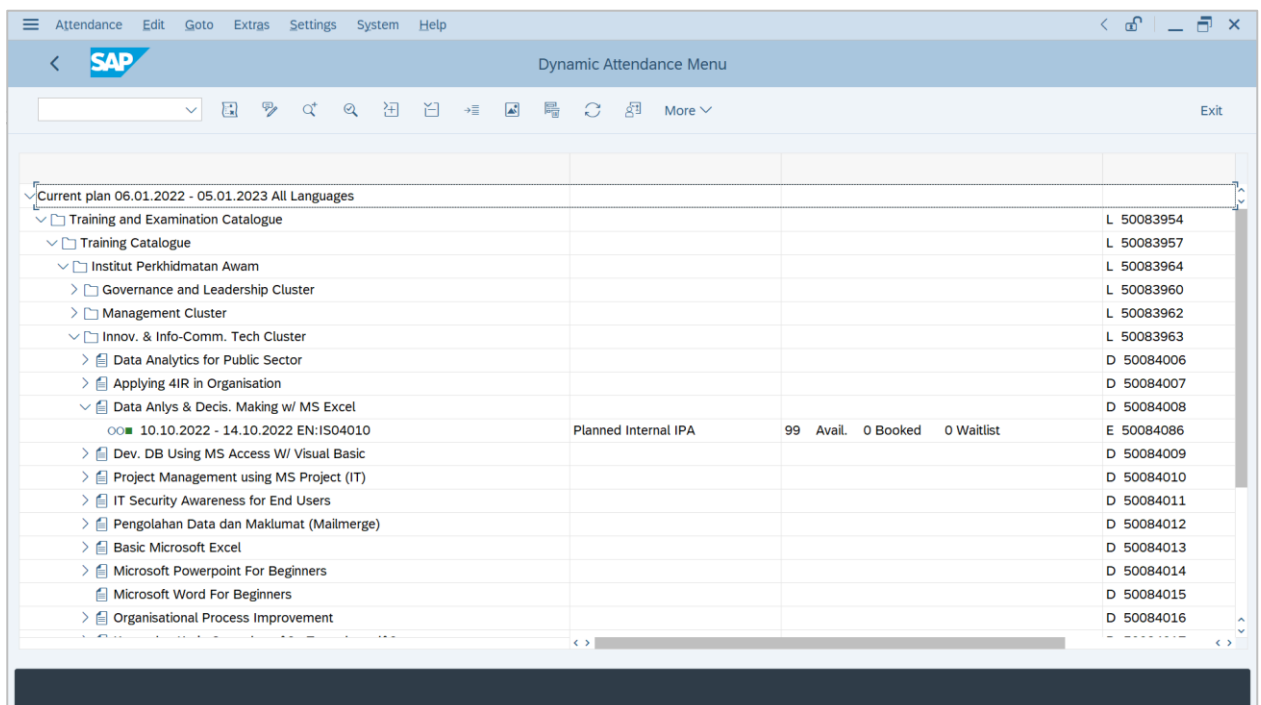
| APPROVE NOMINATED EMPLOYEE TO TRAINING	**Backend User**
	Training Organiser

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

1. Enter **ZHRTEM002** in the search bar.
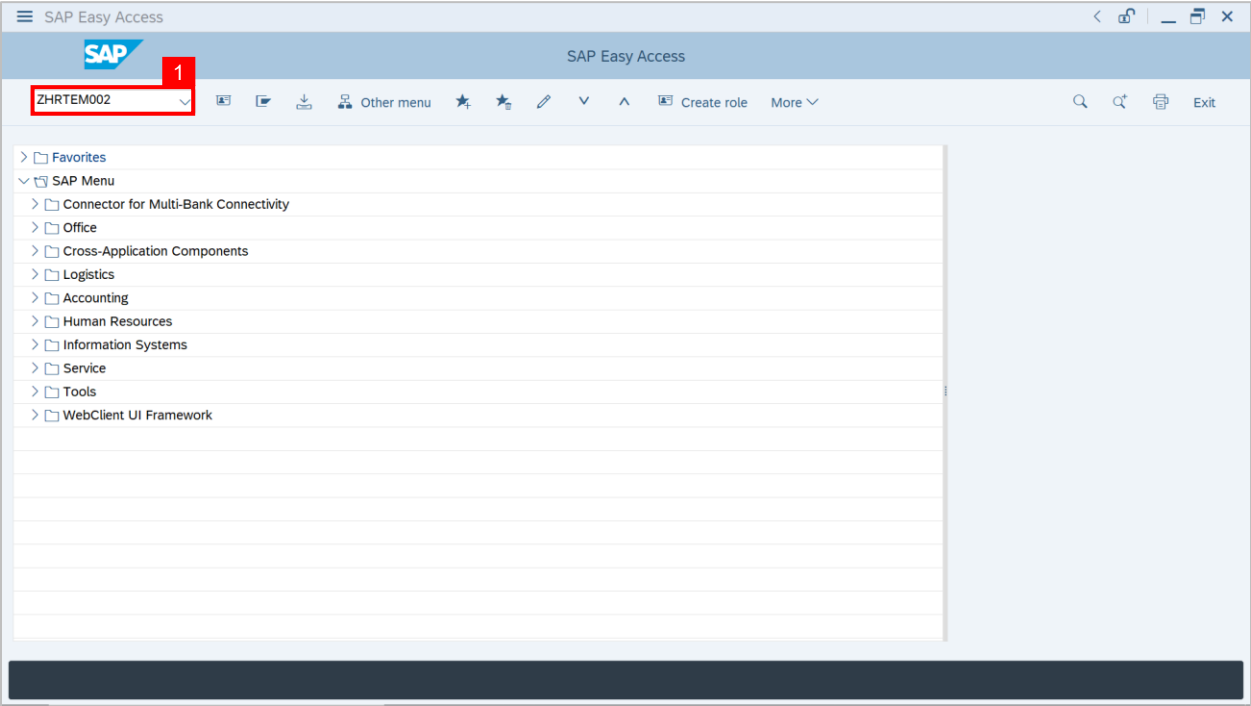
Outcome: Training and Exam Nomination Program page will be displayed.
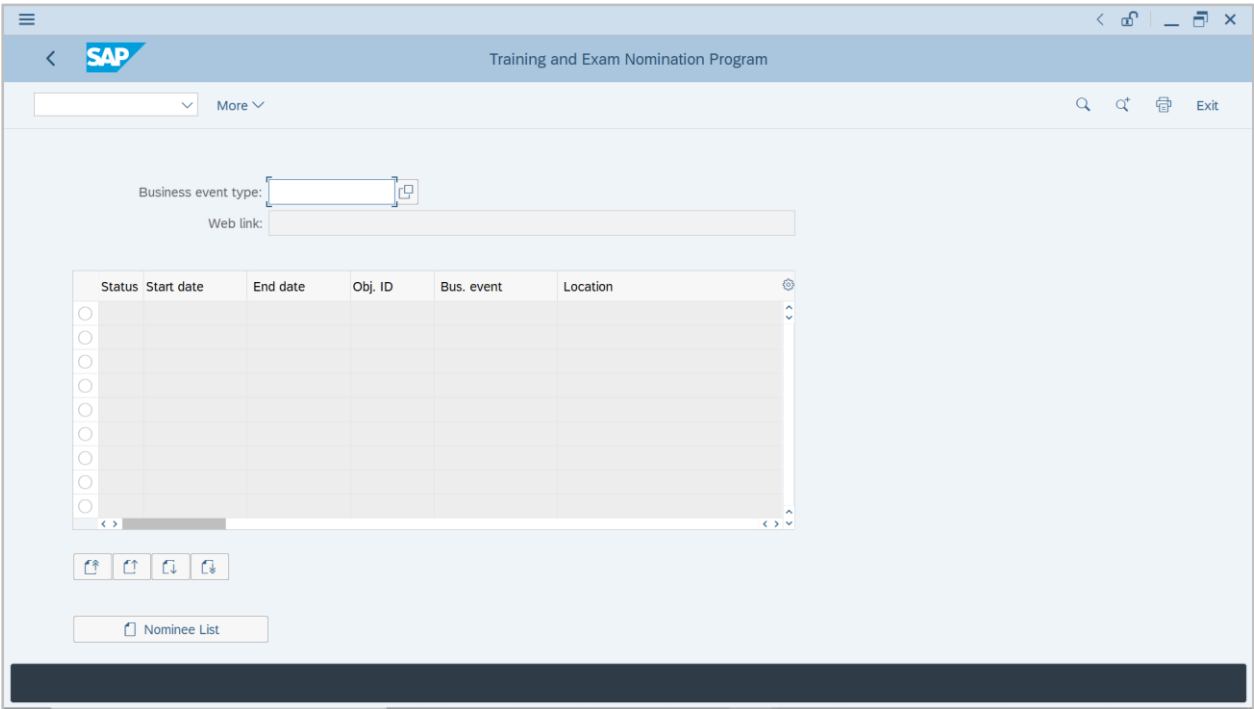
3. Click on the **Lookup icon**.
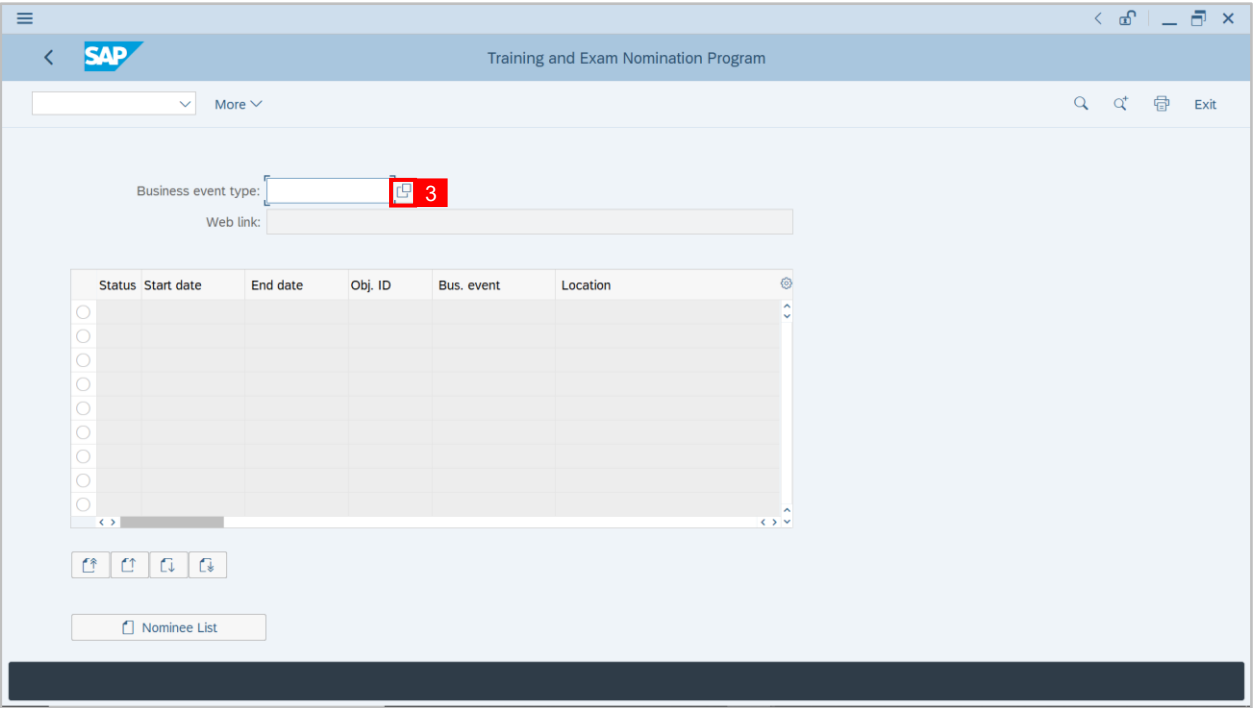
4. Click on the **Arrow** to view the Training Catalogue**.**

5. Select the **Business Event Type**.

6. Click on the **Tick icon** and click enter.
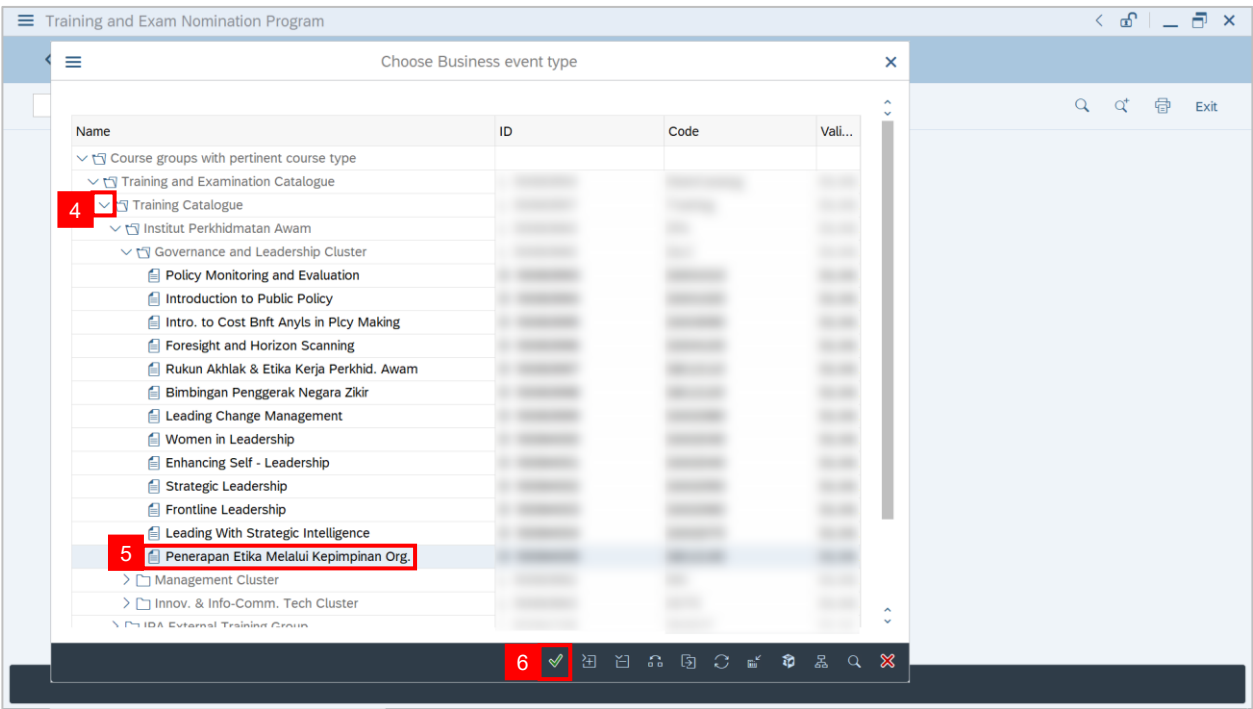
7. Click on the **Radio button** to select the desired course.

8. Click on the **"Nominee List" button**.
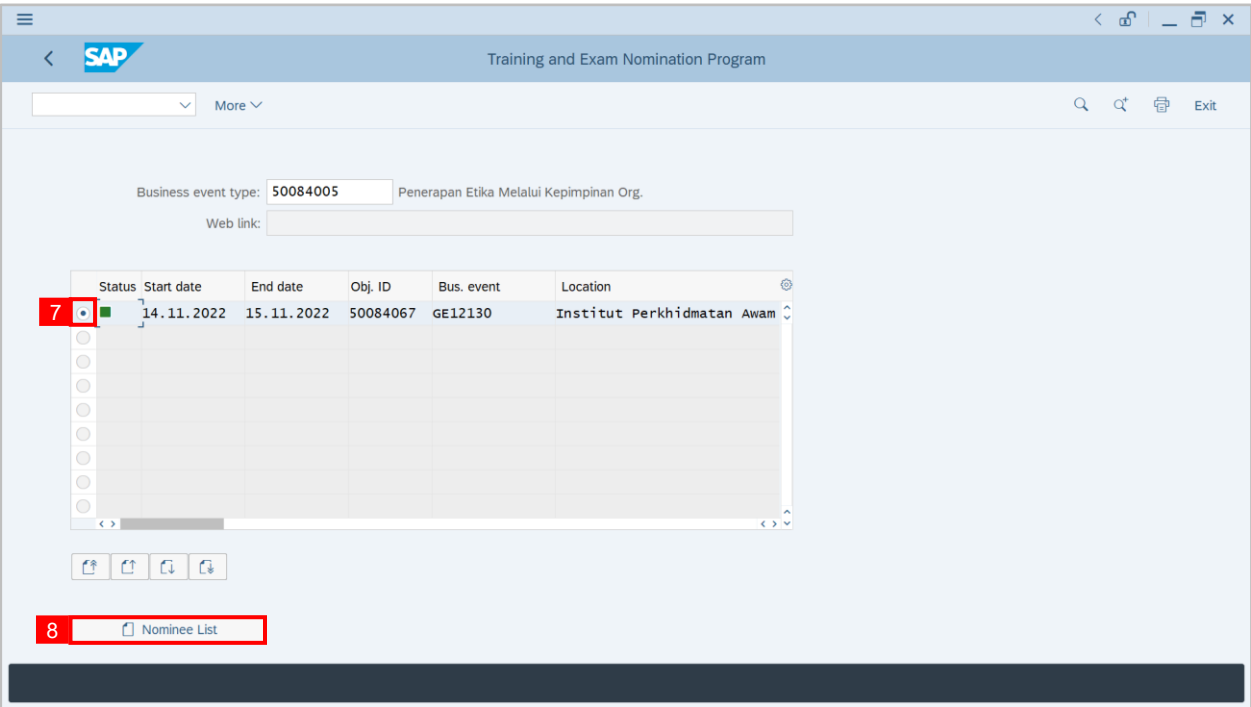
Outcome: Training and Exam Nomination Overview page will be displayed.

9. Click on the **Lookup icon**.

10. Select **02:Approve.**

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

12. Click on the **Save button**.

Note: Once Approve or Rejected, employee will receive a notification in SSM.

Outcome: System has **successfully created** the record with **green status**.

Sistem Sumber Manusia - Training and Event Management

UPDATE EMPLOYEE TRAINING RESULTS	**Backend User**
	Training Organiser

Log into SAP GUI (Back End) and proceed with the following steps.
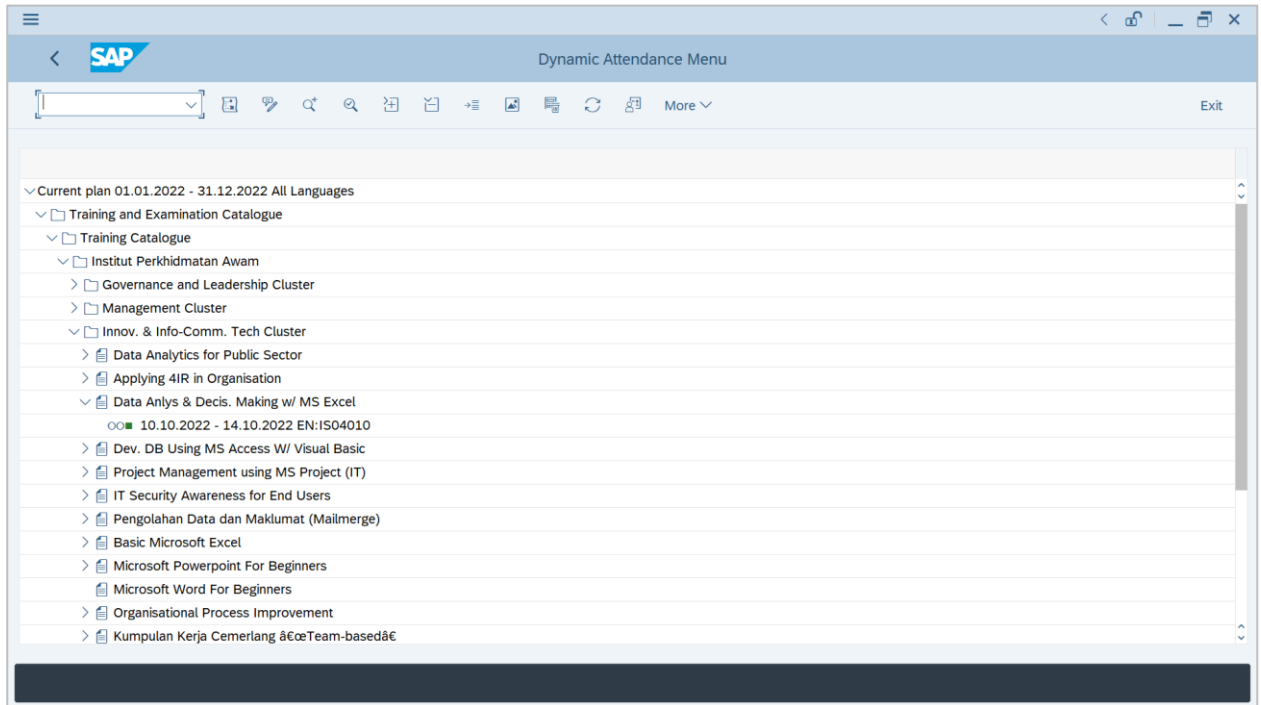
1. Enter **PA30** in the search bar.
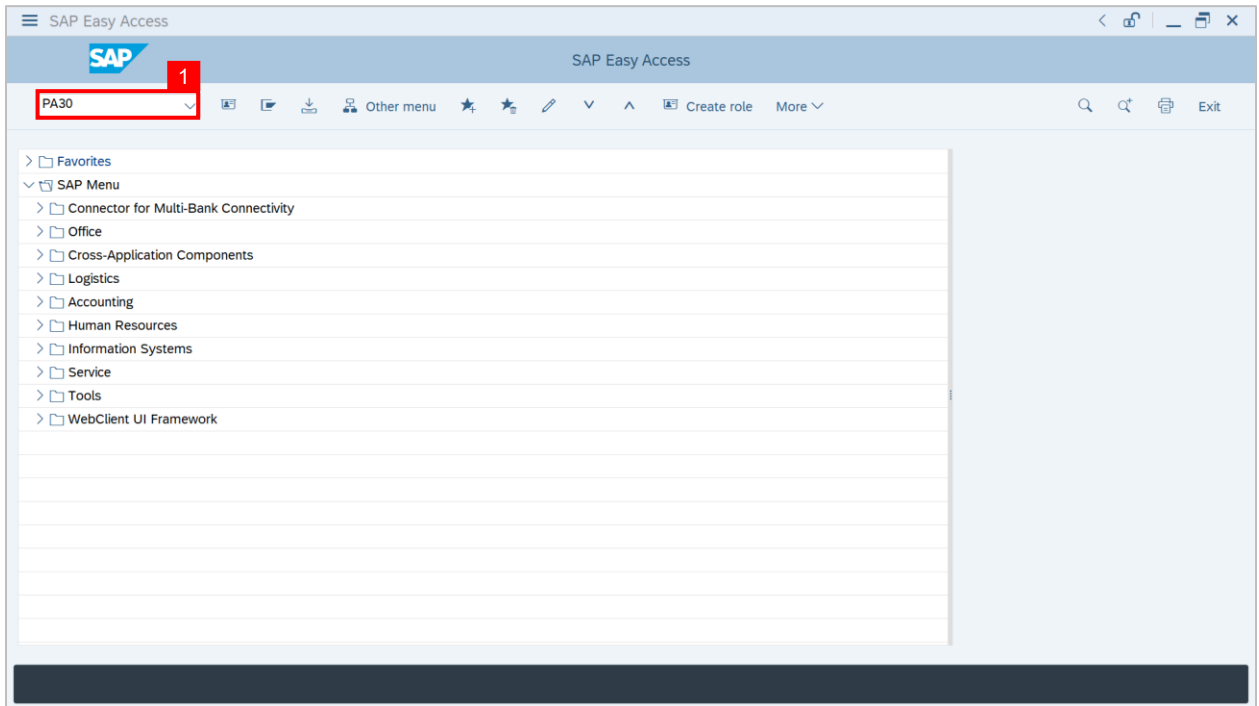
Outcome: Display HR Master Data page will be displayed.
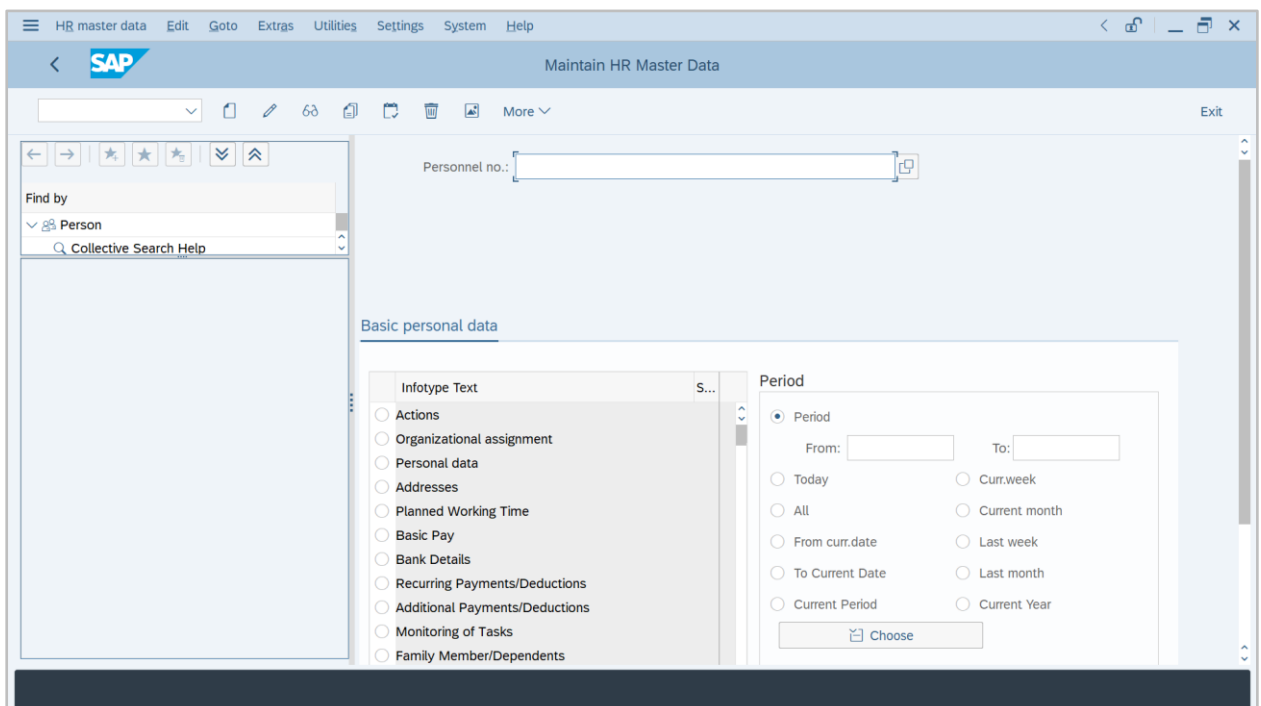
2. Input the employee's **Personnel Number**, then press **"Enter"**.

3. Select **Training**.

4. Click on the "**Overview**" button.

Outcome: List Training page will be displayed.

5. Select an existing system generate training record.

6. Click on the **Edit button**.
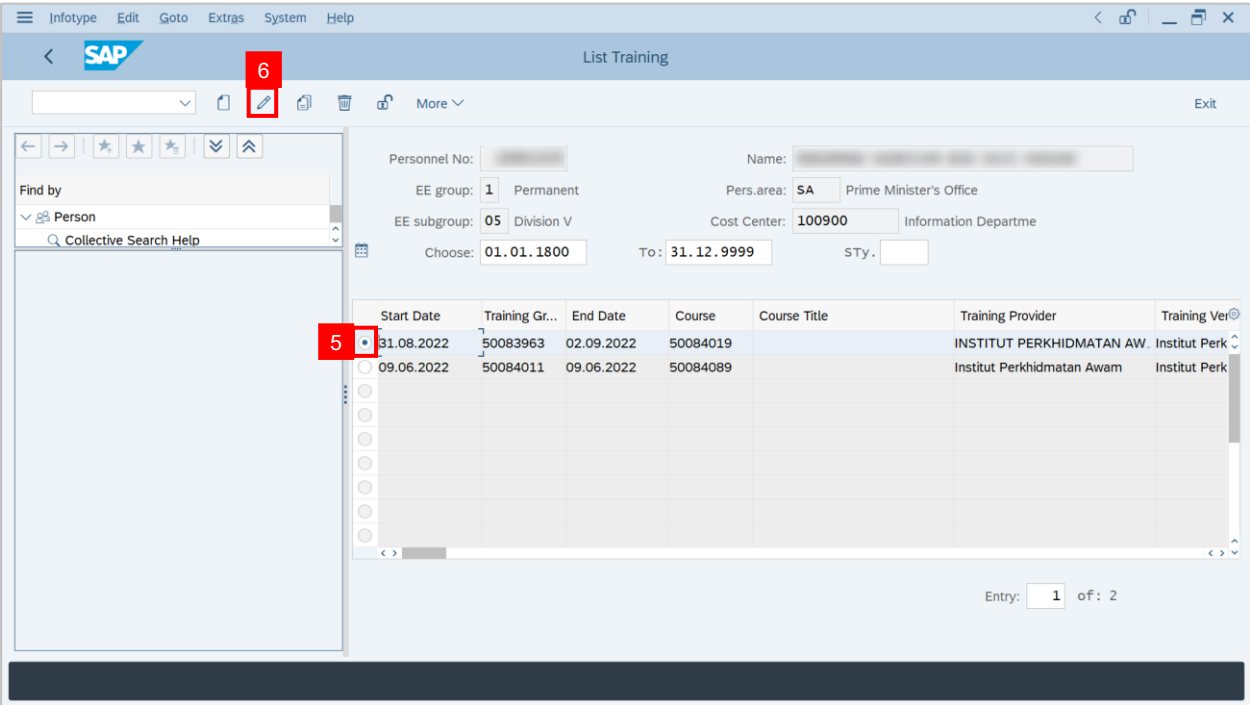
7. Fill in the relevant fields.

8. Click on the **Lookup icon** to fill in the training result.

9. Select **01:Pass**.

10. Click on the **Tick icon**.

11. Click on the **Save button**.

Outcome: Record has been **successfully created**.

Important Note:

- Training Organiser only required to update the Training reference, status and result that is auto created by batch process.
- System auto create fields for training name and training date in the Training Infotype at the end of exam date.

Sistem Sumber Manusia - Training and Event Management

TRAINING NOMINATION REPORT	Backend User
	Training and Exam Organiser, Dept. HRD Admin

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

1. Enter **ZHRTEM003** in the search bar.
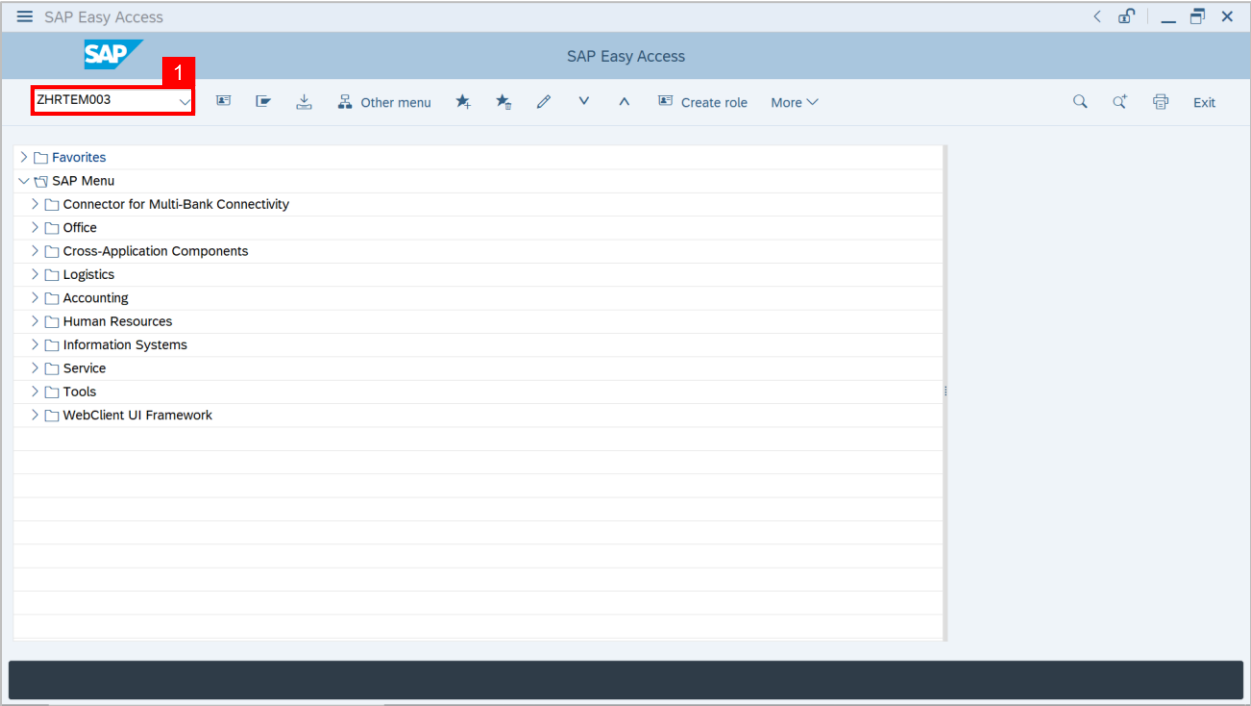
Outcome: Report for Training and Exam Nomination page will be displayed.
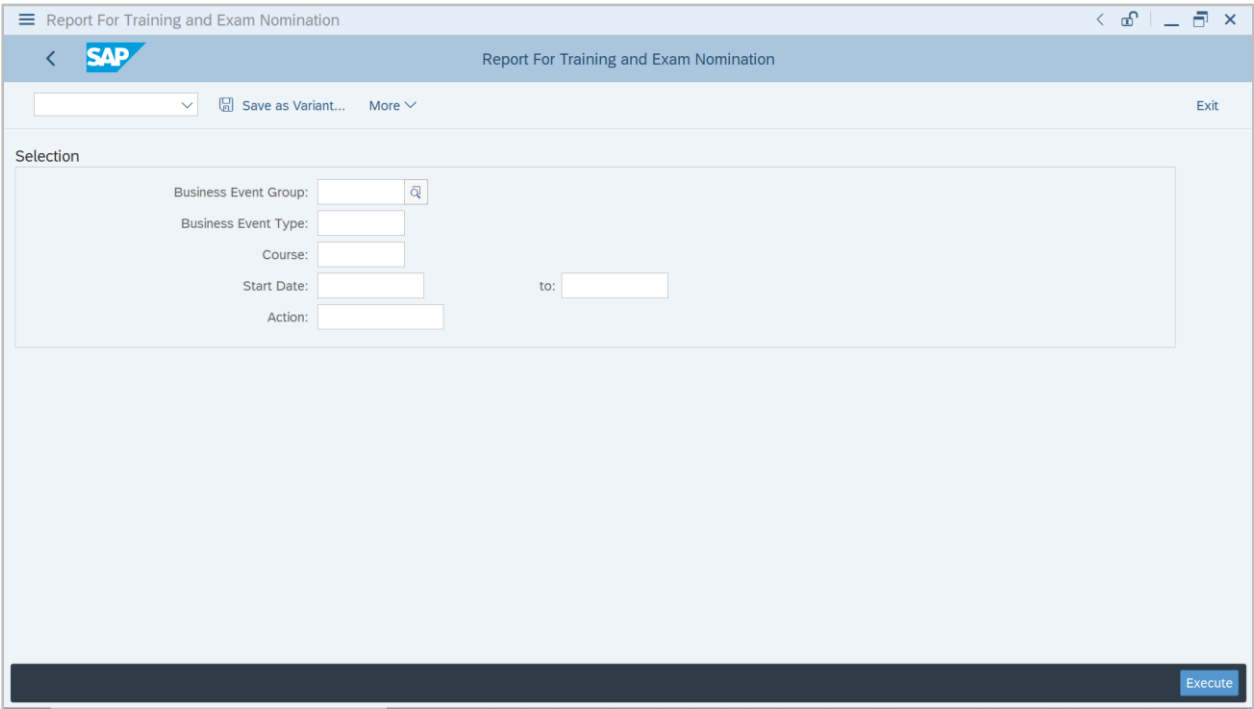
2. Determine the selection as below:

Sub Section	Field	Example
Business Event Data	Business Event Group	50083963 Innov. & Info-Comm. Tech Cluster
	Business Event Type	50084007 Applying 4IR in Organisation
	Course	50084085 Applying 4IR in Organisation

3. Click on the **Execute button**.

Outcome: Report For Training and Exam Nomination has been successfully displayed.

Bus. Event Group ID	Business Event Group	Bus. Event Type ID	Business Event Type	Course ID	Course
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha...	50084113	Peperiksaan Perkhidmatan Kesetia

Sistem Sumber Manusia - Training and Event Management

TRAINING HISTORY REPORT	**Backend User**
	Training Organiser and Dept. HRD Admin

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

1. Enter **ZHRTEM004** in the search bar.
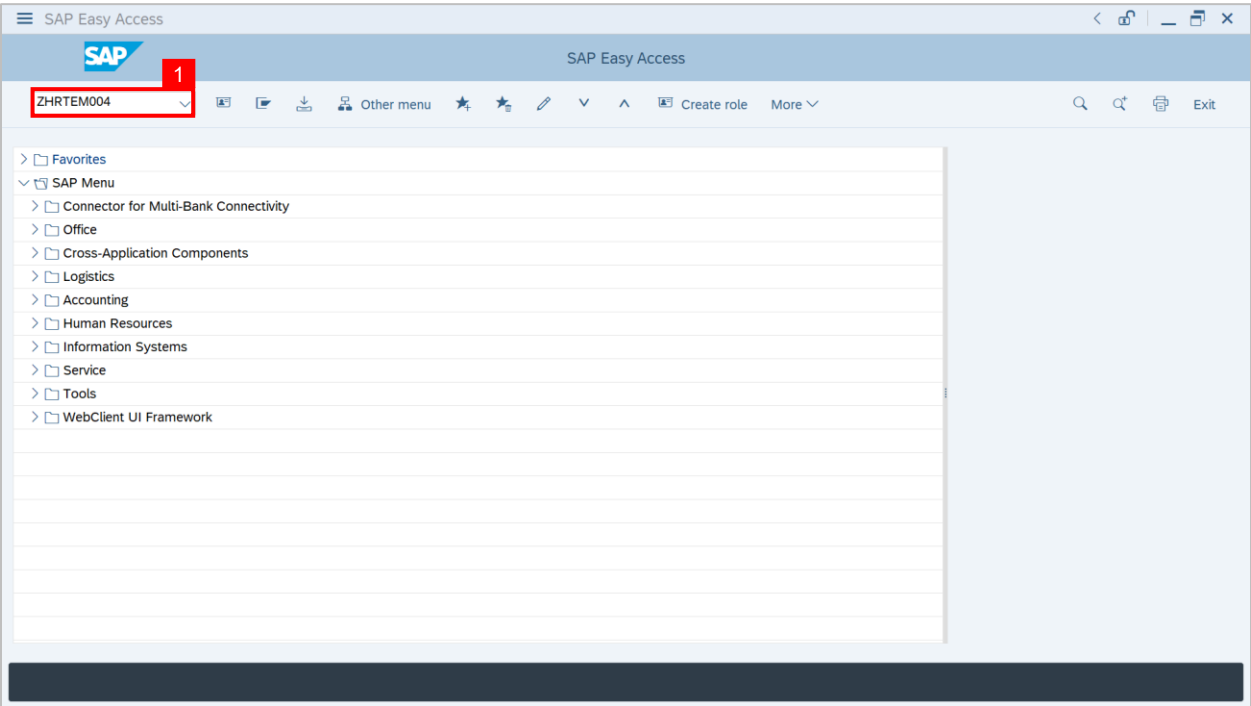
Outcome: Report for Training History page will be displayed.
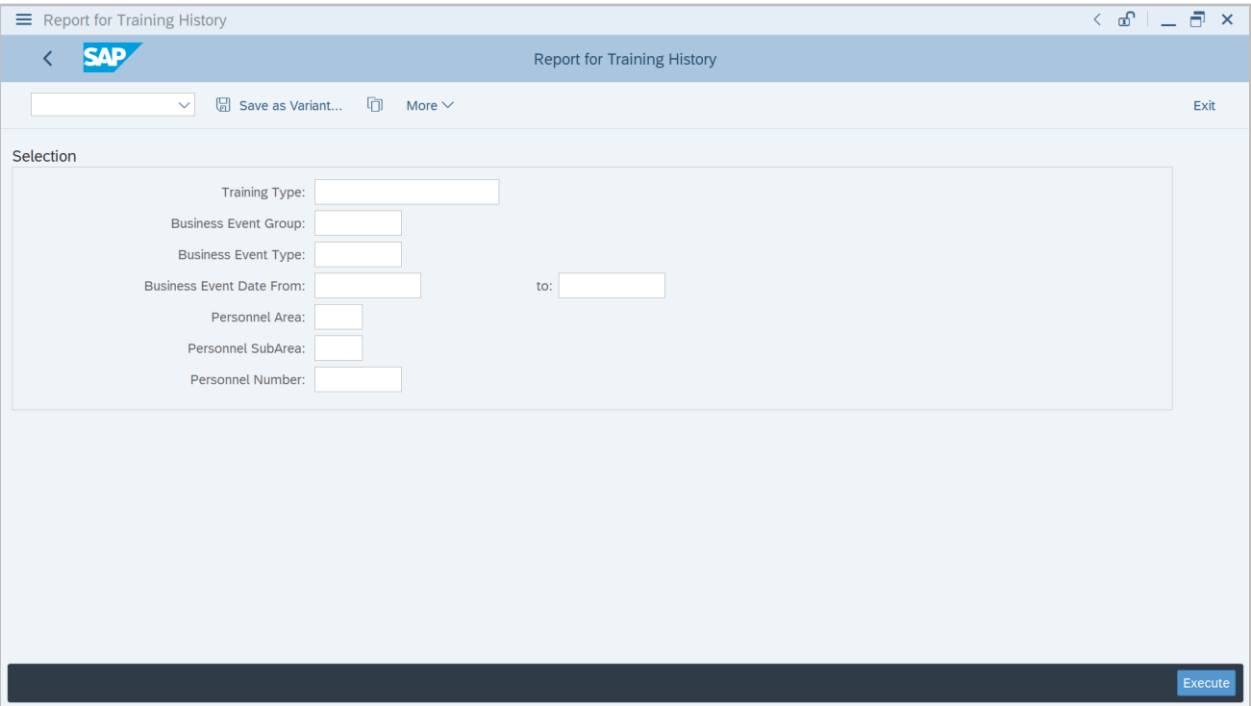
2. Determine the selection as below:

Sub Section	Field	Example
Business Event Data	Training Type	0003 Internal (IPA)
	Business Event Group	50084023 Institute Perkhidmatan Awam
	Business Event Type	50084068 Power of Negotiation
	Business Event Date From	01.01.2022
	Business Event Date To	31.12.9999

3. Click on the **Execute button**.

Sistem Sumber Manusia - Training and Event Management

Outcome: Report For Training History has been successfully displayed.

Personnel No.	Subtype	Start Date	End Date	First Name	Last Name	EE Group	EE Subgroup	Personnel Su	Training Grou	Training Grou	Course ID	Course Desc	Training
	0003	28.06.2022	30.06.2022			5	02	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			5	05	SA12	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SF01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	03	SJ01	50084023	Power of Ne	50084068		Institut
	0003	28.06.2022	30.06.2022			1	02	SJ01	50084023	Power of Ne	50084068		Institut