



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

Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
SAP Icons	6
Create Business Event Group (Training & Examination Organiser)	7
Change Business Event Group (Training & Examination Organiser)	10
Create Business Event Type (Training & Examination Organiser)	17
Change Business Event Type (Training & Examination Organiser)	22
Create Business Event Date (Training & Examination Organiser)	29
Change Business Event Date (Training & Examination Organiser)	37
Create Location (Training & Examination Organiser)	45
Change Existing Location (Training & Examination Organiser)	47
Create Infotype Employee Group/Subgroup for Training (Training Organiser)	50
View Training Catalogue (Training and Examination Organiser and Dept. HRD Admin)	53
Display Course Code (Training and Examination Organiser and Dept. HRD Admin)	55
Approve Nominated Employee to Training (Training Organiser)	58
Update Employee Training Results (Training Organiser)	63
Training and Exam Nomination Report (Training and Examination Organiser and Dept. HRD Admin)	68
Training History Report (Training Organiser and Dept. HRD Admin)	71

Process Overview

Create Business Event Group (Training & Exam Organiser)



Change Business Event Group (Training & Exam Organiser)



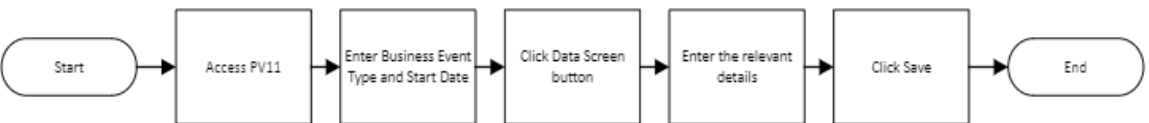
Create Business Event Type (Training & Exam Organiser)



Change Business Event Type (Training & Exam Organiser)



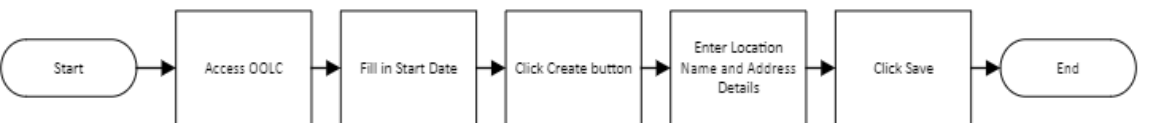
Create Business Event Date (Training & Exam Organiser)



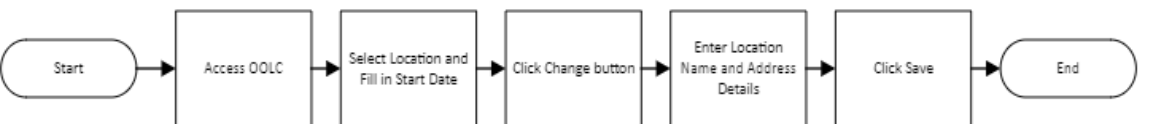
Change Business Event Date (Training & Exam Organiser)



Create Location (Training & Exam Organiser)

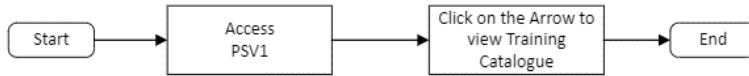


Change Existing Location (Training & Exam Organiser)

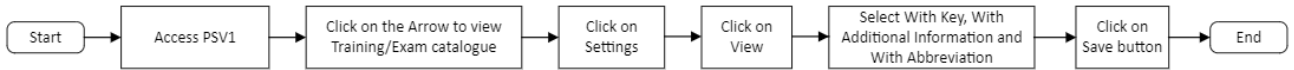


Process Overview

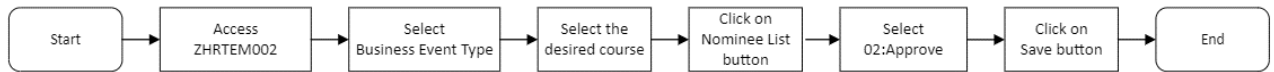
View Training Catalogue (Dept. HRD Admin)



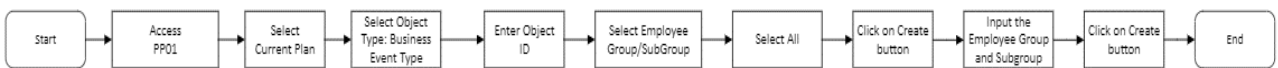
Display Course Code (Dept. HRD Admin)



Approve Nominated Employee to Training (Training Organiser)



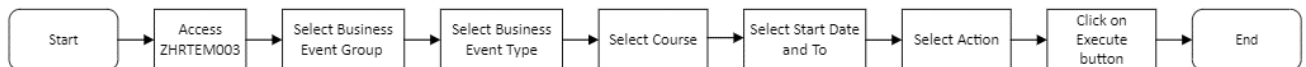
Create Infotype Employee Group/Subgroup for Training (Training Organiser)



Update Employee Training Results (Training Organiser)



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












Training History Report (Training Organiser and Dept. HRD Admin)



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	<p>Next Record: Infotype does not require any updates or changes. Acts as a skip button.</p> <p>Previous Record: Acts as a return/back button that brings user to the previous infotype page.</p>

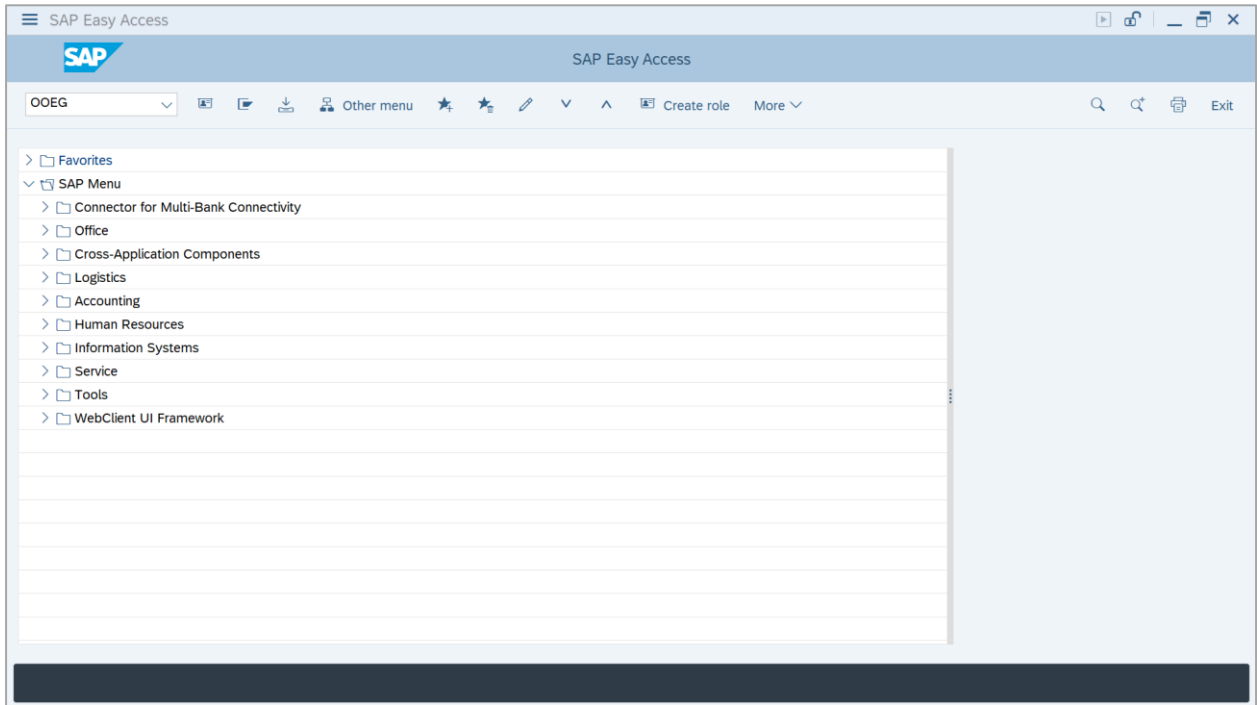
CREATE BUSINESS EVENT GROUP

Backend User

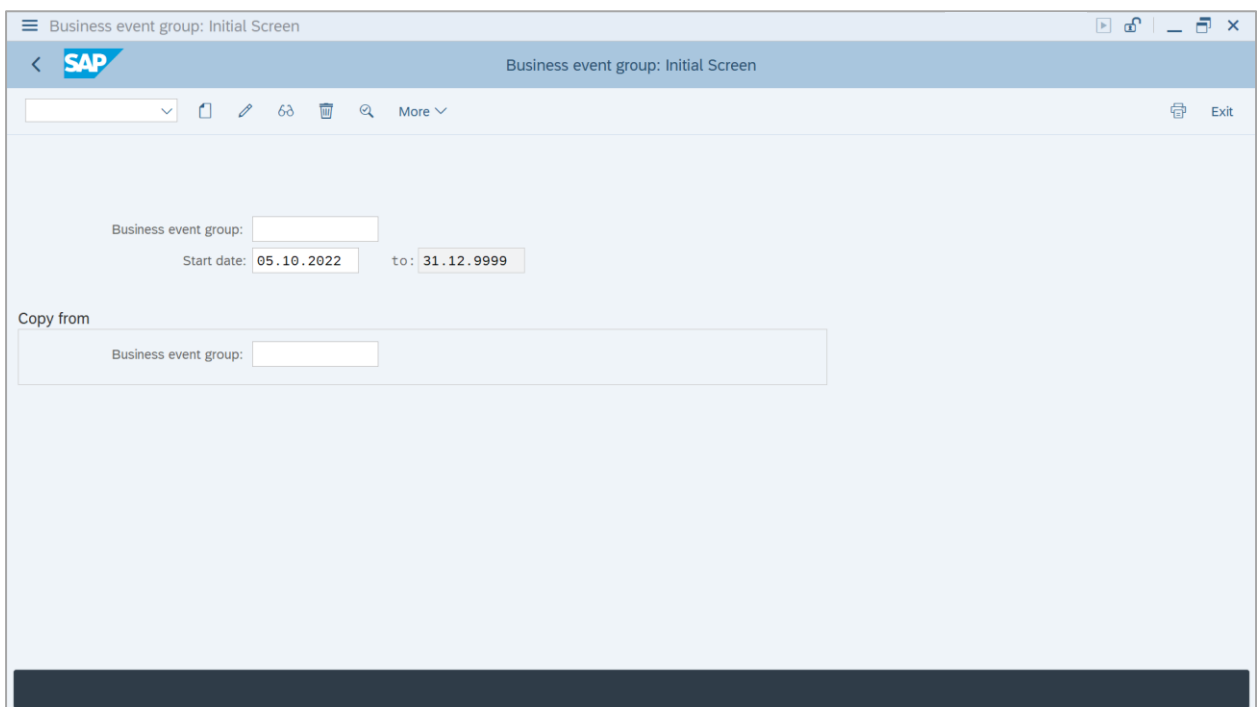
Training & Examination Organiser

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

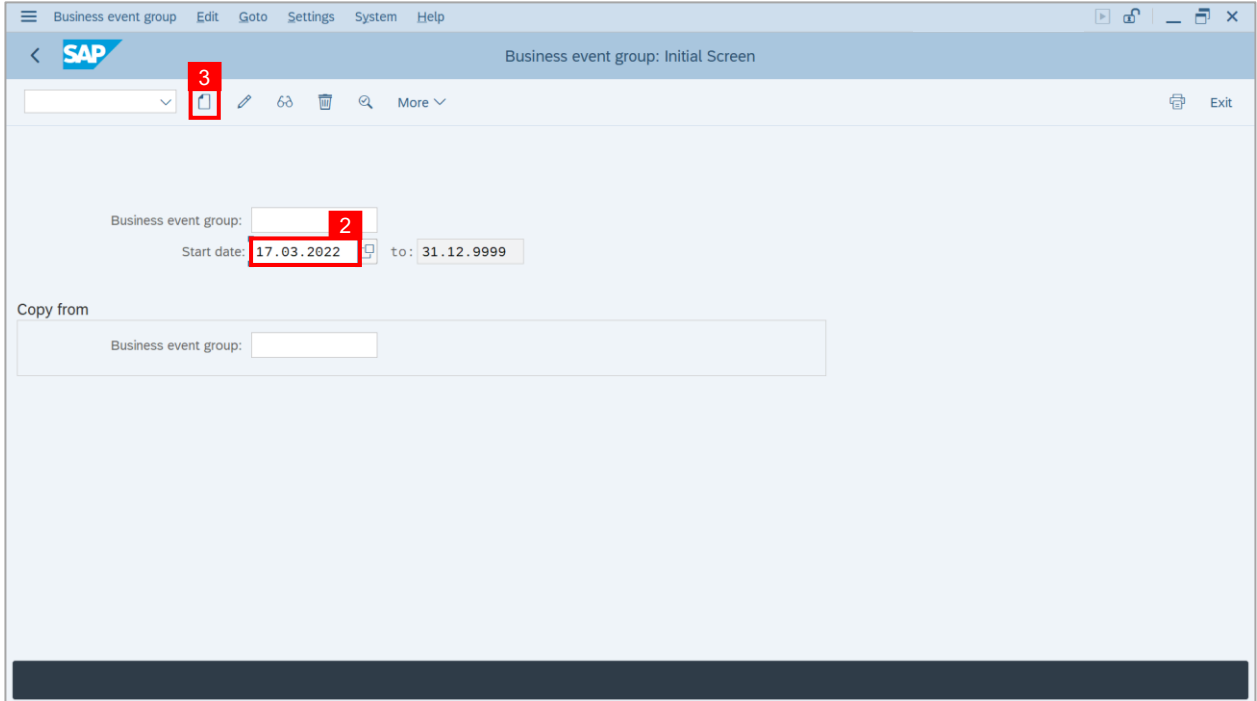
1. Enter **OOEG** in the search bar.



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



2. Determine the “**Start Date**” as validity period.
3. Click on the **Create** icon.

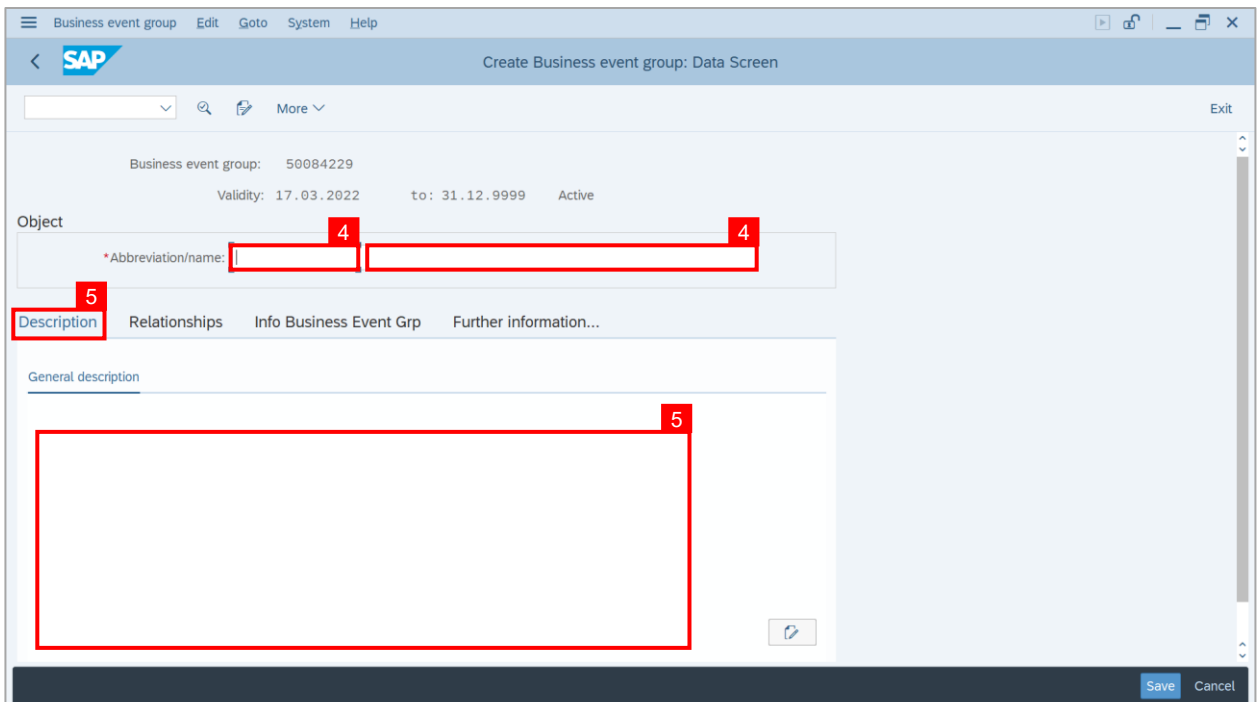


The screenshot shows the 'Business event group: Initial Screen' in SAP. The top bar includes 'Business event group', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the bar, there is a search field and a toolbar with icons for 'Create' (labeled 3), 'Edit', 'Delete', 'Find', and 'More'. The main area contains the following fields:

- Business event group:** A text field with a red box labeled 2 next to it.
- Start date:** A date field with the value '17.03.2022' and a red box labeled 2 next to it.
- to:** A date field with the value '31.12.9999'.
- Copy from:** A section with a 'Business event group:' label and an empty text field.

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.

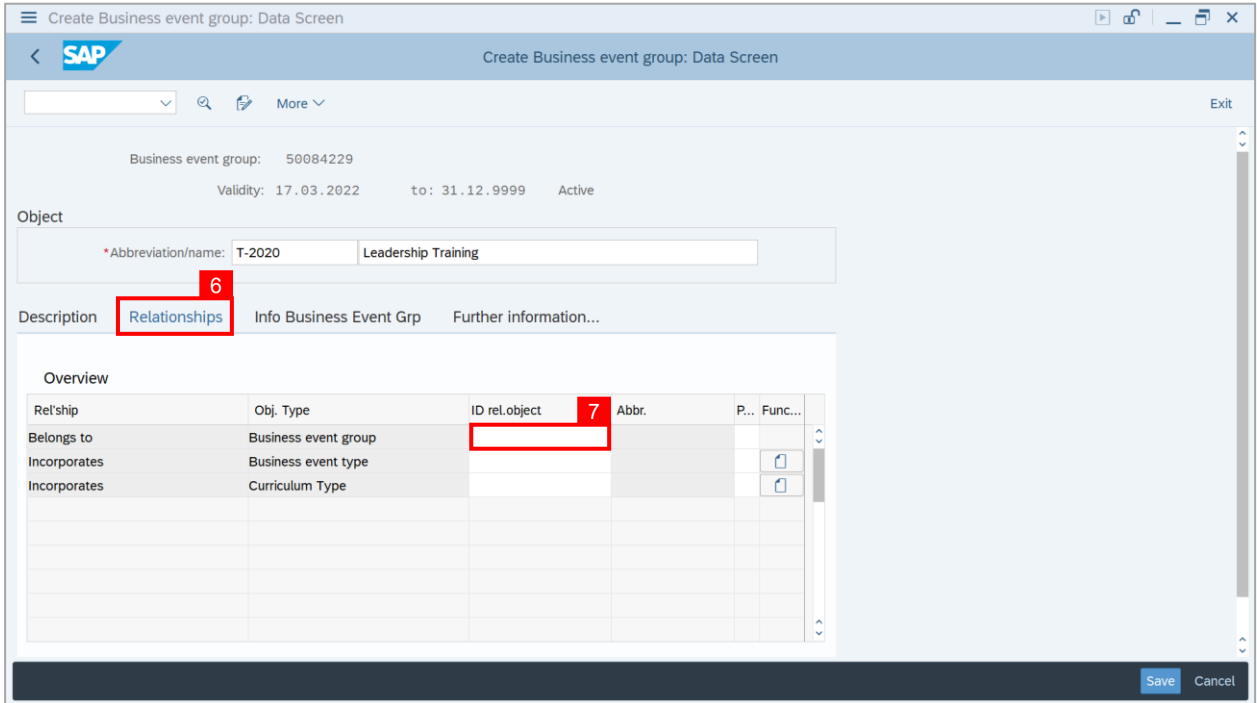


The screenshot shows the 'Create Business event group: Data Screen' in SAP. The top bar includes 'Business event group', 'Edit', 'Goto', 'System', and 'Help'. Below the bar, there is a search field and a toolbar with icons for 'Find', 'Edit', and 'More'. The main area contains the following fields and tabs:

- Business event group:** 50084229
- Validity:** 17.03.2022 to 31.12.9999
- Active:** Active
- Object:** A section with a red box labeled 4 next to it.
- *Abbreviation/name:** A text field with a red box labeled 4 next to it.
- Description:** A tab labeled 5, which is the active tab.
- Relationships:** A tab.
- Info Business Event Grp:** A tab.
- Further information...:** A tab.
- General description:** A section with a large text area labeled 5 next to it.

6. Go to **Relationship** tab

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



Business event group: 50084229
Validity: 17.03.2022 to: 31.12.9999 Active

Object
*Abbreviation/name: T-2020 Leadership Training

Description **Relationships** Info Business Event Grp Further information...

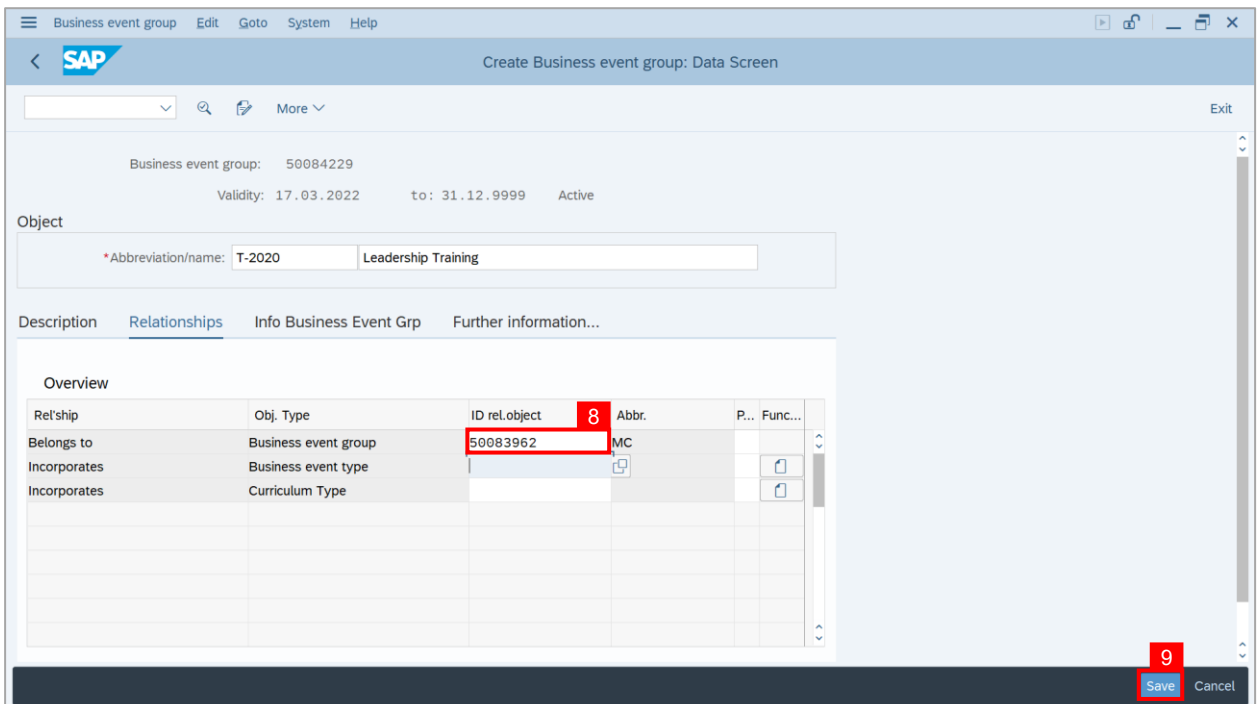
Overview

Rel'ship	Obj. Type	ID rel.object	Abbr.	P...	Func...
Belongs to	Business event group				
Incorporates	Business event type				
Incorporates	Curriculum Type				

Save Cancel

8. At '**Incorporates**' Relationship, select the business event group that does not belong to any group.

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



Business event group: 50084229
Validity: 17.03.2022 to: 31.12.9999 Active

Object
*Abbreviation/name: T-2020 Leadership Training

Description Relationships Info Business Event Grp Further information...

Overview

Rel'ship	Obj. Type	ID rel.object	Abbr.	P...	Func...
Belongs to	Business event group	50083962	MC		
Incorporates	Business event type				
Incorporates	Curriculum Type				

Save Cancel

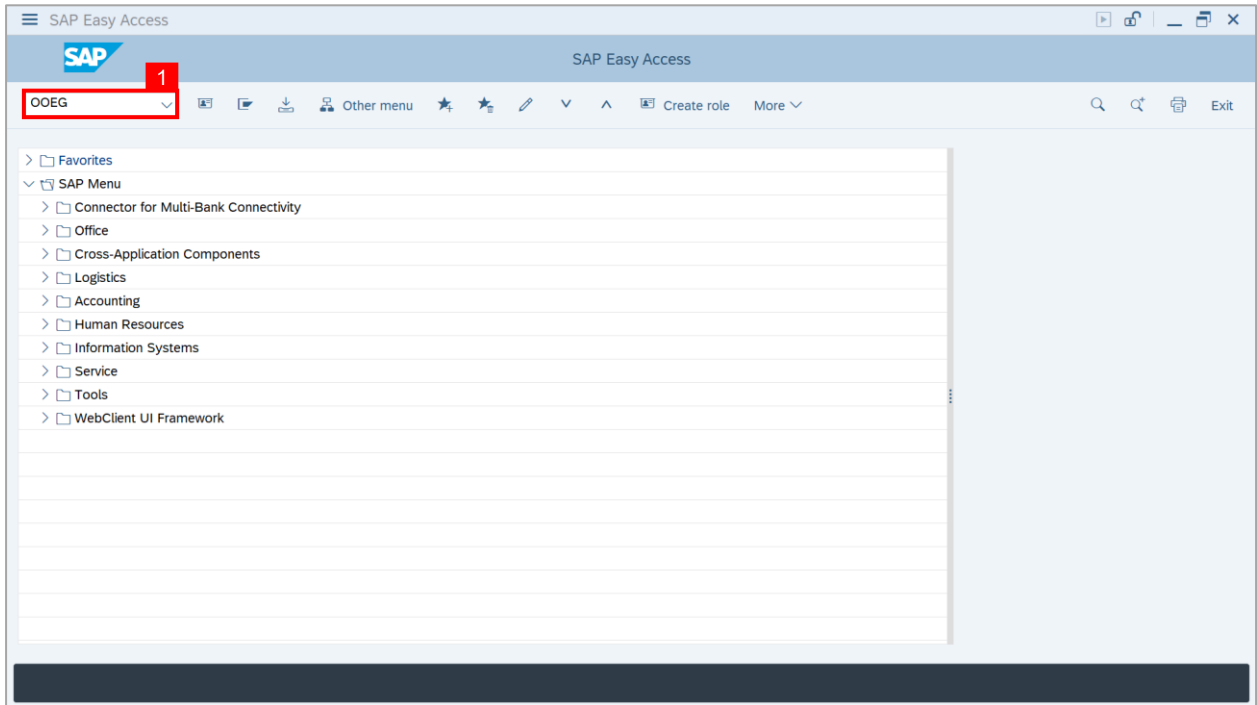
**CHANGE BUSINESS
EVENT GROUP**

Backend User

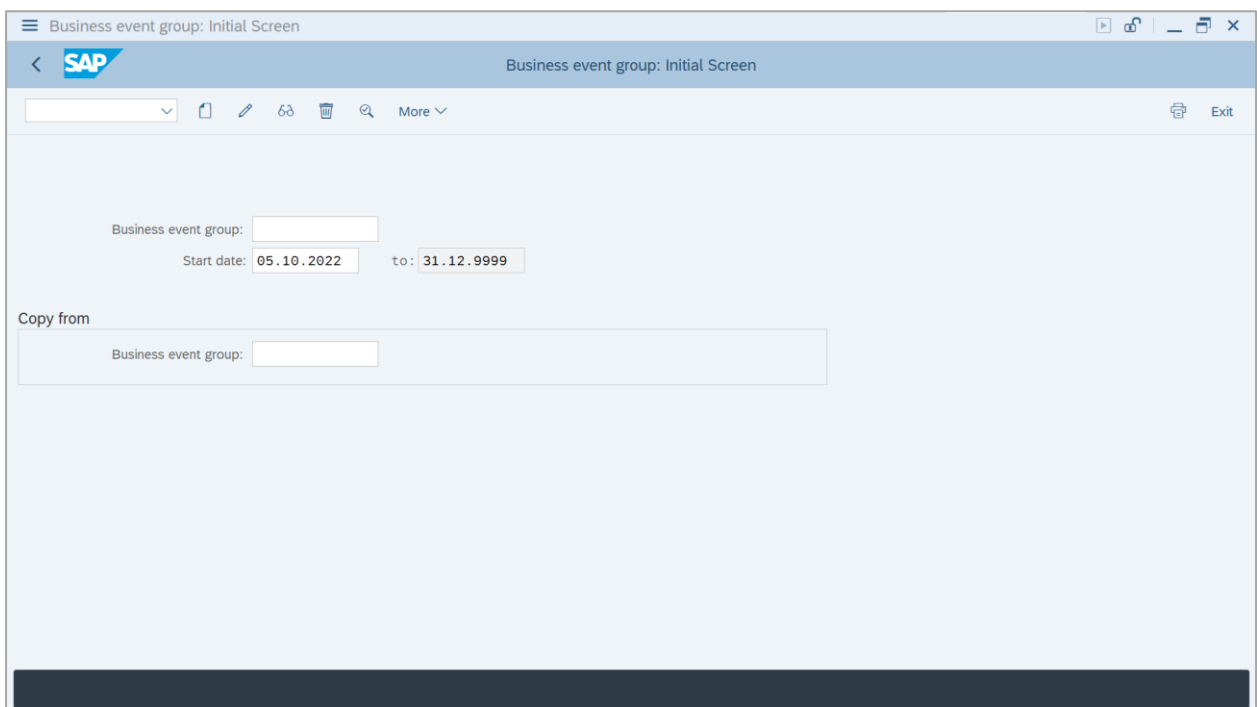
Training & Examination Organiser

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.

The screenshot shows the SAP Business Event Group Initial Screen. The 'Business event group' field is highlighted with a red box and a red '2'. The 'Start date' field is also highlighted with a red box and contains the value '01.04.2023'. The 'to' field contains the value '31.12.9999'. Below these fields is a 'Copy from' section with a 'Business event group' field.

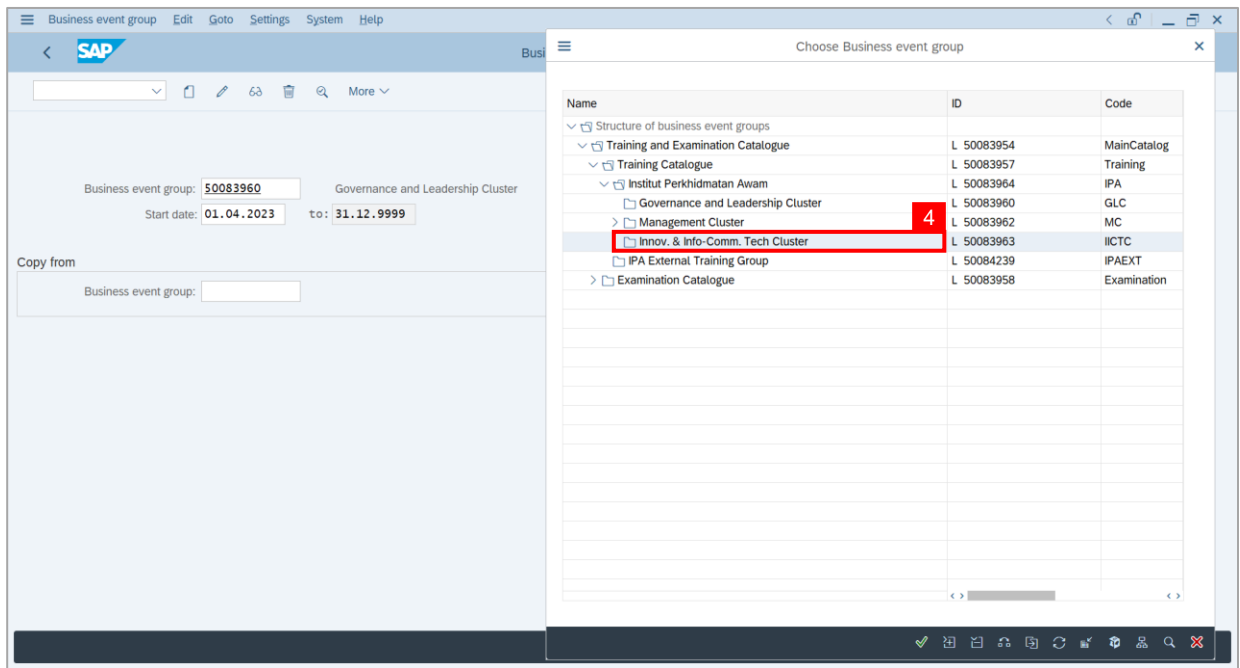
3. On the **Business Event Group** field, click on the  look up button.


The screenshot shows the same SAP Business Event Group Initial Screen as before. The 'Business event group' field is now highlighted with a red box and a red '3'. The 'Start date' field still contains '01.04.2023' and the 'to' field still contains '31.12.9999'. The 'Copy from' section is also visible.

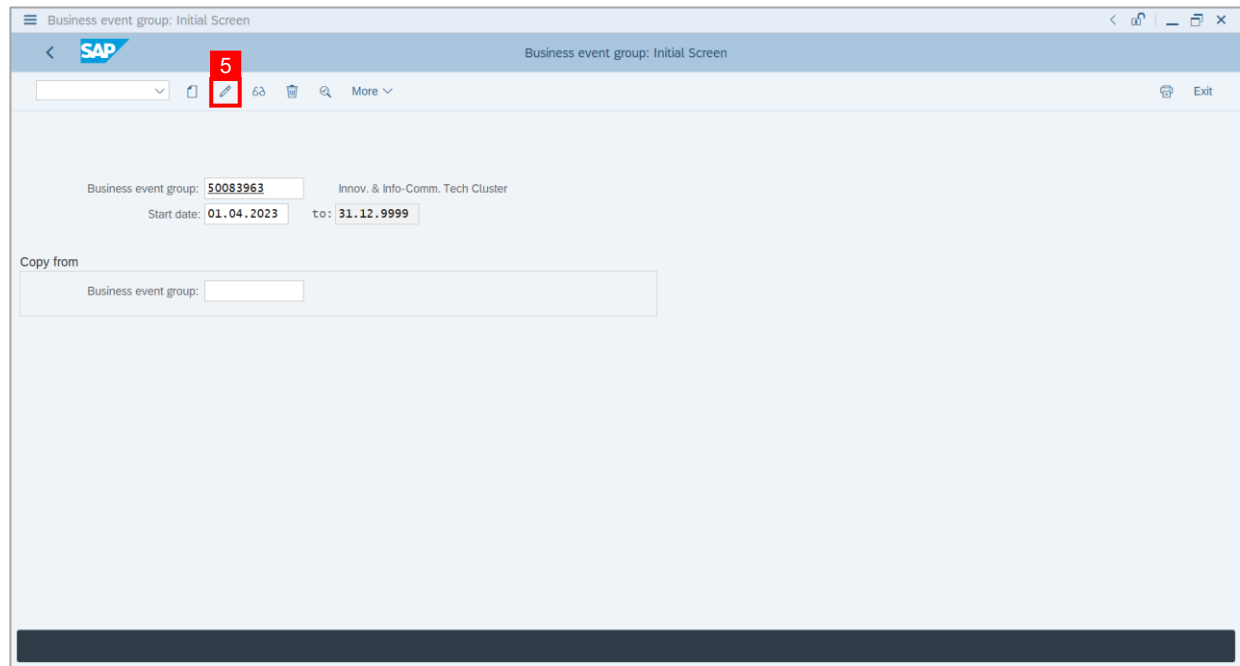


Choose Business Event Group page is displayed.

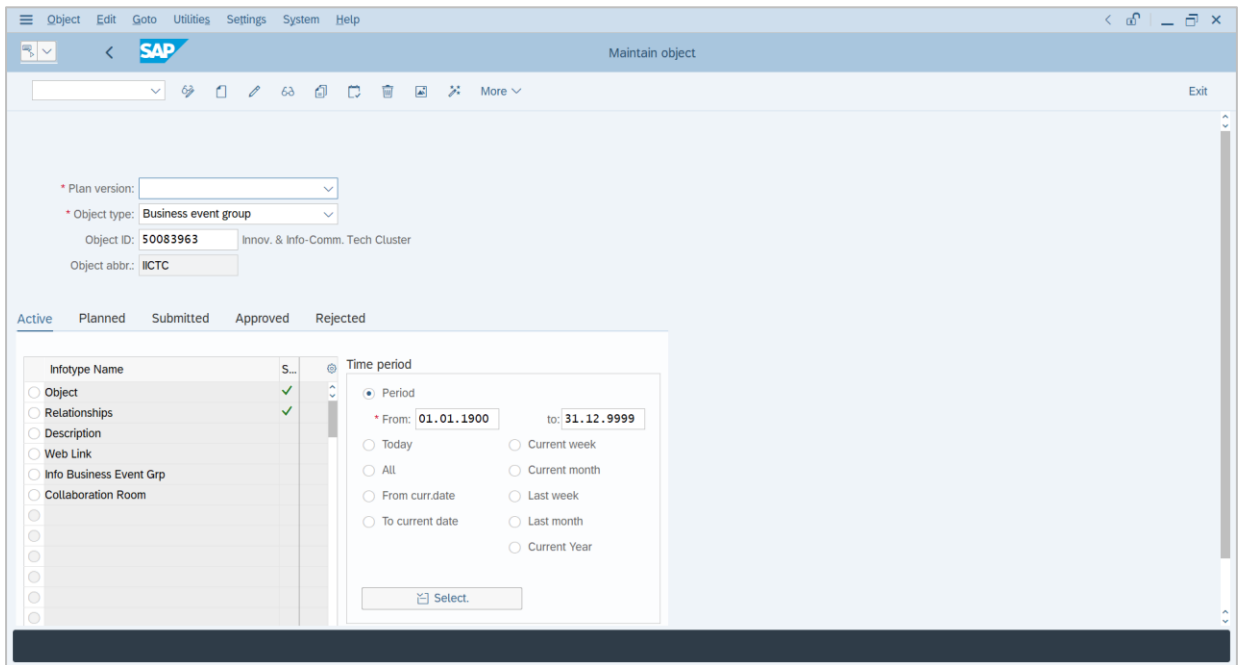
4. Select the **Business Event Group** that needed to be amended.




5. Click on the  **Change** button.



Maintain Object page will be displayed.

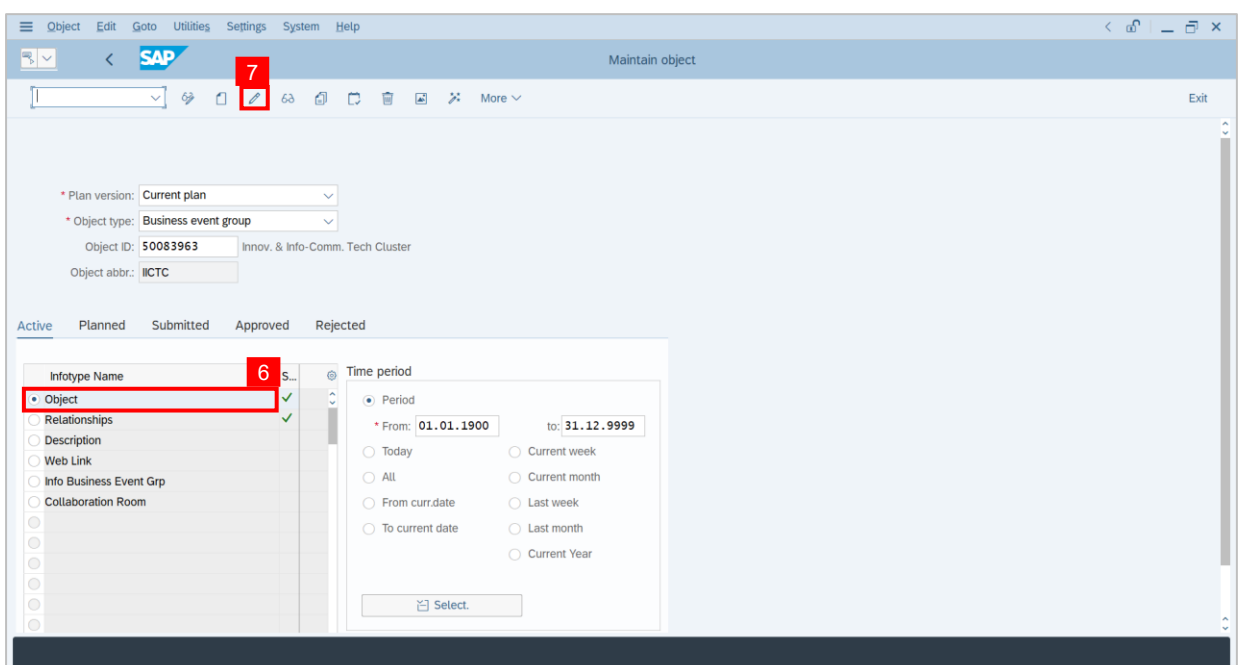


Note:

- 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:

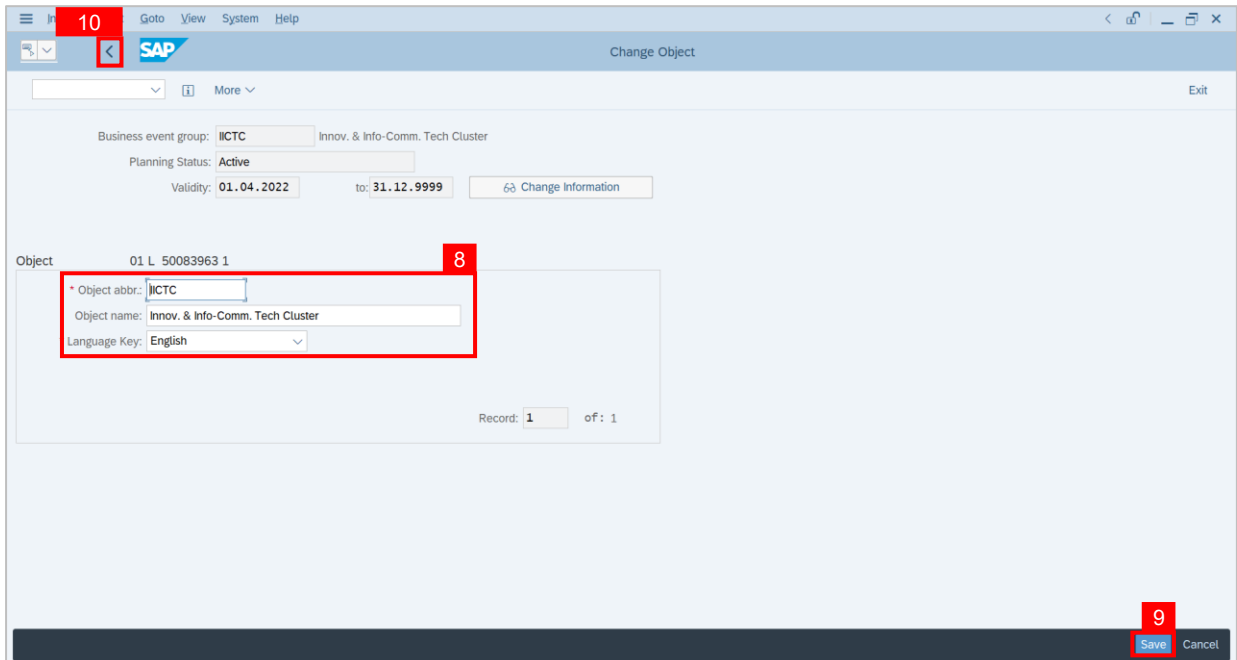
Sub Section	Field	Mandatory (?)	Example
Object	Object abbr.	✓	ICTC
	Object name	×	Innov. & Info-Comm. Tech Cluster
	Language Key	×	English

Note:

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

9. Click  button once complete amending.

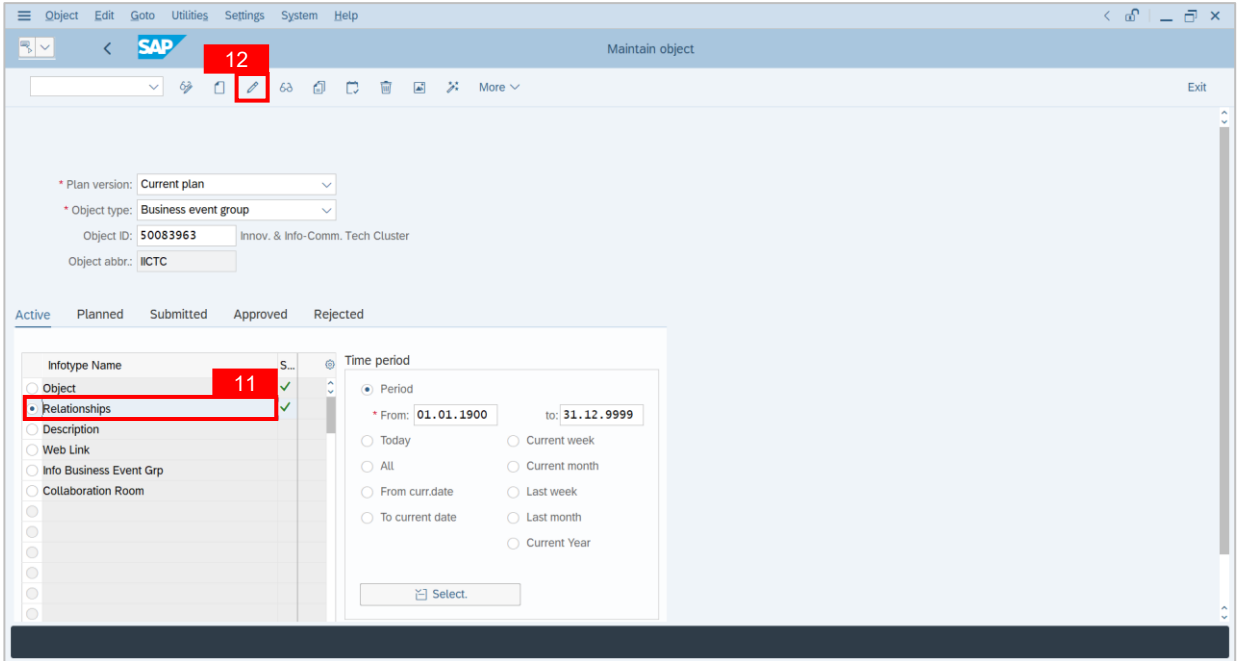
10. If you would like to go to previous page, click on the  **Back** button.



Maintain Object page will be displayed.

11. Select the **Relationship** Infotype.

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



The screenshot shows the SAP 'Maintain object' interface. At the top, there is a menu bar with 'Object', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar, the title 'Maintain object' is displayed. The main area contains several input fields: 'Plan version' set to 'Current plan', 'Object type' set to 'Business event group', 'Object ID' set to '50083963', and 'Object abbr.' set to 'IICTC'. Below these fields, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. On the left, there is a list of infotypes under the heading 'Infotype Name'. The 'Relationships' infotype is highlighted with a red box and a red '11' label. On the right, there is a 'Time period' section with a 'Period' radio button selected. It includes a date range from '01.01.1900' to '31.12.9999' and several radio buttons for different time periods: 'Today', 'Current week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select' button is at the bottom of the 'Time period' section.

Change Relationship page will be displayed.

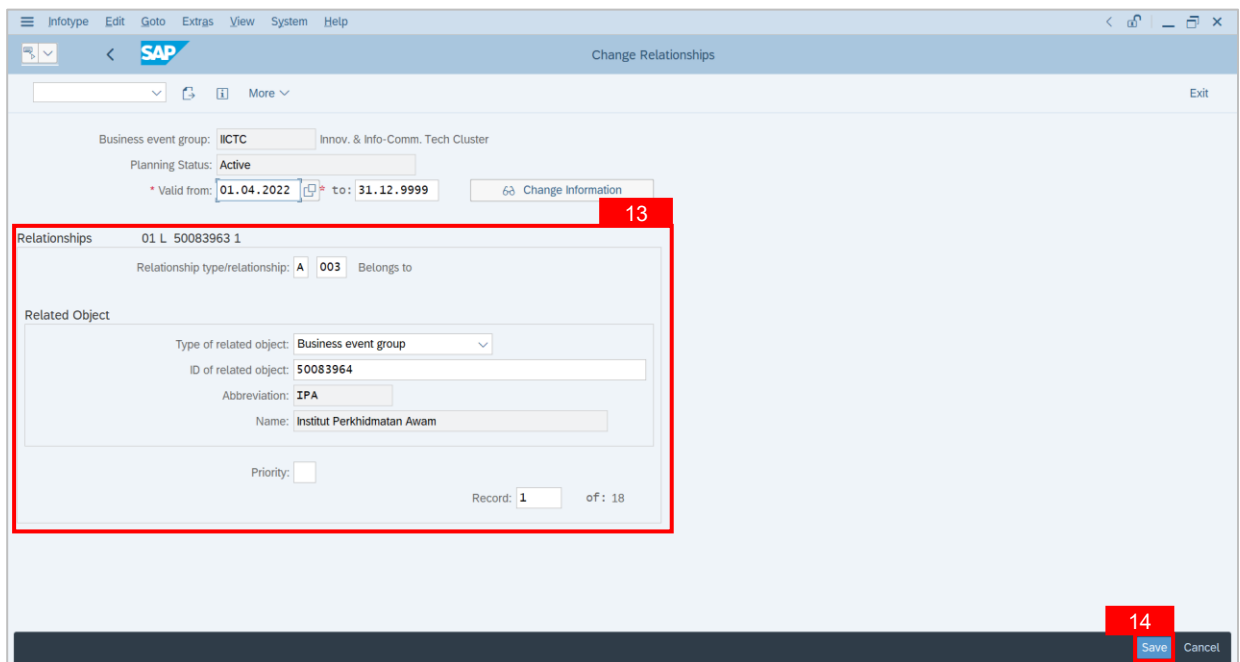
- In **Change Relationship** page, under **Object** section, enter details in the related fields as per example below:

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

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

Note:

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



The screenshot shows the SAP 'Change Relationships' interface. At the top, there's a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu, the title 'Change Relationships' is displayed. The main form area contains several fields: 'Business event group' (ICTC), 'Innov. & Info-Comm. Tech Cluster', 'Planning Status' (Active), and 'Valid from' (01.04.2022) to 'to' (31.12.9999). A red box with the number 13 highlights the 'Valid from' field. Below this, the 'Relationships' section shows '01 L 50083963 1' and 'Relationship type/relationship: A 003 Belongs to'. The 'Related Object' section is highlighted with a red box and contains fields for 'Type of related object' (Business event group), 'ID of related object' (50083964), 'Abbreviation' (IPA), and 'Name' (Institut Perkhidmatan Awam). At the bottom right, a red box with the number 14 highlights the 'Save' button.

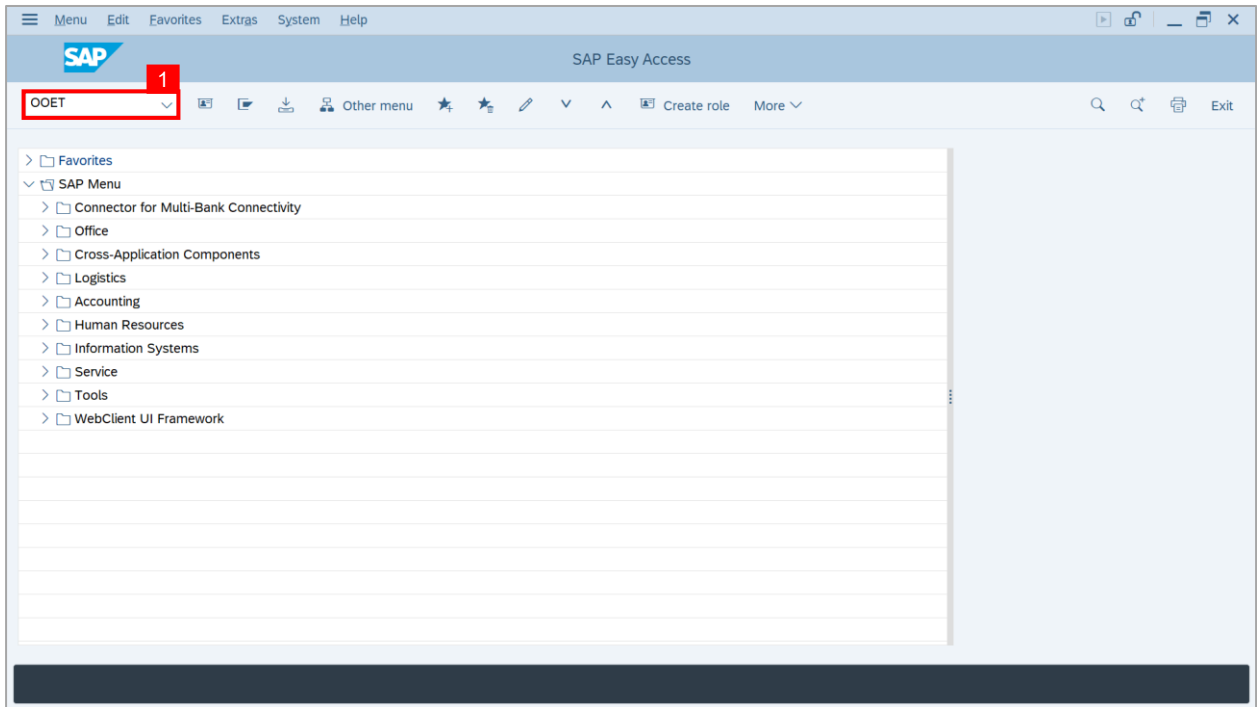
CREATE BUSINESS EVENT TYPE

Backend User

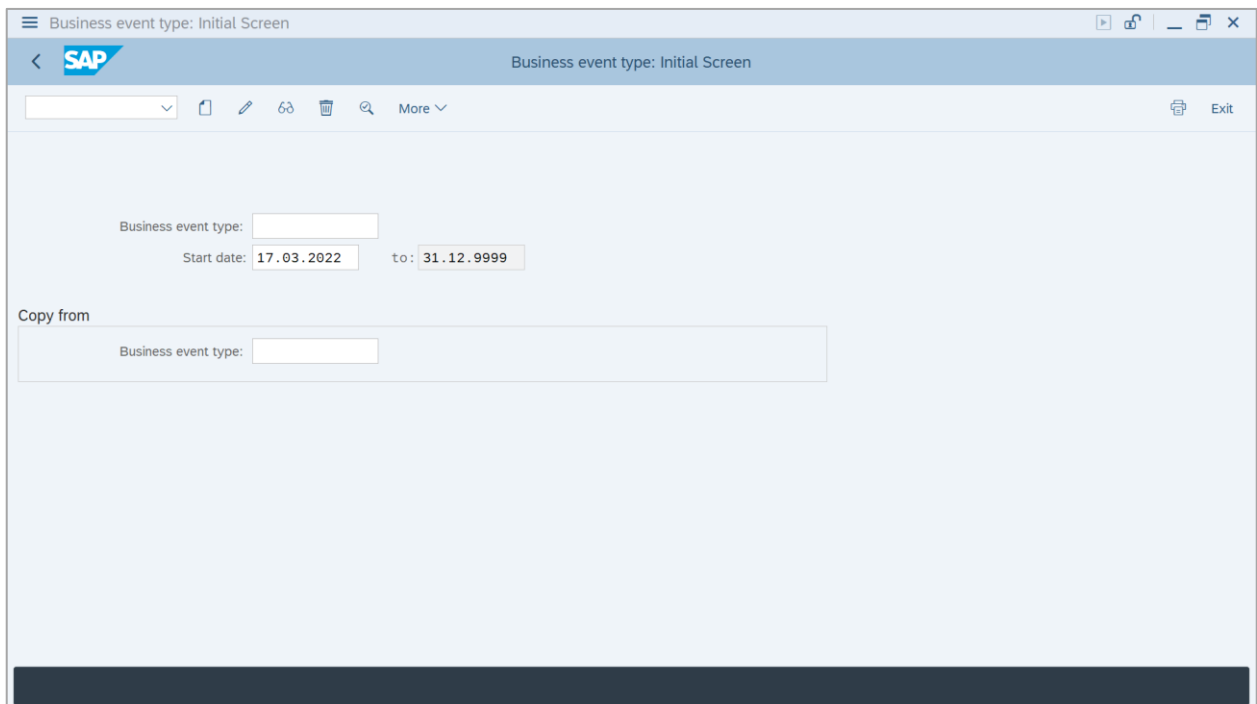
Training & Examination Organiser

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

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

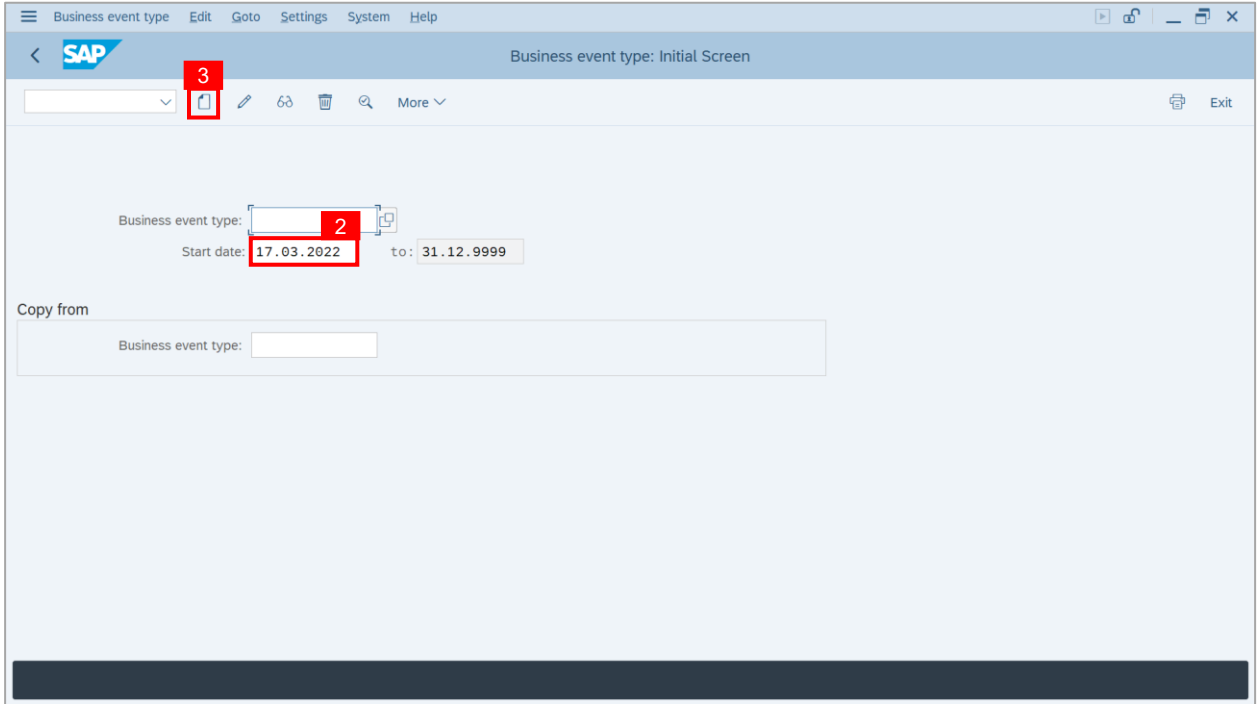


Outcome: Employee Movement Application Type Selection page will be displayed.



Determine the “**Start Date**” as validity period.

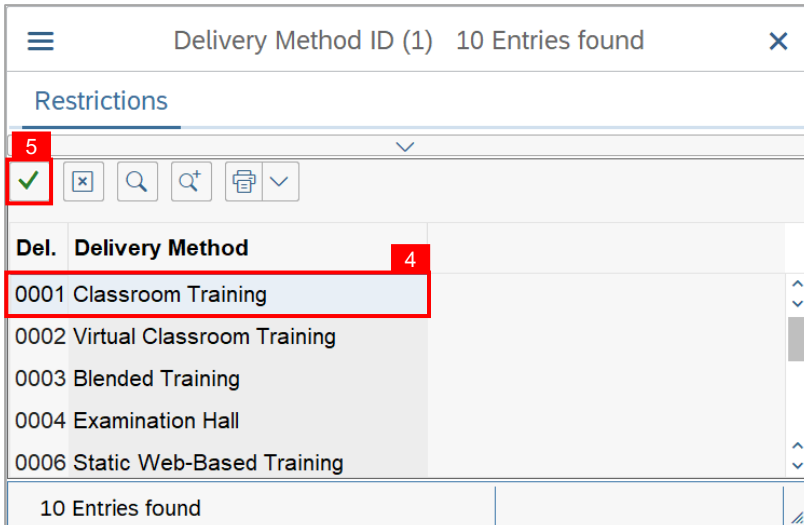
3. Click on the **Create** icon.



The screenshot shows the SAP 'Business event type: Initial Screen'. The interface includes a menu bar with 'Business event type', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with a dropdown menu, a 'Create' icon (labeled with a red '3'), and other icons. The main area contains a 'Business event type' field (labeled with a red '2'), a 'Start date' field with the value '17.03.2022' (labeled with a red '2'), and a 'to' field with the value '31.12.9999'. There is also a 'Copy from' section with a 'Business event type' field.

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

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



The screenshot shows the SAP 'Delivery Method ID (1) 10 Entries found' screen. The interface includes a menu bar with 'Delivery Method ID (1)' and '10 Entries found'. Below the menu is a toolbar with a 'Restrictions' button (labeled with a red '5'), a 'Tick' icon (labeled with a red '5'), and other icons. The main area contains a table with the following columns: 'Del.', 'Delivery Method', and '10 Entries found'. The table lists several delivery methods, with '0001 Classroom Training' (labeled with a red '4') highlighted. The table also includes a '10 Entries found' footer.

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

Business event type

Edit

Goto

System

Help

<

SAP

Create Business event type: Data Screen

Exit

Business event type: 50084230

Validity: 17.03.2022

to: 31.12.9999

Active

Object

*Abbreviation/name:

Delivery Method

Description

Main schedule model

Capacity

Prices

Business Event Ty...

>

...

Delivery Method ID: 0001

Classroom Training

Save

Cancel

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

Create Business event type: Data Screen

<

SAP

Create Business event type: Data Screen

Exit

Business event type: 50084230

Validity: 17.03.2022

to: 31.12.9999

Active

Object

*Abbreviation/name:

T-2020-1

Key to Success in leading

Delivery Method

Description

Main schedule model

Capacity

Prices

Business Event Ty...

>

...

Extended bus.event text

Notes

Business event contents

Save

Cancel

8. Go to **Capacity** tab and fill in:
- a. **Minimum Capacity**

b. **Optimum Capacity**

c. **Maximum Capacity**
9. Click on the **arrow**.

<

SAP

Create Business event type: Data Screen

Exit

🔍

📄

More ▾

Business event type: 50084230

Validity: 17.03.2022 to: 31.12.9999 Active

Object

*Abbreviation/name: T-2020-1 Key to Success in leading

Delivery Method

Description

Main schedule model

Capacity

Prices

Business Event Ty...

> ...

Minimum capacity

Optimum capacity

Maximum capacity

a

b

c

Save

Cancel

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

<

SAP

Create Business event type: Data Screen

Exit

🔍

📄

More ▾

Business event type: 50084230

Validity: 17.03.2022 to: 31.12.9999 Active

Object

*Abbreviation/name: T-2020-1 Key to Success in leading

<

Capacity

Prices

Business Event Type Info

Validity period

Relationships

Further inform...

...

Overview

Rel'ship	Obj. Type	ID rel.object	11	Abbr.	P...	Func...
Belongs to	Business event group					
Requires	Resource type					
Is held by	User					
Is held by	External person					
Is held by	Contact person					
Is held by	Person					
Uses (for participant)	Material					
Uses (for business event)	Material					
Is organized by	Organizational unit					

Save

Cancel

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.

Create Business event type: Data Screen

SAP

Create Business event type: Data Screen

Business event type: 50084242

Validity: 05.10.2022 to: 31.12.9999 Active

Object

*Abbreviation/name: T-2020-1

Key to Success in leading

Prices

Business Event Type Info

Validity period

Relationships

Further information...

Overview

Rel'ship	Obj. Type	ID rel.object	Abbr.	P...	Func...
Uses (for business event)	Material				
Is organized by	Organizational unit				
Is organized by	Company				
Has prerequisite	Business event type				
Has prerequisite	Qualification				
Imparts	Qualification				
Cost center assignment	Cost center				
Has particpnt aprsl model	Appraisal model				
Has event aprsl model	Appraisal model				

14

SaveCancel

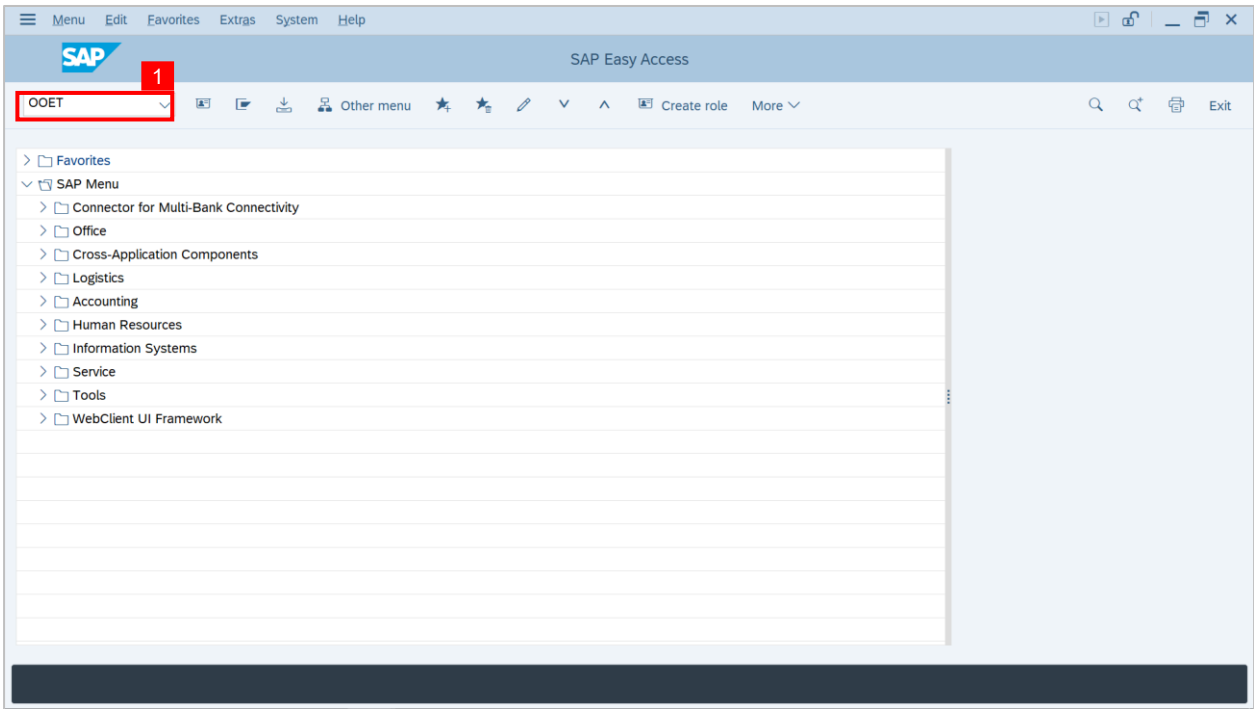
Outcome: System has successfully recorded the new business event type.



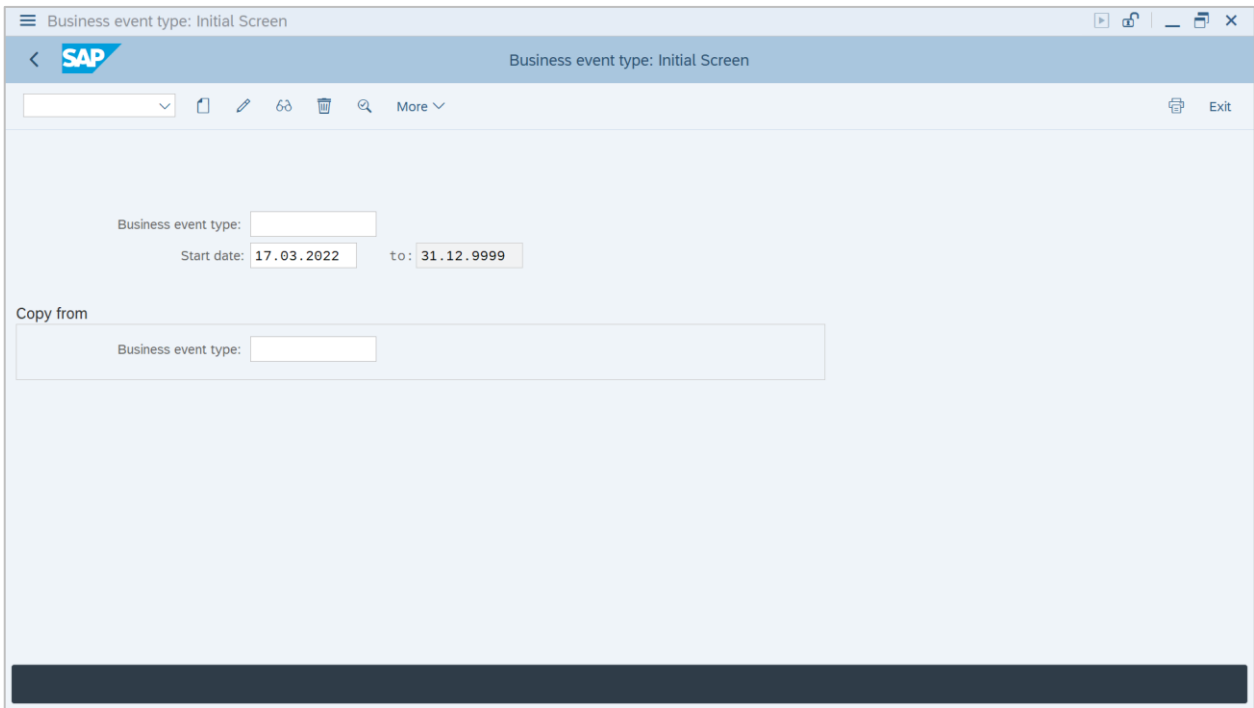
CHANGE BUSINESS EVENT TYPE	Backend User
	Training & Examination Organiser

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.

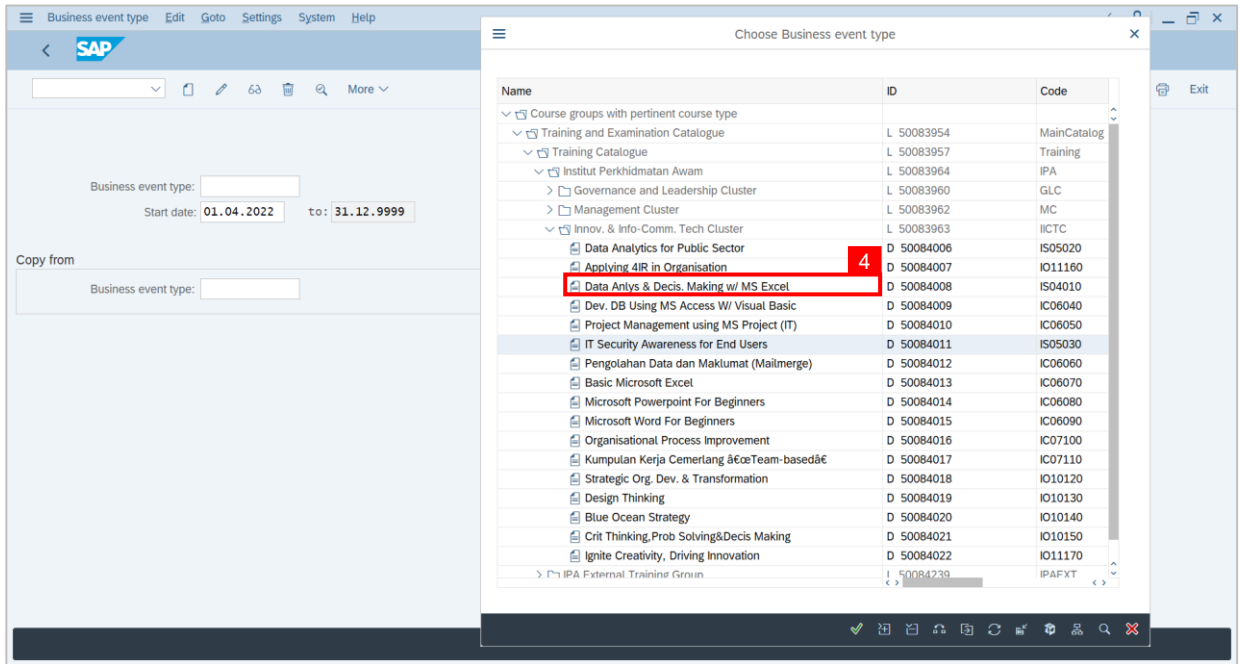
The screenshot shows the SAP Business Event Type Initial Screen. The 'Business event type' field is empty. The 'Start date' field is highlighted with a red box and labeled with a red '2'. The 'Start date' field contains the value '01.04.2022' and the 'to' field contains the value '31.12.9999'. Below the 'Start date' field, there is a 'Copy from' section with a 'Business event type' field.

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

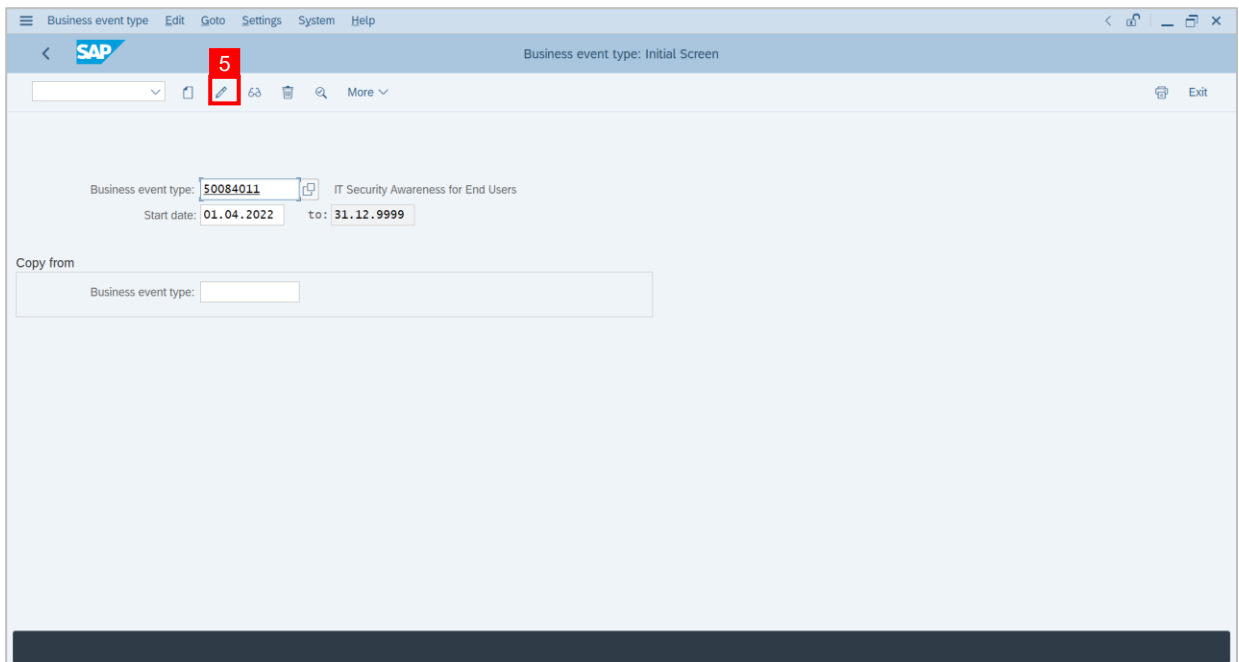
The screenshot shows the SAP Business Event Type Initial Screen. The 'Business event type' field is highlighted with a red box and labeled with a red '3'. The 'Start date' field contains the value '01.04.2022' and the 'to' field contains the value '31.12.9999'. Below the 'Start date' field, there is a 'Copy from' section with a 'Business event type' field.

Choose Business Event Type page is displayed.

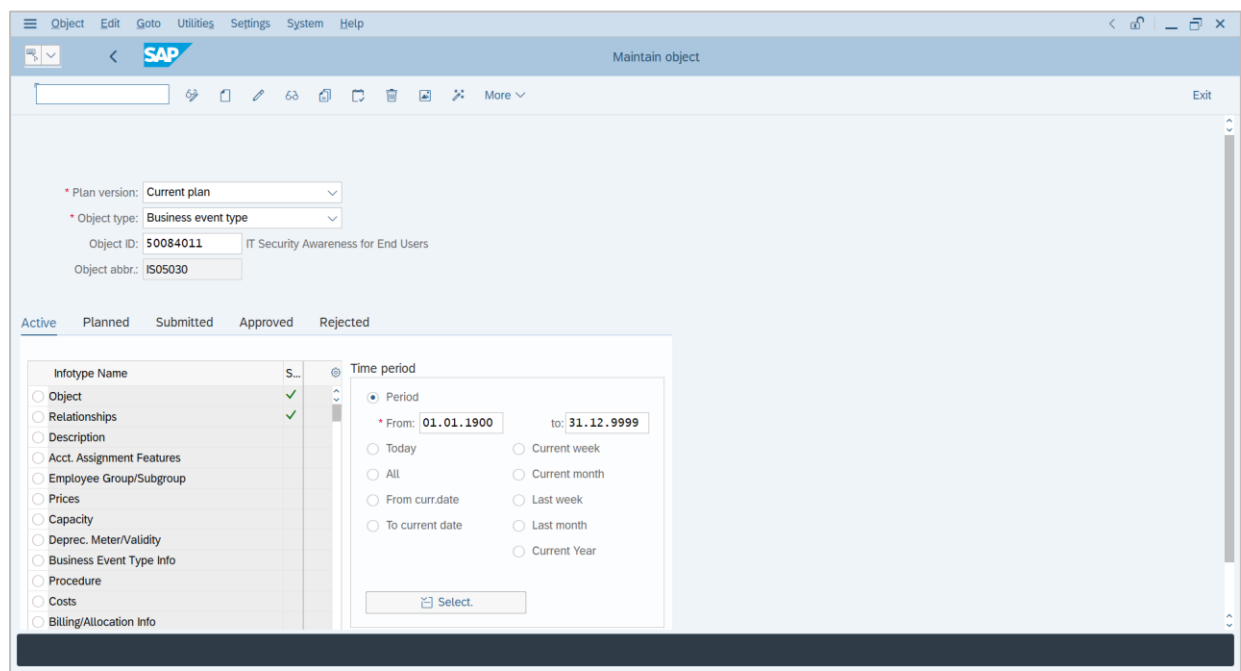
4. Select the **Business Event Type** that needed to be amended.




5. Click on the  **Change** button.



Maintain Object page will be displayed.

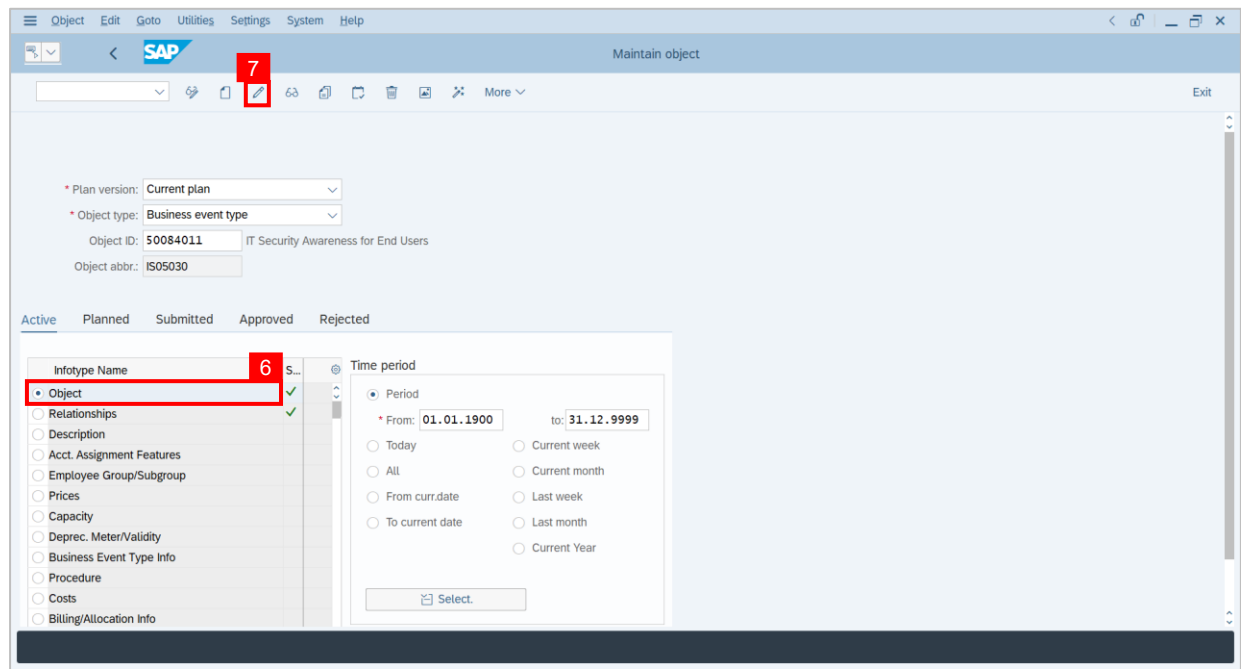


Note:

- 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:

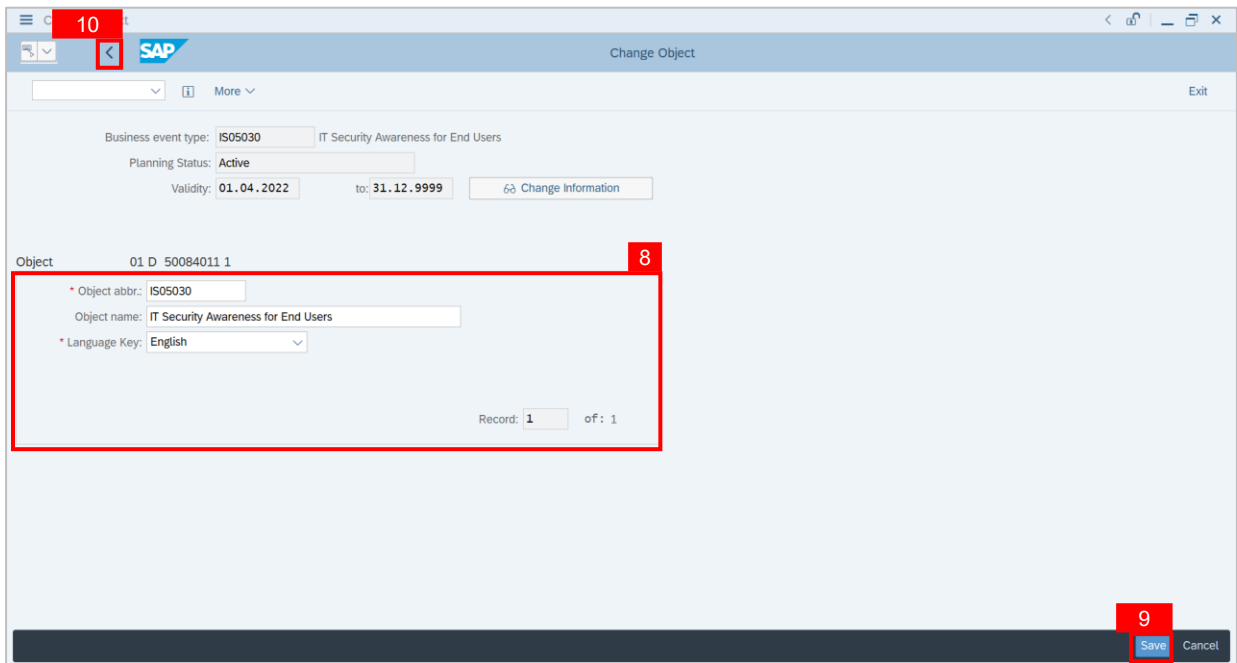
Sub Section	Field	Mandatory (?)	Example
Object	Object abbr.	✓	IS05030
	Object name	×	IT Security Awareness for End Users
	Language Key	✓	English

Note:

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

9. Click  button once complete amending.

10. If you would like to go to previous page, click on the  **Back** button.

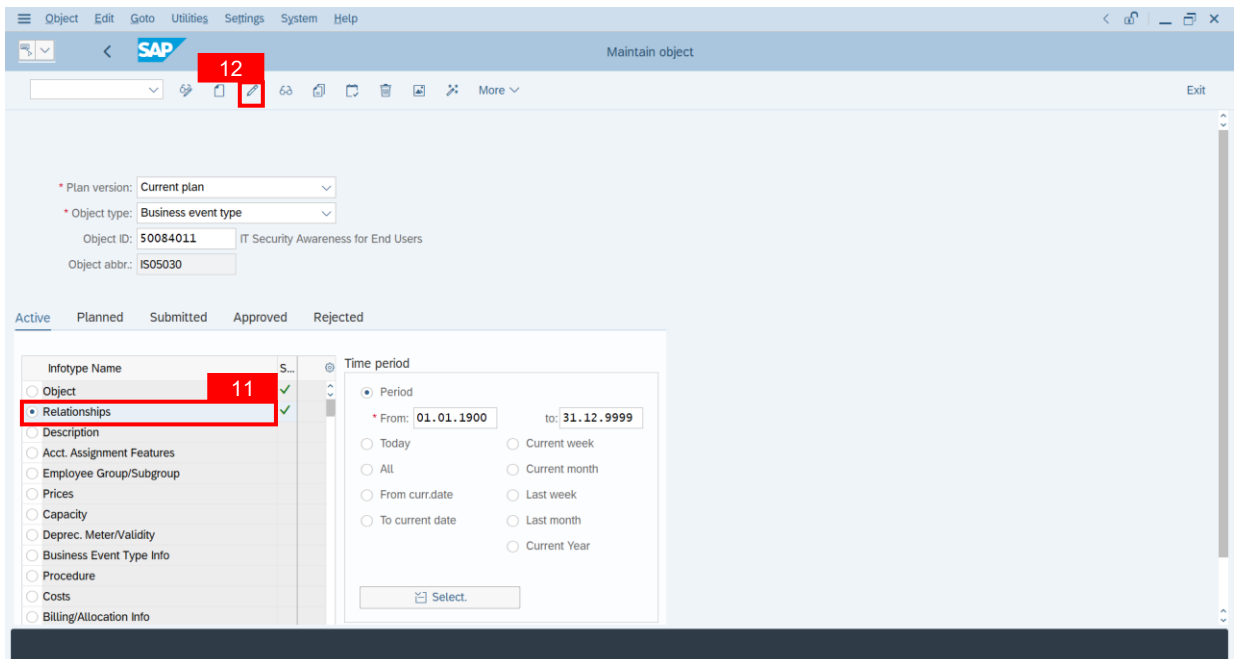


The screenshot shows the SAP 'Change Object' page. At the top, there's a navigation bar with a 'Back' button (labeled 10) and a 'Save' button (labeled 9). Below the navigation bar, the 'Business event type' is set to 'IS05030' and 'IT Security Awareness for End Users'. The 'Planning Status' is 'Active'. The 'Validity' is from '01.04.2022' to '31.12.9999'. There's a 'Change Information' button. Below this, the 'Object' section is highlighted with a red box (labeled 8). It contains three fields: 'Object abbr.' (IS05030), 'Object name' (IT Security Awareness for End Users), and 'Language Key' (English). At the bottom right of the 'Object' section, there's a 'Record: 1 of 1' indicator. At the bottom of the page, there's a 'Save' button (labeled 9) and a 'Cancel' button.

Change Object page will be displayed.

11. Select the **Relationship** Infotype.

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



The screenshot shows the SAP 'Maintain object' screen. At the top, there is a menu bar with 'Object', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar, there is a toolbar with various icons. A red box labeled '12' highlights the 'Change' button (pencil icon) in the toolbar. The main area of the screen displays the object details for 'IT Security Awareness for End Users'. The 'Plan version' is 'Current plan' and the 'Object type' is 'Business event type'. The 'Object ID' is '50084011' and the 'Object abbr.' is 'ISO5030'. Below this, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A list of infotypes is shown on the left, with 'Relationships' highlighted by a red box and labeled '11'. On the right, the 'Time period' section is visible, showing a date range from '01.01.1900' to '31.12.9999' and various selection options like 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the time period section.



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/relationship	x	003 (belong to)
Related Object	Type of related object	x	Business Event Group
	ID of related object	x	50083964
	Abbreviation	x	IPA
	Name	x	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.

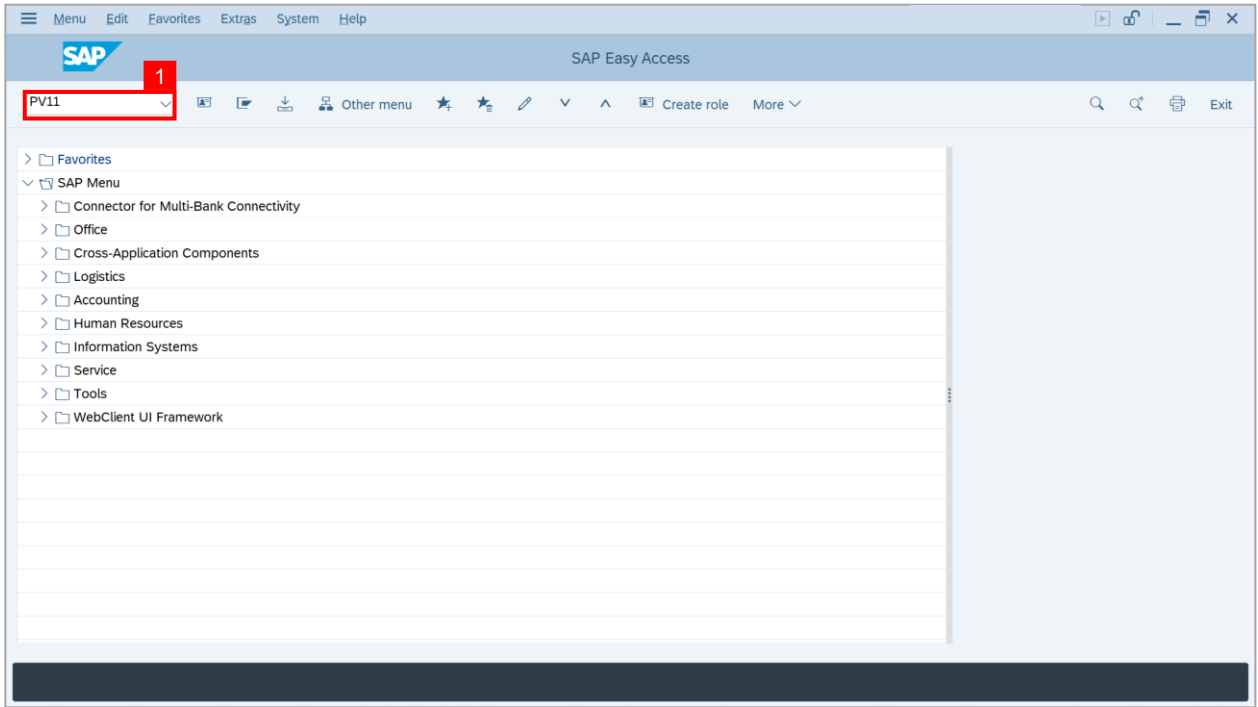
**CREATE BUSINESS
EVENT DATE**

Backend User

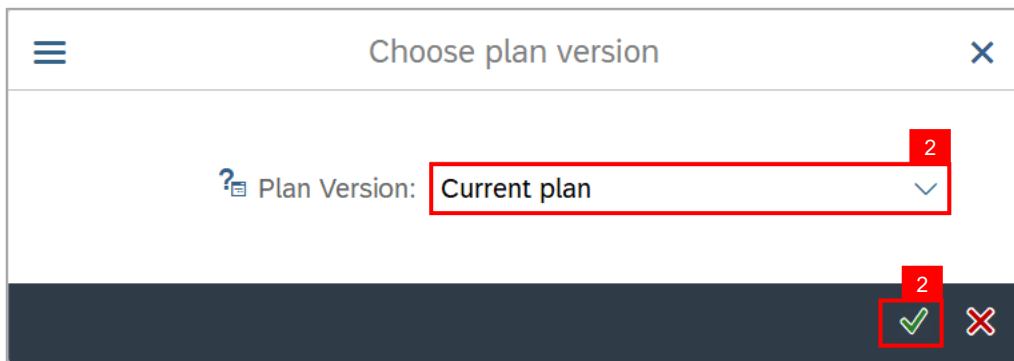
Training & Examination Organiser

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.

Business event type: 3

Business event:

* Start date:

Copy from

Business event:

4. Click on the “**Data Screen**” button.

Business event type: Power of Negotiation

Business event:

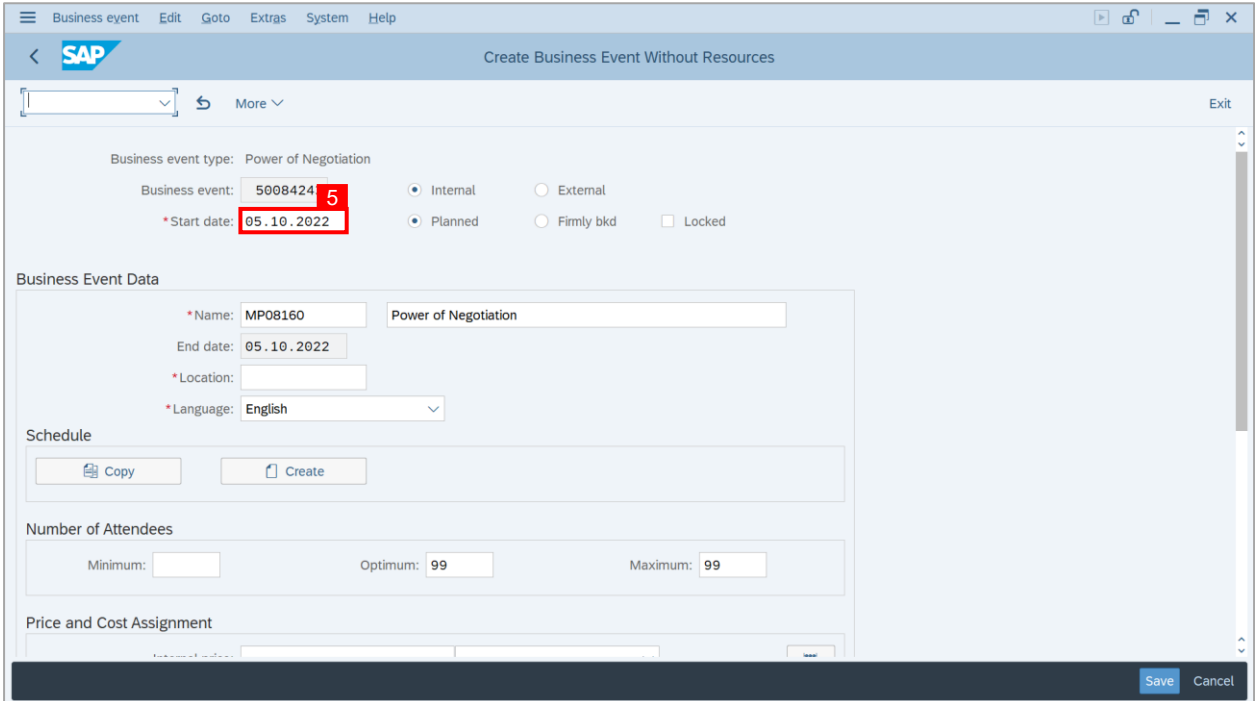
* Start date:

Copy from

Business event:

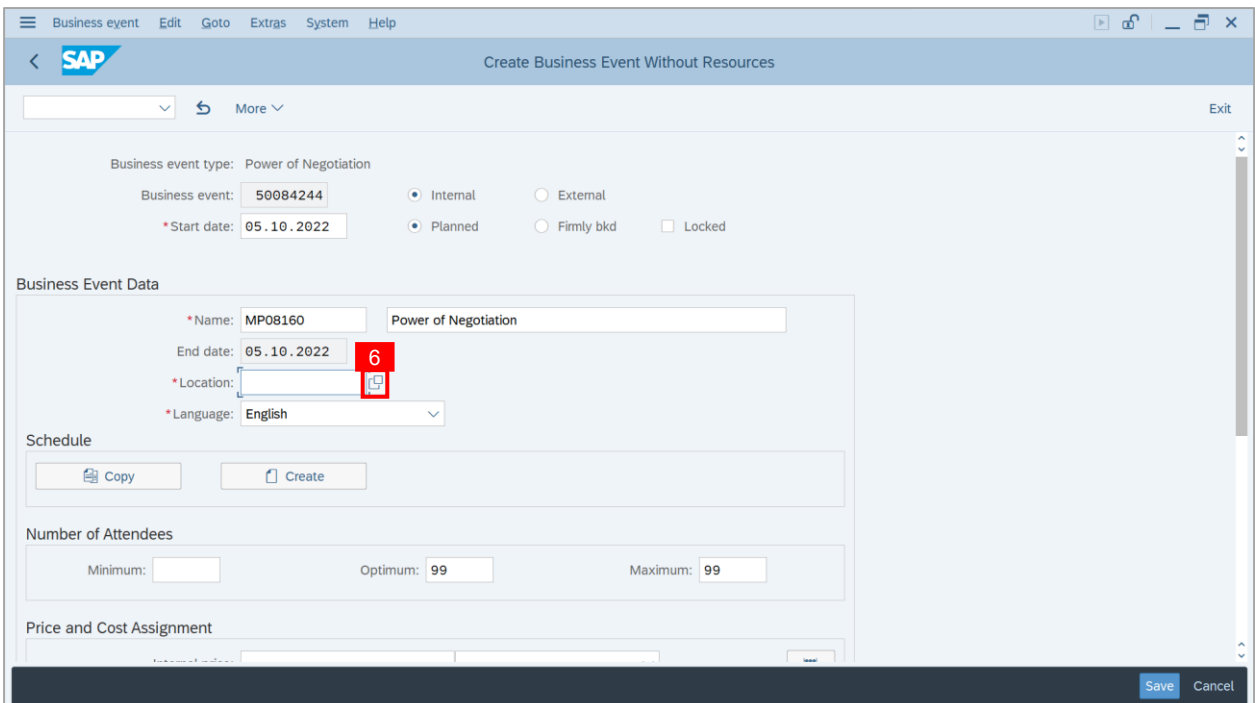
Create Business Event Without Resources page will be displayed.

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



The screenshot shows the SAP 'Create Business Event Without Resources' form. The 'Business event type' is 'Power of Negotiation'. The 'Business event' field contains '5008424' and the 'Start date' is '05.10.2022', both highlighted with a red box and the number 5. The 'Business Event Data' section includes 'Name: MP08160', 'End date: 05.10.2022', 'Location', and 'Language: English'. The 'Schedule' section has 'Copy' and 'Create' buttons. The 'Number of Attendees' section shows 'Minimum', 'Optimum: 99', and 'Maximum: 99'. The 'Price and Cost Assignment' section is at the bottom. The 'Save' and 'Cancel' buttons are at the bottom right.

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



The screenshot shows the same SAP 'Create Business Event Without Resources' form. The 'Location' field in the 'Business Event Data' section is highlighted with a red box and the number 6, indicating the 'Lookup' icon. The 'Start date' is still '05.10.2022'. The 'Business event' field now contains '50084244'. The 'Save' and 'Cancel' buttons are at the bottom right.



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

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

☰

Location (1)

✕

S: Search Term T: Structure Search C: Abbreviation and Na... R: Se... > ...

Search Term:

7

✓ Start Search

↕ Multiple Selection

✕ Close

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

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

☰

Location (1) 33 Entries found

✕

S: Search Term T: Structure Search C: Abbreviation and Na... R: S... > ...

9

✓

✕

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★

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▼

Object abbr.	Object name	Start	End Date
asdf	bilik	01.04.2022	31.12.9999
Bilik An Nur	Tingkat 2	01.04.2022	31.12.9999
BlikIdhtirab	Aras 1, Bilik Idhtirab, IPA	01.04.2022	31.12.9999
BlikIjtihad	Aras 3, Bilik Ijtihad, IPA	01.04.2022	31.12.9999
BlikIktisab	Aras 2, Bilik Iktisab, IPA	01.04.2022	31.12.9999
BlikInjaz	Aras 3, Bilik Injaz, IPA	01.04.2022	31.12.9999
BlikIqramah	Aras 1, Bilik Iqramah, IPA	01.04.2022	31.12.9999
BlikIstiqbal	Aras 2, Bilik Istiqbal, IPA	01.04.2022	31.12.9999

33 Entries found



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

Create Business Event Without Resources

Business event type: Power of Negotiation

Business event: 50084255 ☒ Internal ☐ External

* Start date: 06.10.2022 ☒ Planned ☐ Firmly bkd ☐ Locked

Business Event Data

* Name: MP08160 Power of Negotiation

End date: 06.10.2022

* Location: 50083983 Aras 3, Bilik Ijtihad, IPA

* Language: English

Schedule

Number of Attendees

Minimum: Optimum: 99 Maximum: 99

Price and Cost Assignment

Note: A window “Create User Schedule will be displayed”

11. Click on the **Without pattern**.

Create User Schedule

☒ With pattern ☒ Without pattern ☐ User-defined

Schedule

Duration/days 0 Duration/hours 0.00

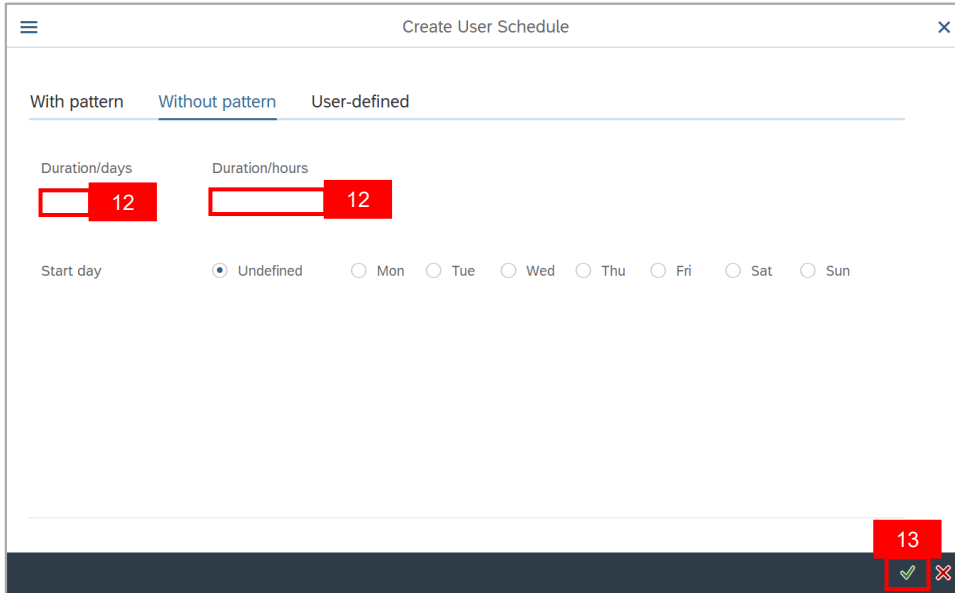
Start day ☒ Undefined ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

☐ Multiple dates

☒ ☐

12. Enter the **Duration/days** and **Duration/hours**.

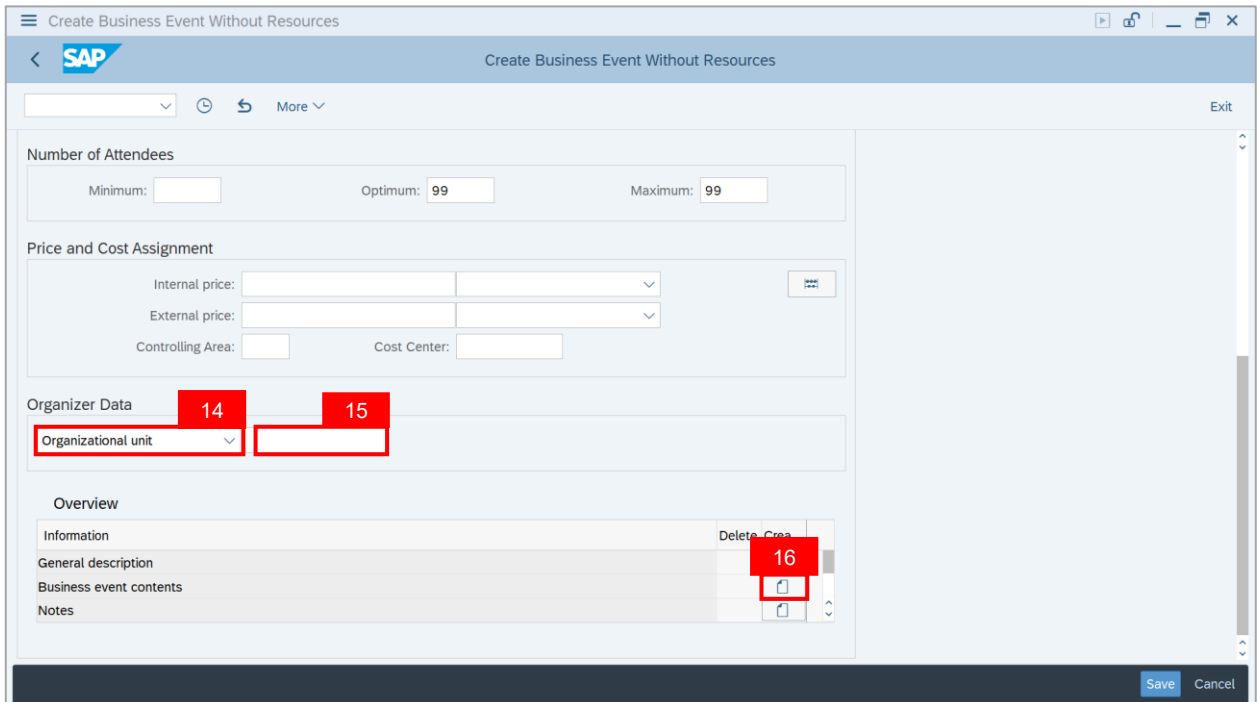
13. Click on the **Tick** icon.



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

15. Choose the available organizational unit as desired.

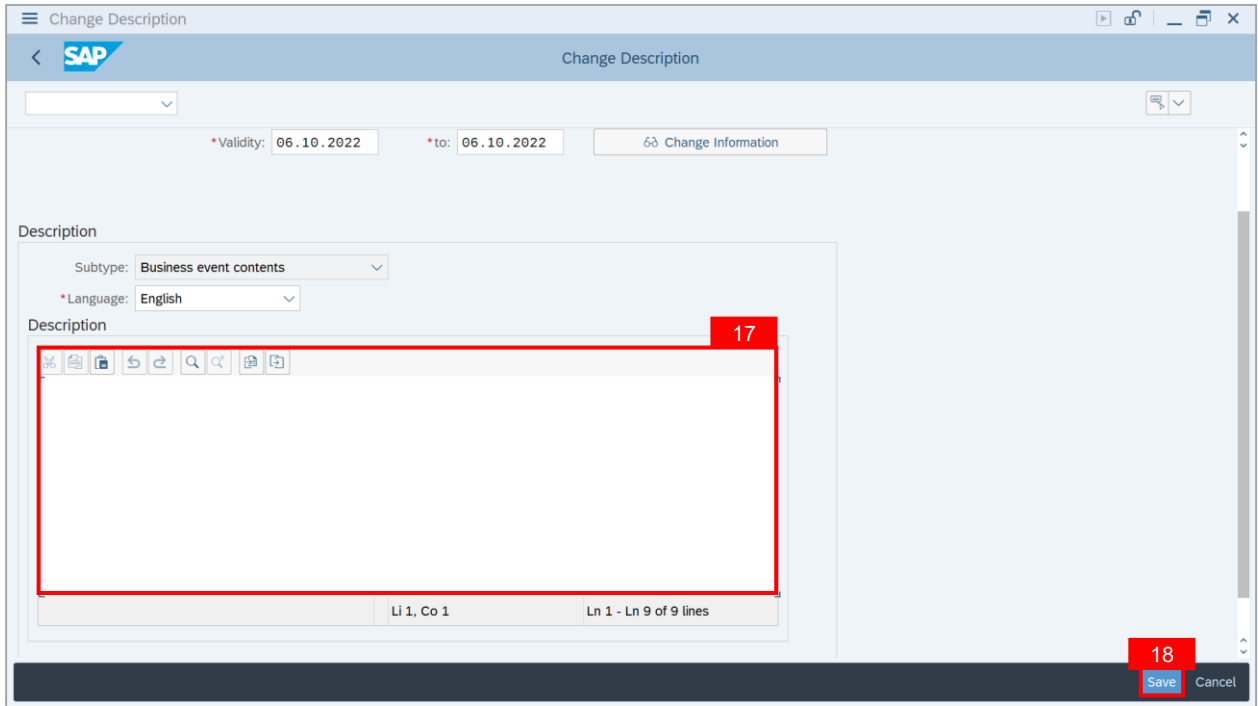
16. Under **Overview**, click on the **create** icon for **Business event contents**.



Change Description page will be displayed.

17. **Input** the description.

18. Click on the **Save** button.



Change Description

SAP

Change Description

*Validity: 06.10.2022 *to: 06.10.2022 Change Information

Description

Subtype: Business event contents

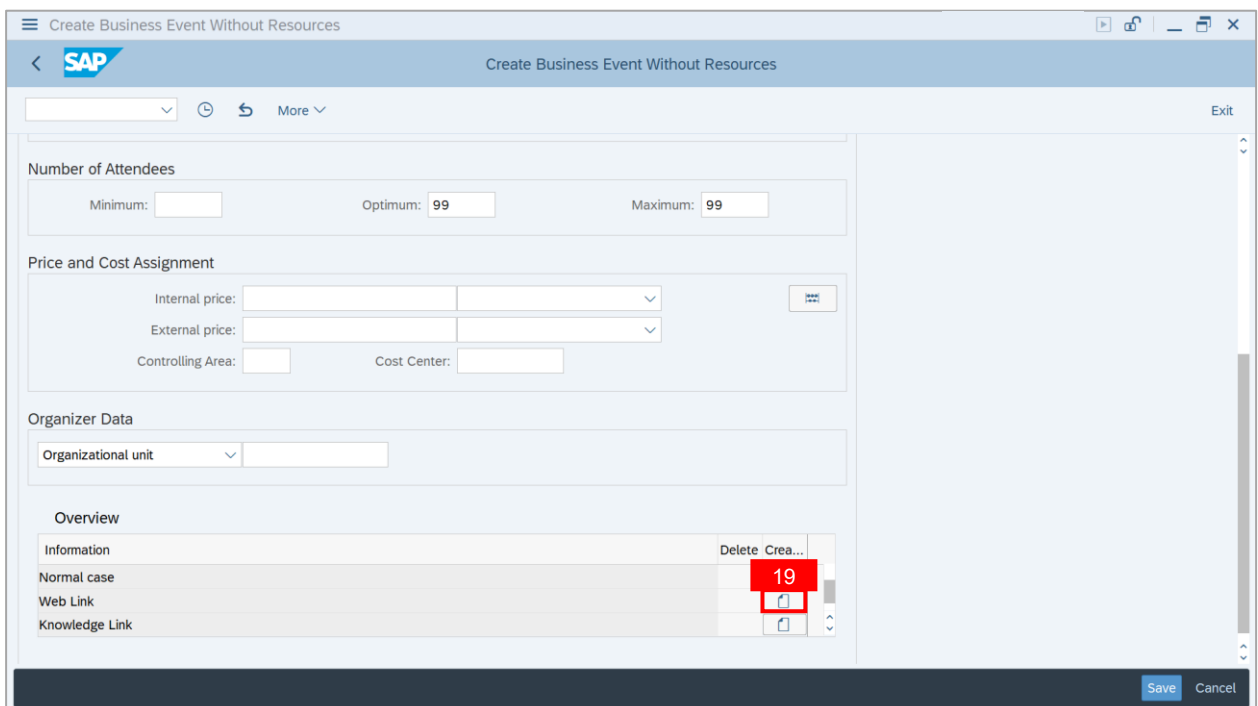
*Language: English

Description

Li 1, Co 1 Ln 1 - Ln 9 of 9 lines

Save Cancel

19. Click on the **Create** icon on **Web Link**.



Create Business Event Without Resources

SAP

Create Business Event Without Resources

Number of Attendees

Minimum: Optimum: 99 Maximum: 99

Price and Cost Assignment

Internal price: External price: Controlling Area: Cost Center:

Organizer Data

Organizational unit

Overview

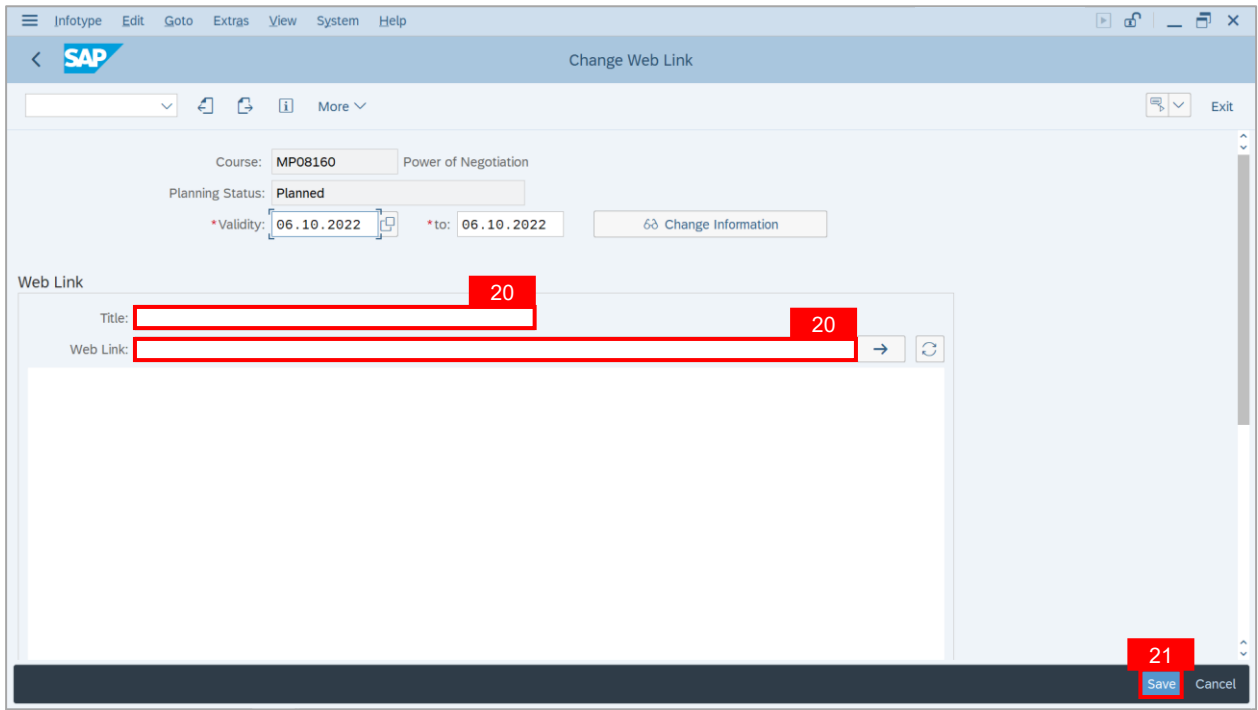
Information	Delete	Cre...
Normal case		
Web Link		19
Knowledge Link		

Save Cancel

Change Web Link page will be displayed.

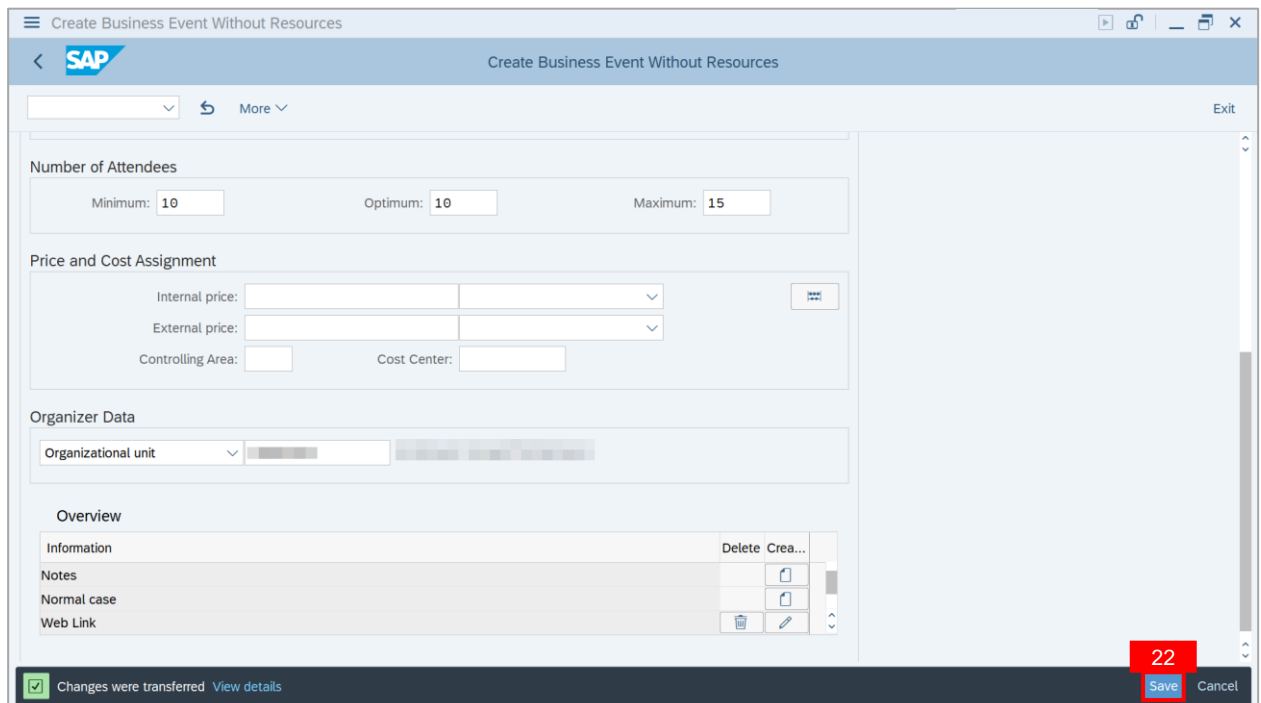
20. Fill in the **Title** and **Web Link**.

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.



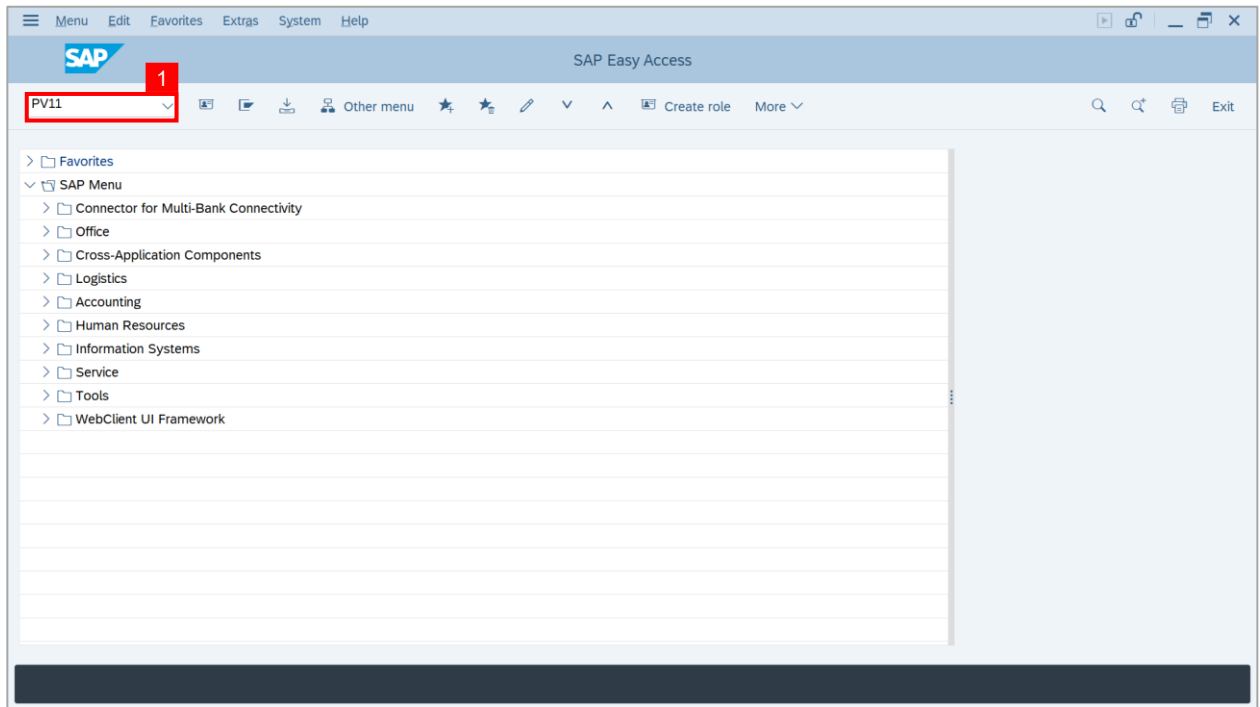
**CHANGE BUSINESS
EVENT DATE**

Backend User

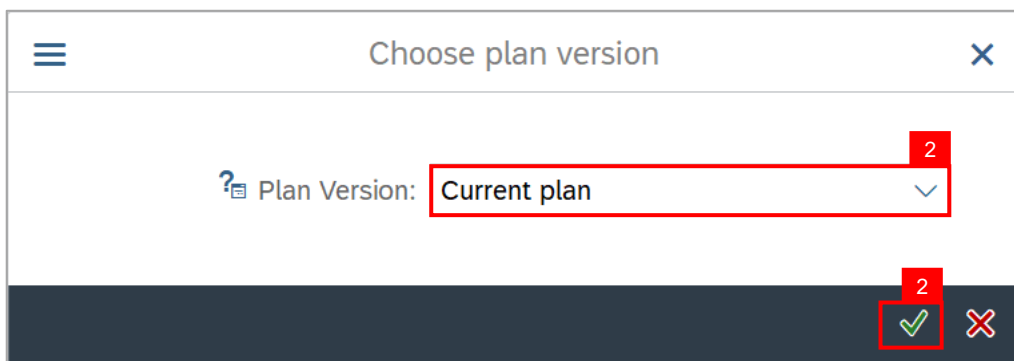
Training & Examination Organiser

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

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

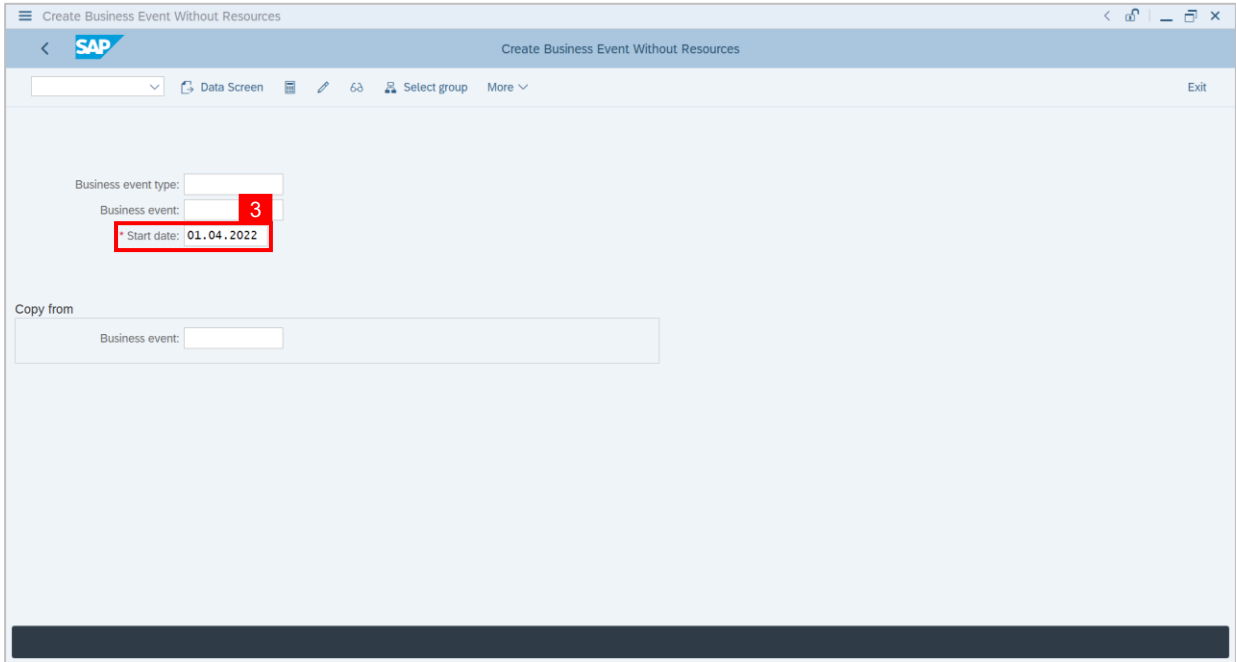


2. Select the Plan Version: **01. Current Plan** and click on the **Tick** icon.



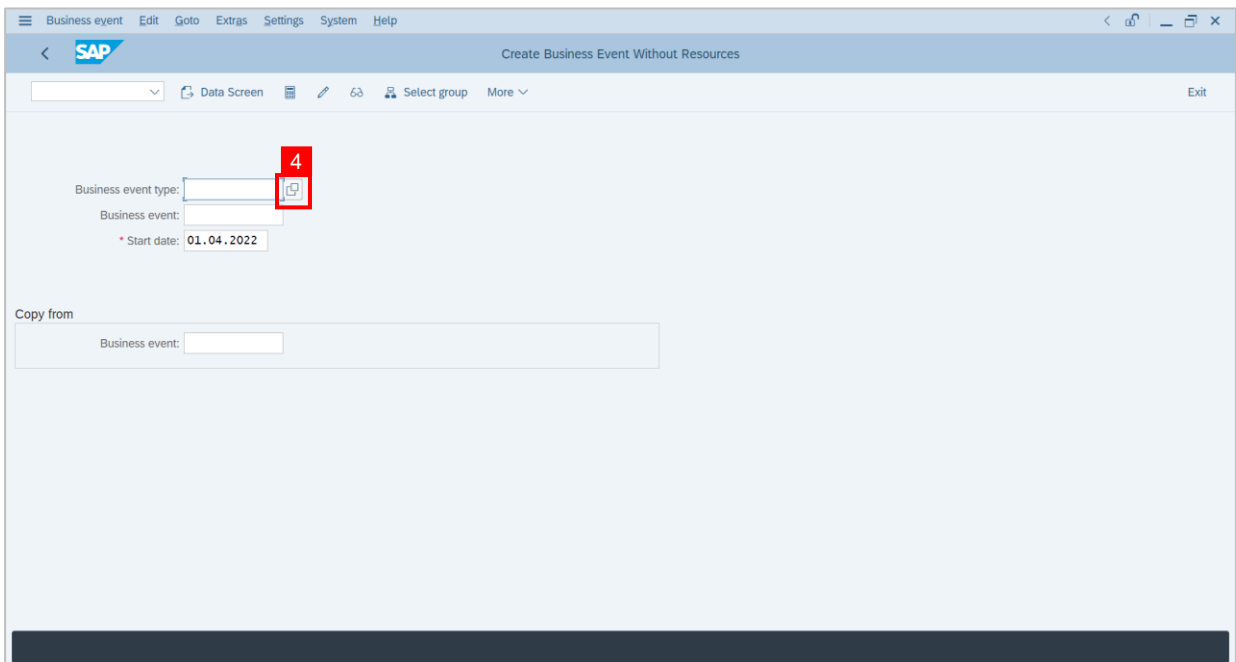
Create Business Event Without Resources page will be displayed.

3. Determine the “**Start Date**” as validity period.



The screenshot shows the SAP 'Create Business Event Without Resources' screen. The 'Start date' field is highlighted with a red box and labeled with a red '3'. The 'Business event type' and 'Business event' fields are also visible. The 'Copy from' section is at the bottom.

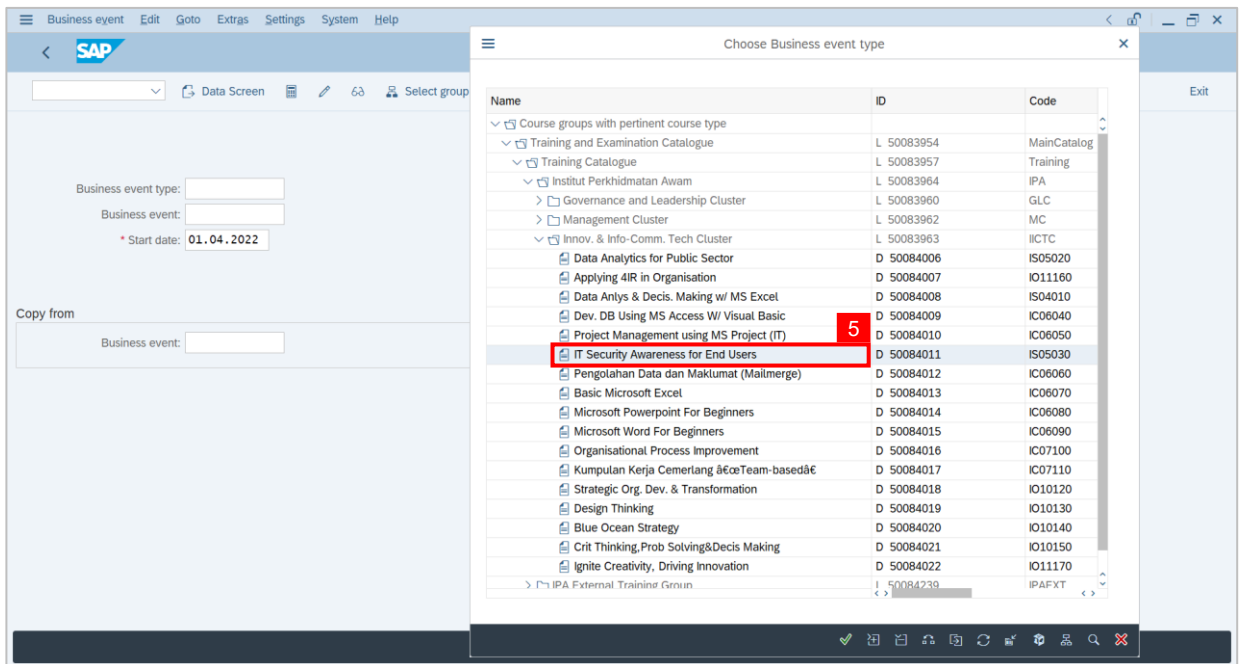
4. On the **Business Event Type** field, click on the  look up button.



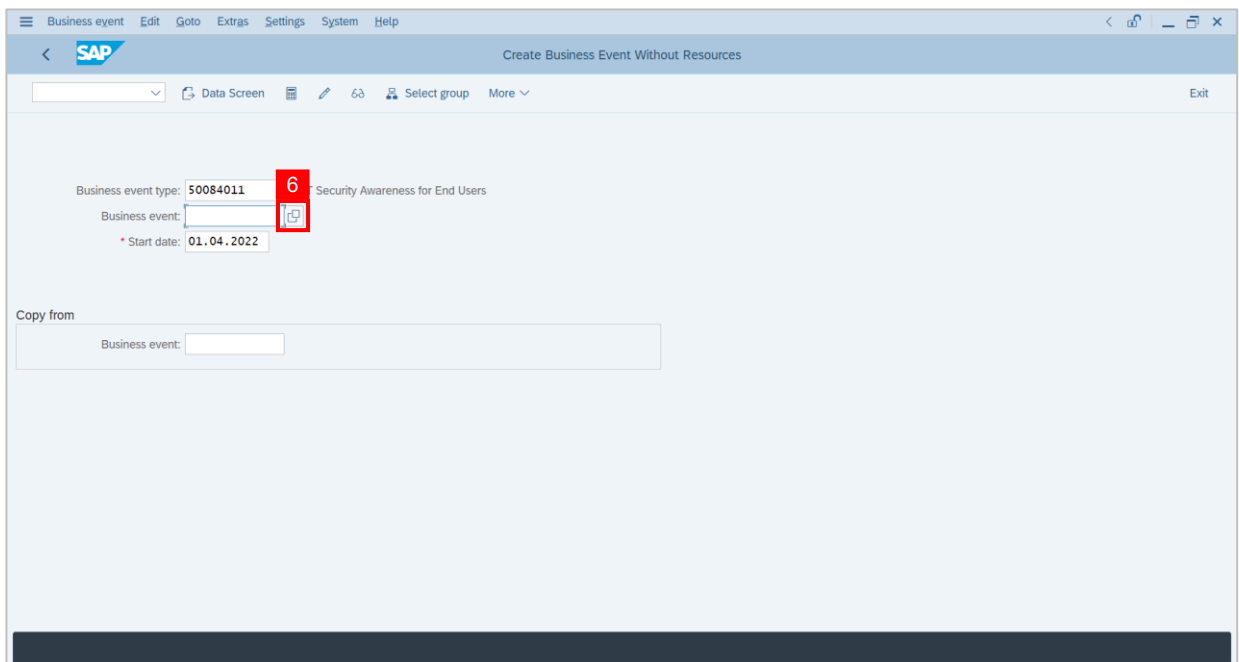
The screenshot shows the same SAP screen, but now the 'Look up' button next to the 'Business event type' field is highlighted with a red box and labeled with a red '4'. The 'Start date' field remains highlighted with a red box and labeled with a red '3'.

Choose Business Event Type page is displayed.

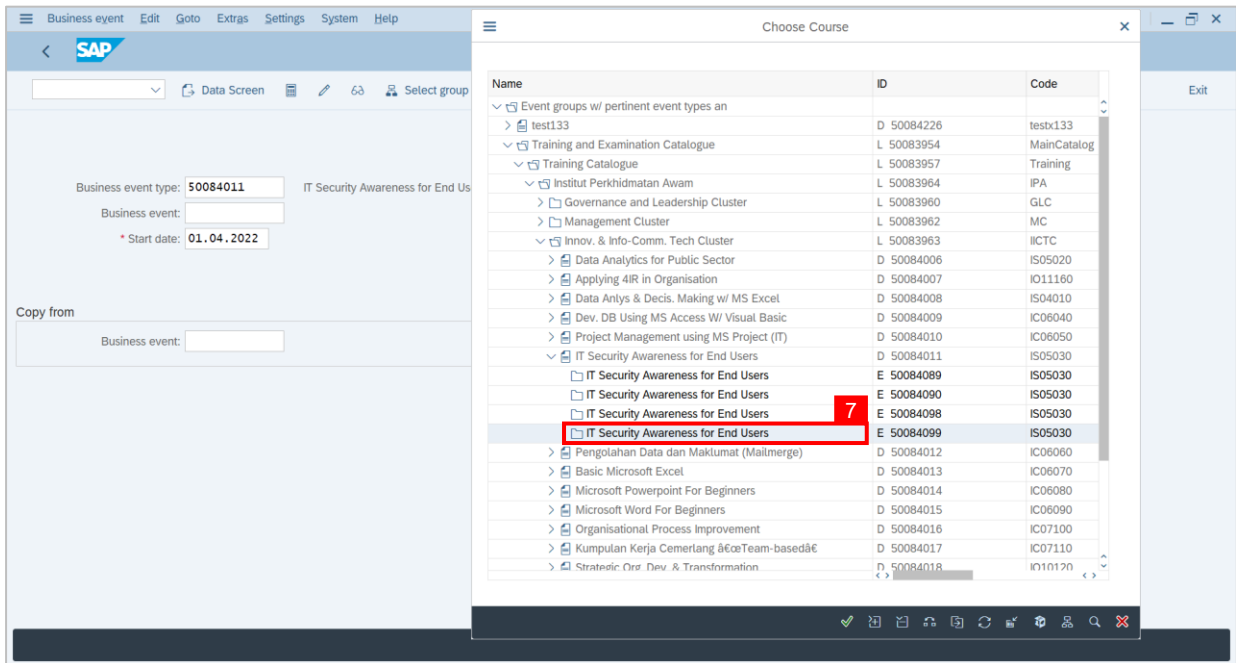
5. Select the **Business Event Type** that needed to be amended.



6. On the **Business Event Type** field, click on the  look up button.

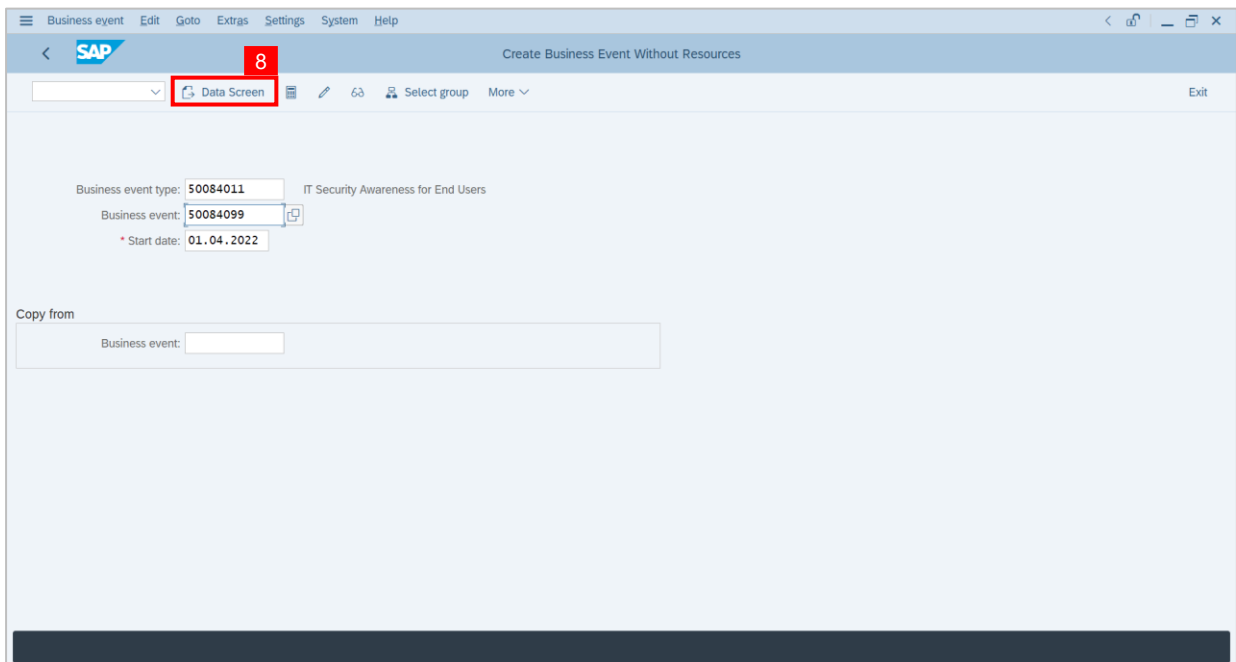


Choose Course page is displayed.



7. Select the **Course** that needed to be **amended**.

8. Click on the **Data Screen** button.




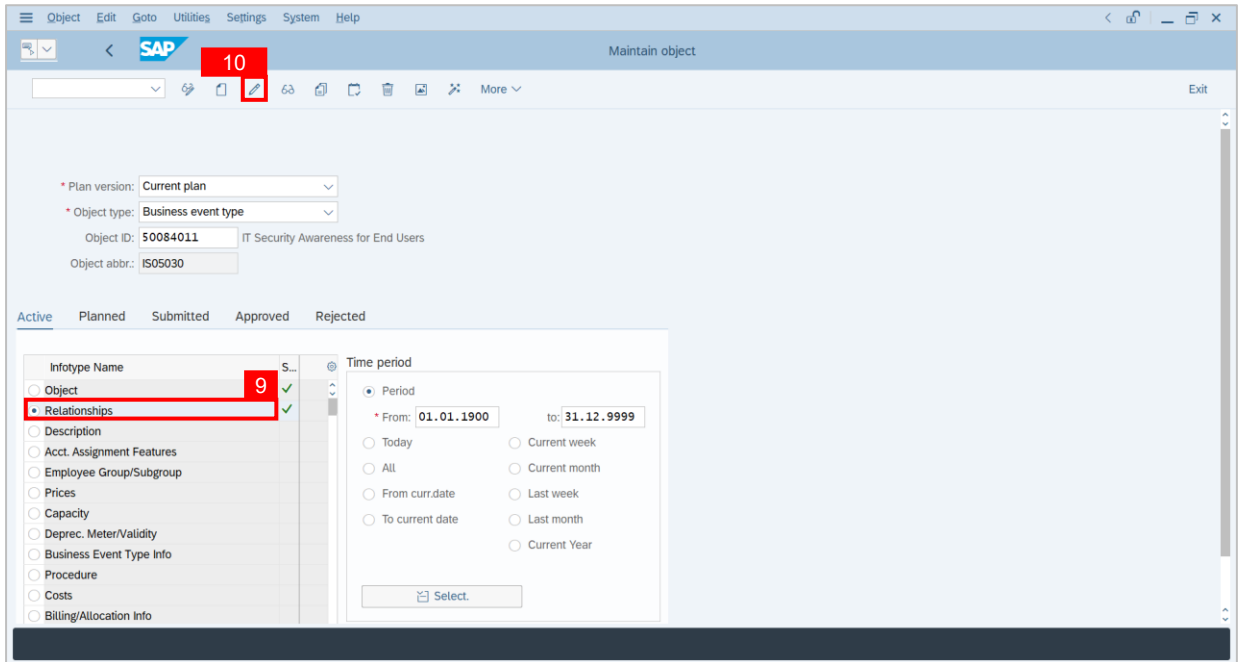
Maintain Object page will be displayed.

9. Select the **Relationship** Infotype.

10. Click on the  **Change** button.

Note:

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



SAP Maintain object

Plan version: Current plan

Object type: Business event type

Object ID: 50084011 IT Security Awareness for End Users

Object abbr.: IS05030

Active Planned Submitted Approved Rejected

Infotype Name

Infotype Name	Status
Object	✓
Relationships	✓
Description	
Acct. Assignment Features	
Employee Group/Subgroup	
Prices	
Capacity	
Deprec. Meter/Validity	
Business Event Type Info	
Procedure	
Costs	
Billing/Allocation Info	

Time period

Period

From: 01.01.1900 to: 31.12.9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

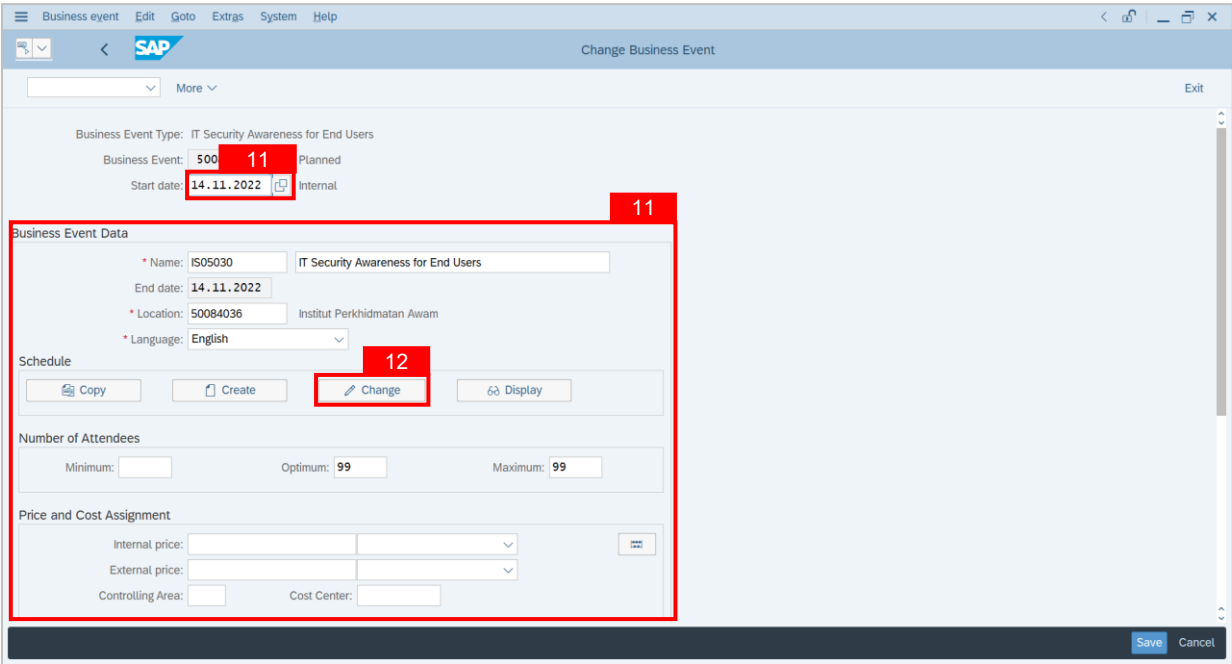
Current Year

Select

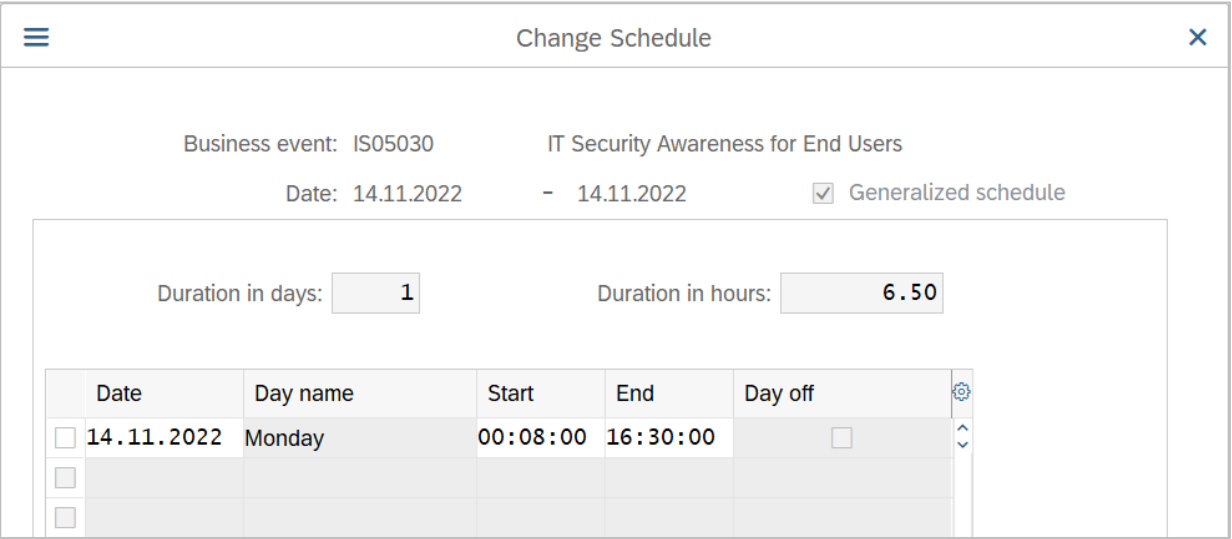
Change Business Event page will be displayed.

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

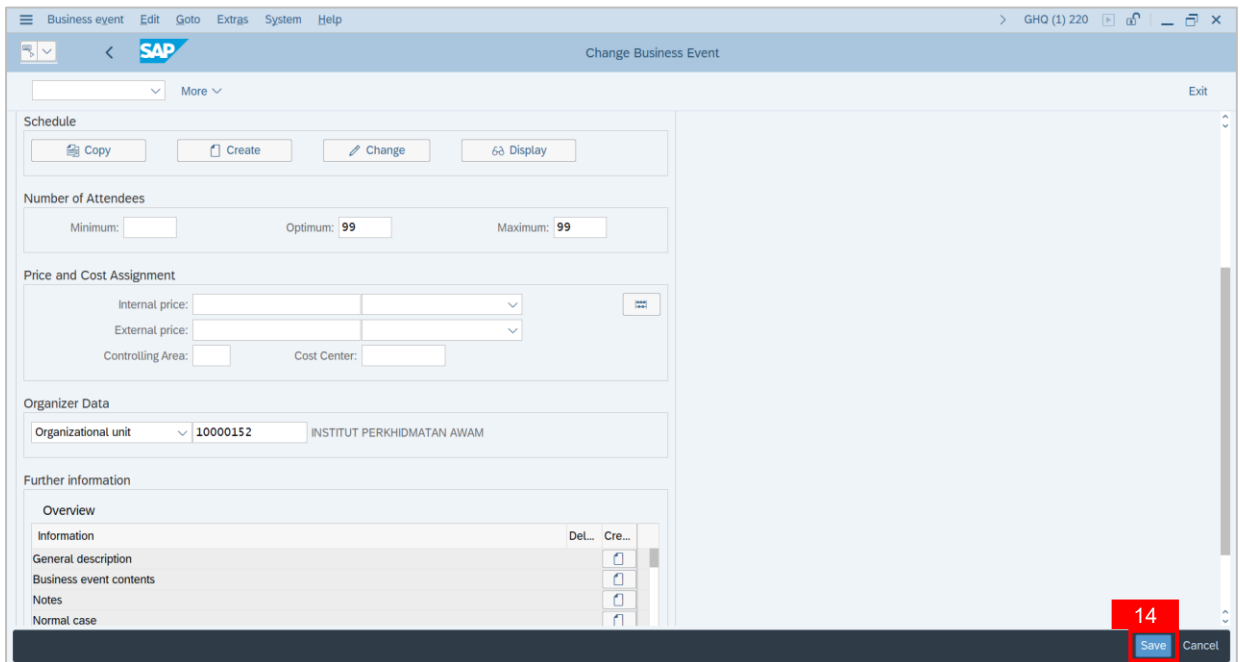
13. Click the tick icon once completed.

Change Business Event page will be displayed.

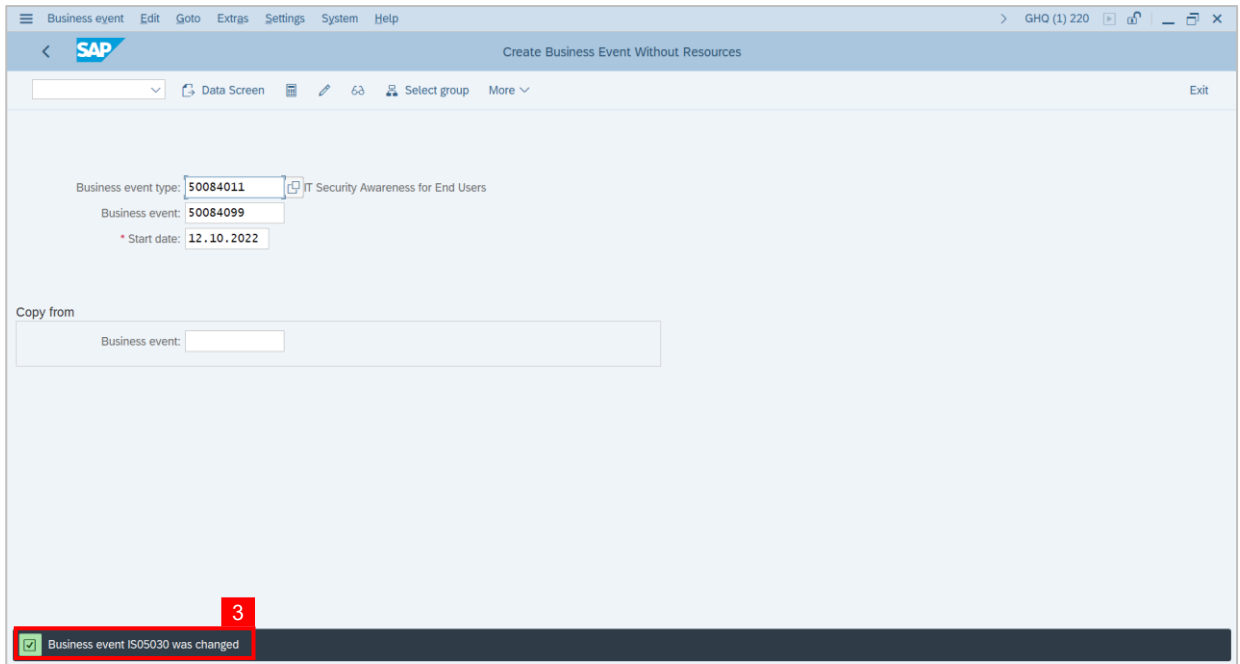
Note:

- 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.



Business event type: 50084011 IT Security Awareness for End Users

Business event: 50084099

* Start date: 12.10.2022

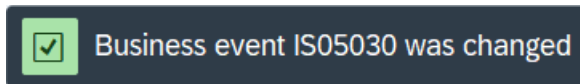
Copy from

Business event:

3

Business event IS05030 was changed

A message will appear once the information is successfully saved.

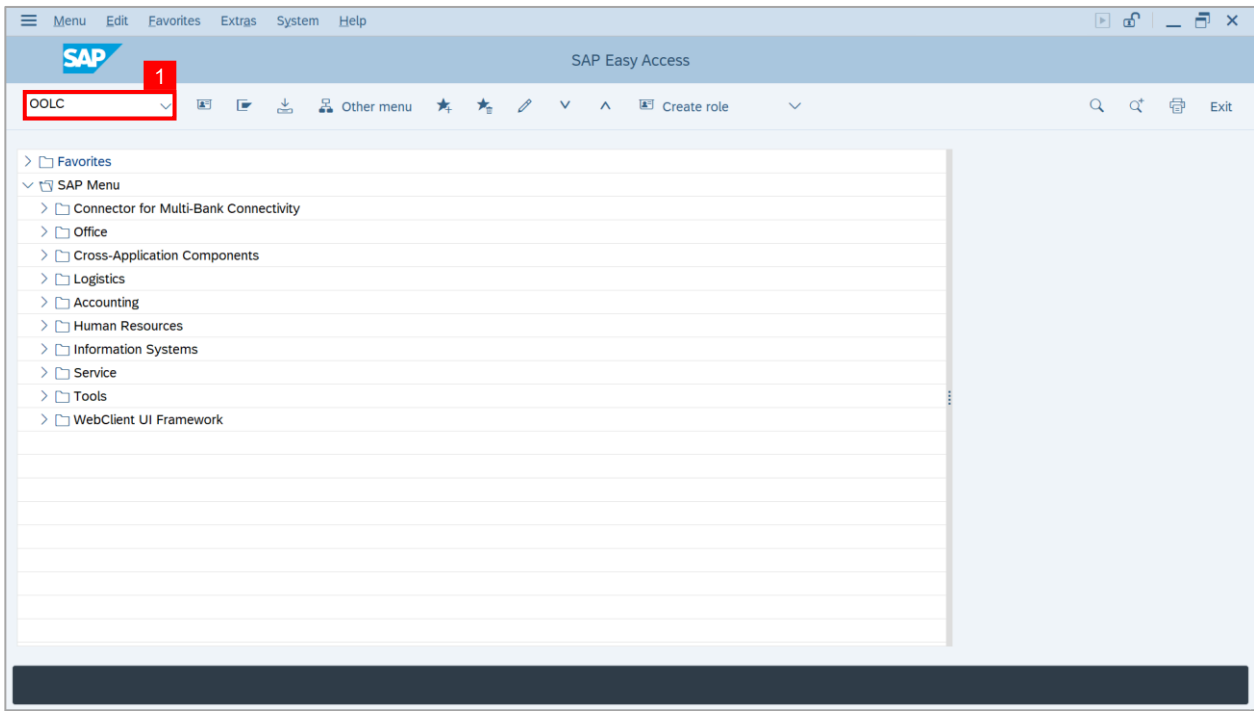




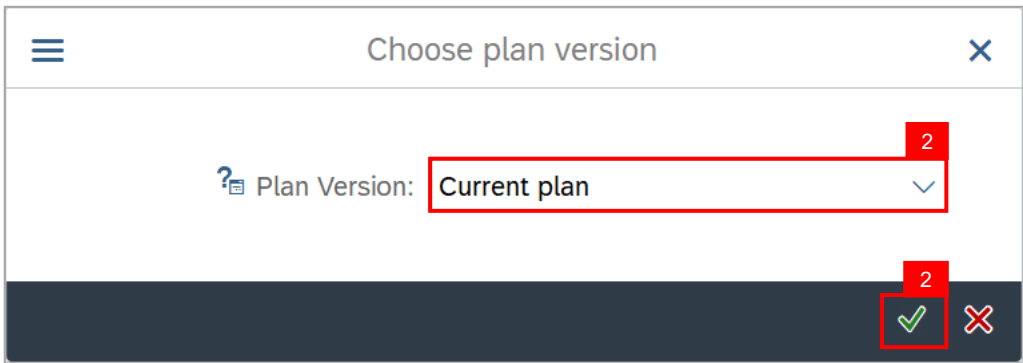
CREATE LOCATION	Backend User
	Training & Examination Organiser

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

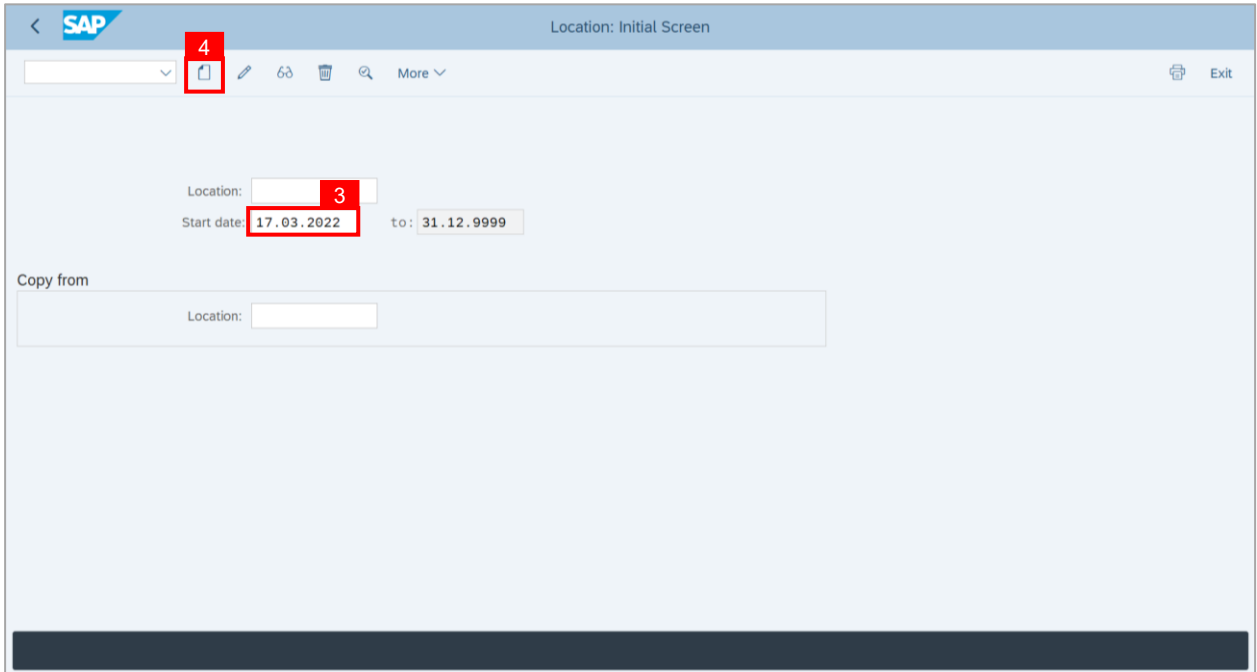
1. Enter **OOLC** in the search bar.



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



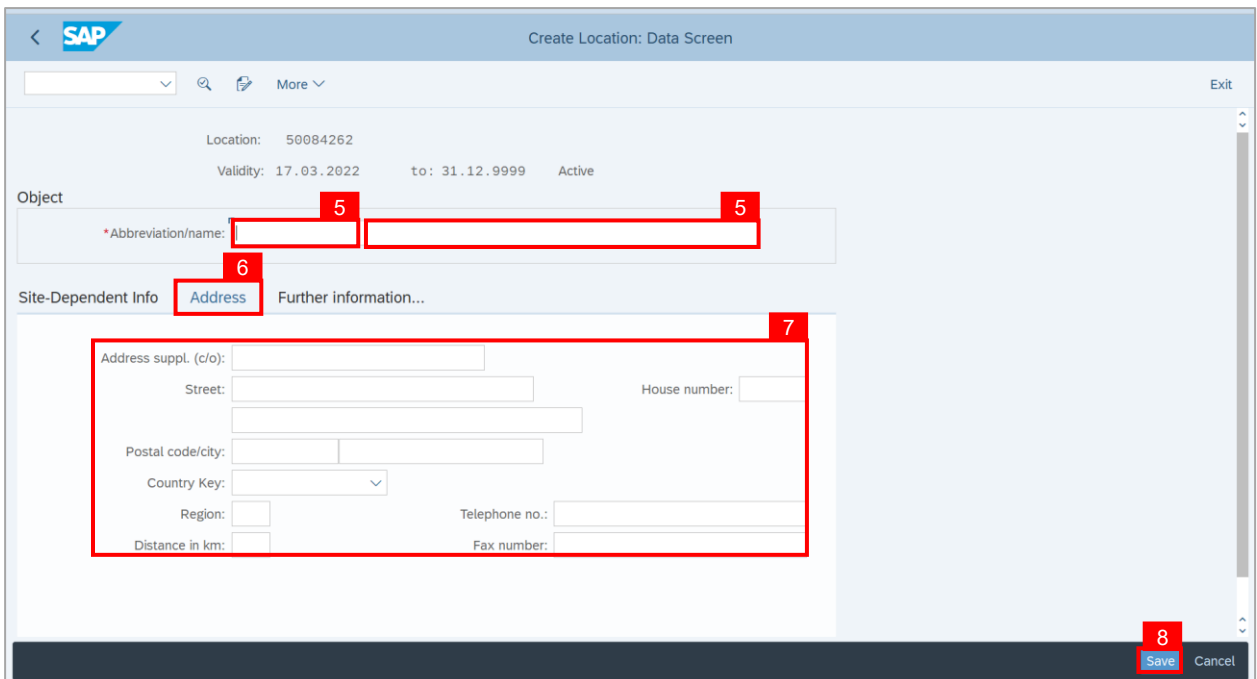
3. Determine the **“Start Date”** as validity period.
4. Click on the **Create** icon.



The screenshot shows the SAP 'Location: Initial Screen'. At the top, there is a navigation bar with the SAP logo and the text 'Location: Initial Screen'. Below this, there is a toolbar with various icons. The 'Create' icon (a document with a plus sign) is highlighted with a red box and the number 4. In the main area, there is a 'Location' field with a value of '50084262' and a 'Start date' field with a value of '17.03.2022'. The 'Start date' field is highlighted with a red box and the number 3. Below these fields, there is a 'Copy from' section with a 'Location' field.

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.



The screenshot shows the SAP 'Create Location: Data Screen'. At the top, there is a navigation bar with the SAP logo and the text 'Create Location: Data Screen'. Below this, there is a toolbar with various icons. The 'Address' tab is highlighted with a red box and the number 6. In the main area, there is a 'Location' field with a value of '50084262' and a 'Validity' field with a value of '17.03.2022'. The 'Abbreviation/name' field is highlighted with a red box and the number 5. Below these fields, there is a 'Site-Dependent Info' section with a 'Further information...' tab. The 'Address details' section is highlighted with a red box and the number 7. At the bottom right, there is a 'Save' button highlighted with a red box and the number 8.

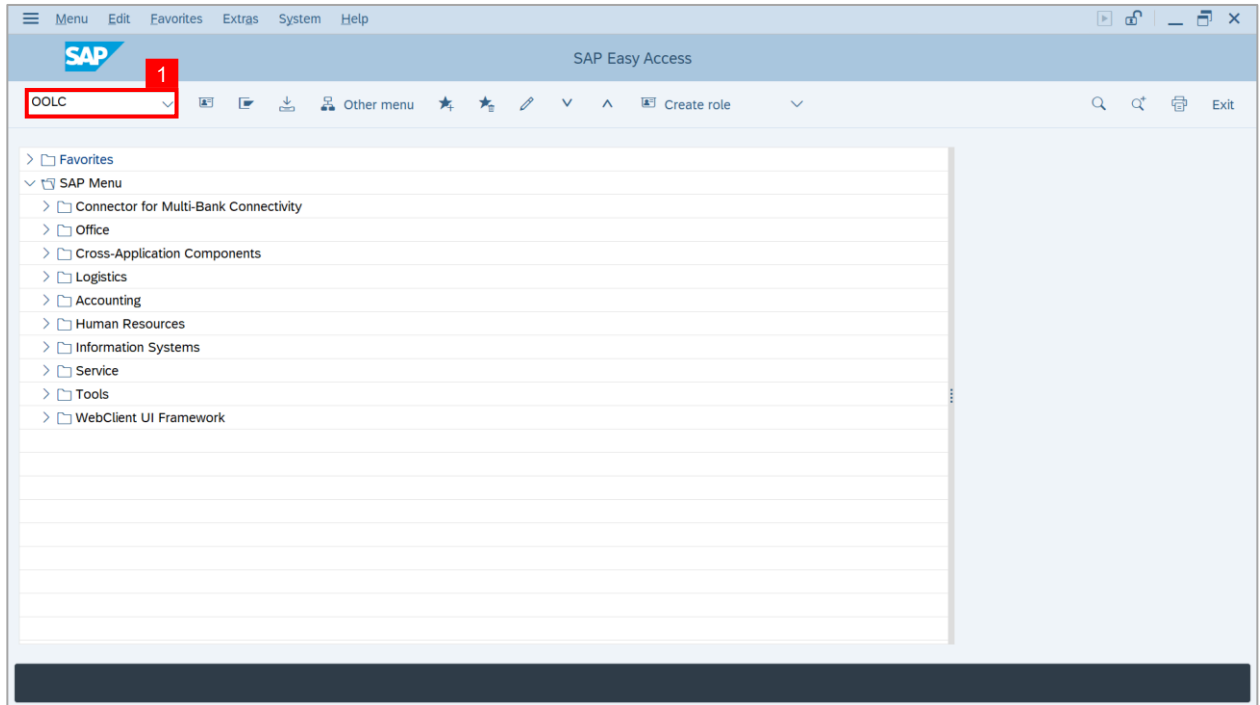
CHANGE EXISTING LOCATION DETAILS

Backend User

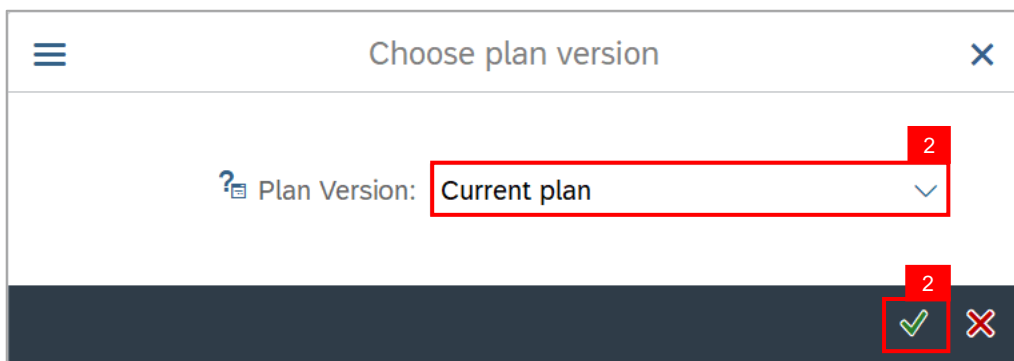
Training & Examination Organiser

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.






Outcome: Location: Initial Screen page will be displayed.

2. Click on the **Lookup** icon.

Location: Initial Screen

Location: 

Start date: 14.10.2022 to: 31.12.9999

Copy from

Location:

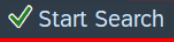
Outcome: A popup window to select location will appear.

3. Click on Start Search.

Location (1)

S: Search Term T: Structure Search C: Abbreviation and Na... R: Se... > ...

Search Term:

 Multiple Selection Close

4. Select the Location.
5. Click on the Tick icon.

5

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?

🖨️

⌵

Location (1) 33 Entries found

S: Search Term

T: Structure Search

C: Abbreviation and Na...

R: S...

Object abbr.	Object name	Start	End Date
BikIjtihad	Aras 3, Bilik Ijtihad, IPA	01.04.2022	31.12.9999
BikIktisab	Aras 2, Bilik Iktisab, IPA	01.04.2022	31.12.9999
BikInjaz	Aras 3, Bilik Injaz, IPA	01.04.2022	31.12.9999
BikIqramah	Aras 1, Bilik Iqramah, IPA	01.04.2022	31.12.9999
BikIstiqbal	Aras 2, Bilik Istiqbal, IPA	01.04.2022	31.12.9999
BikIstiqlal	Aras 2, Bilik Istiqlal, IPA	01.04.2022	31.12.9999
BikIsyraf	Aras 3, Bilik Isyraf, IPA	01.04.2022	31.12.9999
BikIttijah	Aras 3, Bilik Ittijah, IPA	01.04.2022	31.12.9999

33 Entries found

Outcome: A popup window to select location will appear.

3. Click on Start Search.

Location: Initial Screen

< SAP

Location: Initial Screen

More

Exit

Location:

50983983

Aras 3, Bilik Ijtihad, IPA

Start date:

14.10.2022

to:

31.12.9999

Copy from

Location:

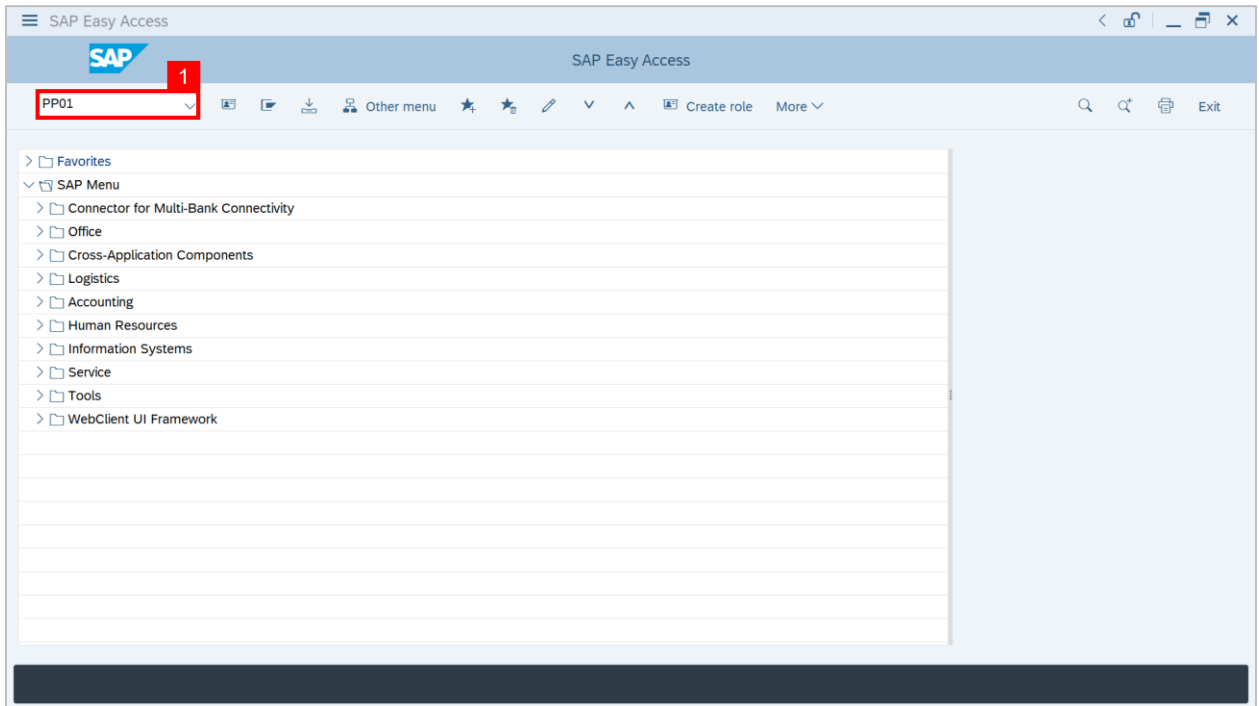
CREATE INFOTYPE EMPLOYEE GROUP/SUBGROUP- TRAINING

Backend User

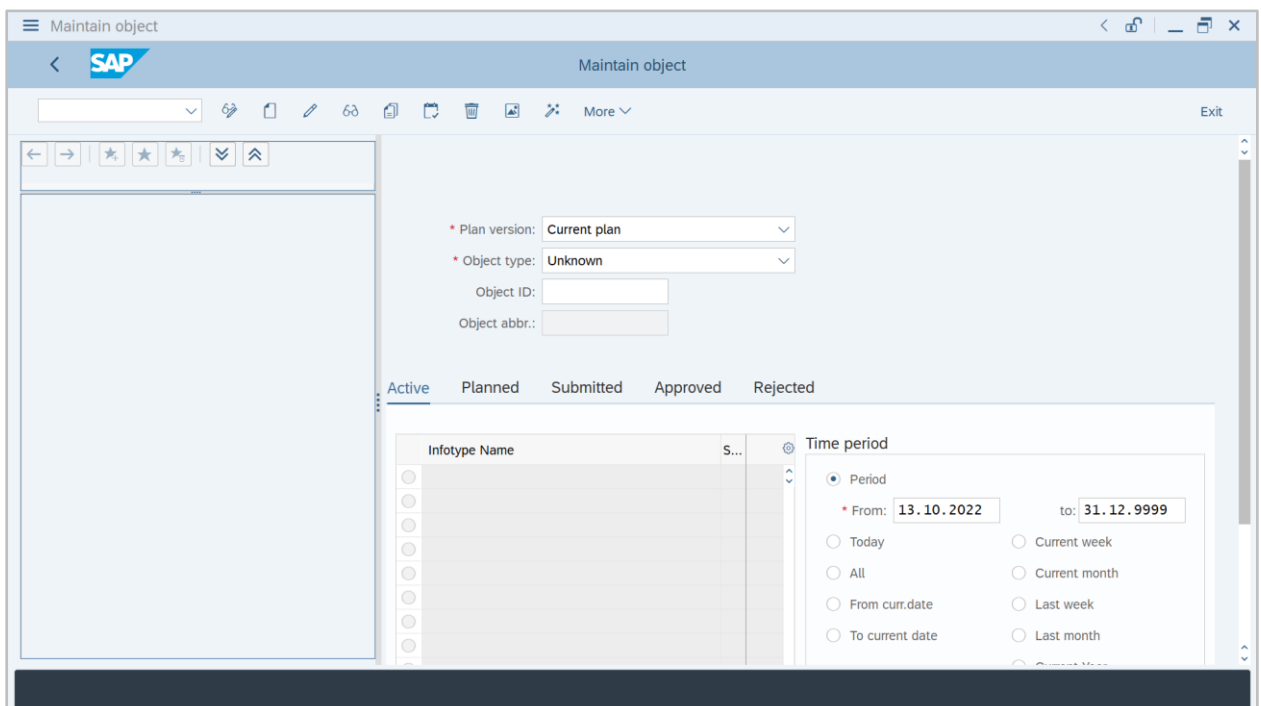
Training Organiser

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

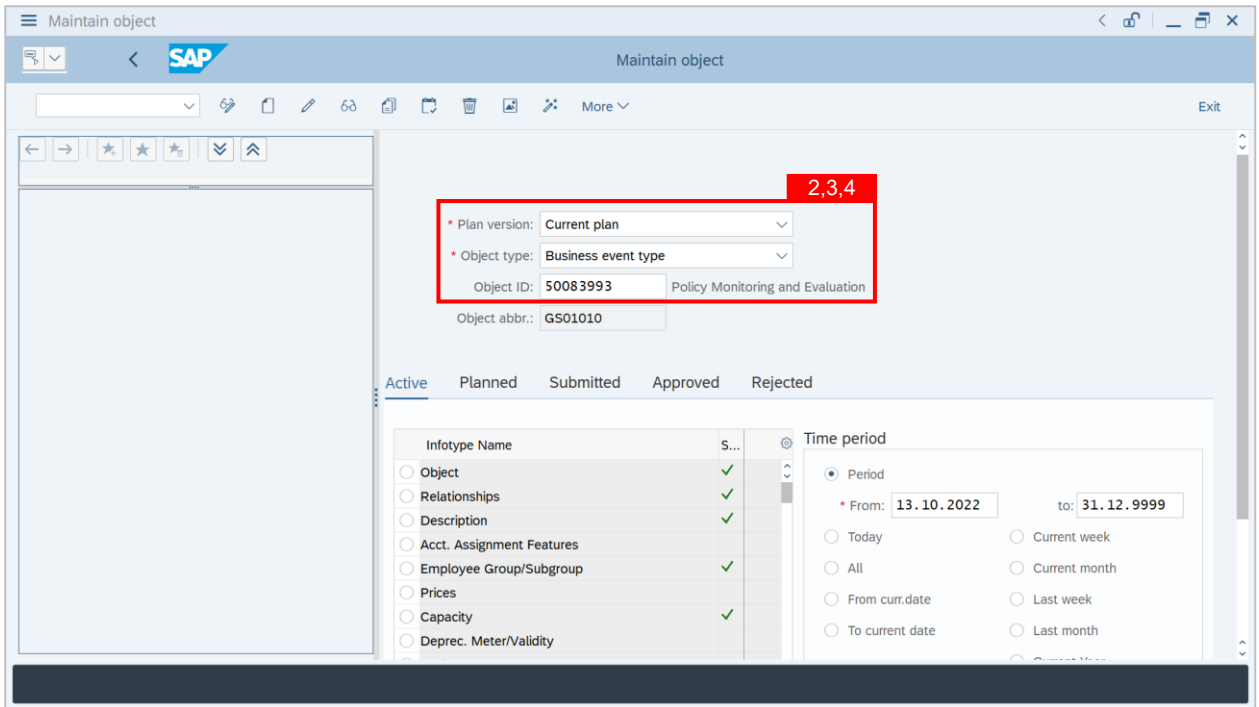
1. Enter **PP01** in the search bar.



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**”.

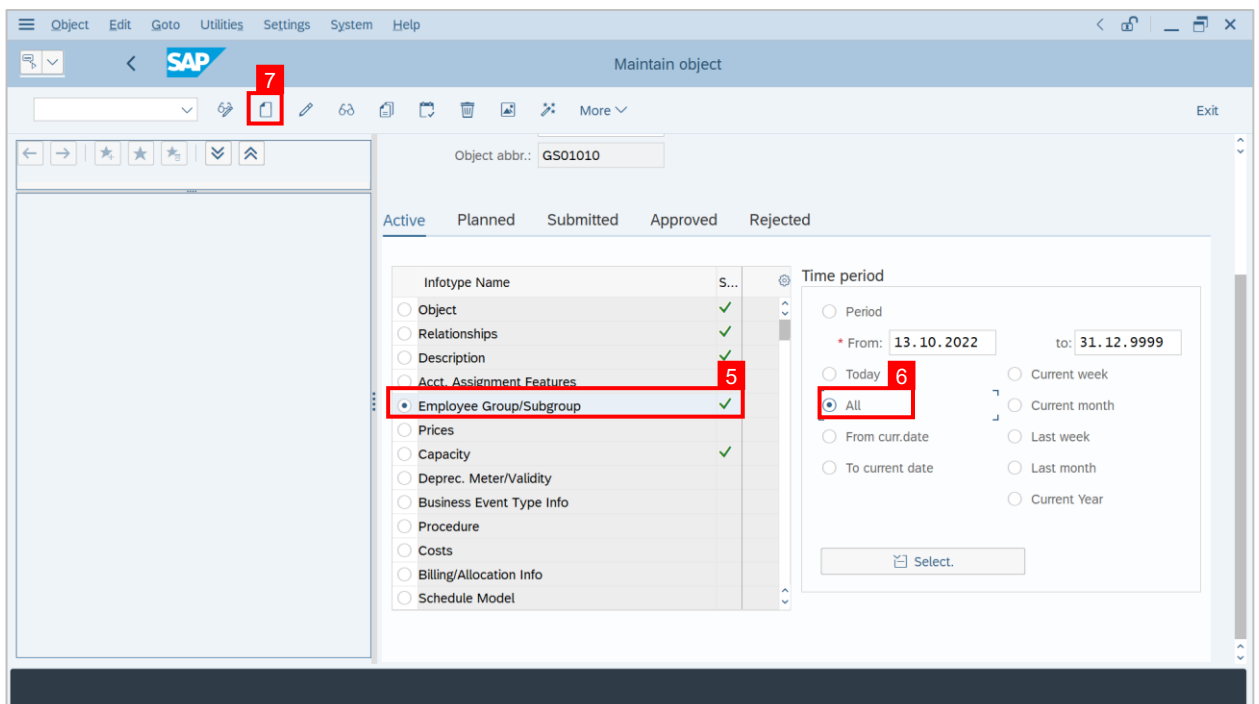


The screenshot shows the SAP 'Maintain object' screen. A red box highlights the following fields:

- Plan version: **Current plan**
- Object type: **Business event type**
- Object ID: **50083993**

Below the red box, the 'Object abbr.' is **GS01010**. The 'Active' tab is selected, and the 'Infotype Name' list shows 'Employee Group/Subgroup' selected. The 'Time period' section shows 'From: 13.10.2022' and 'to: 31.12.9999'.

5. Under the Active tab, Select **Employee Group/Subgroup**.
6. Select **All**.
7. Click on the **Create** button.

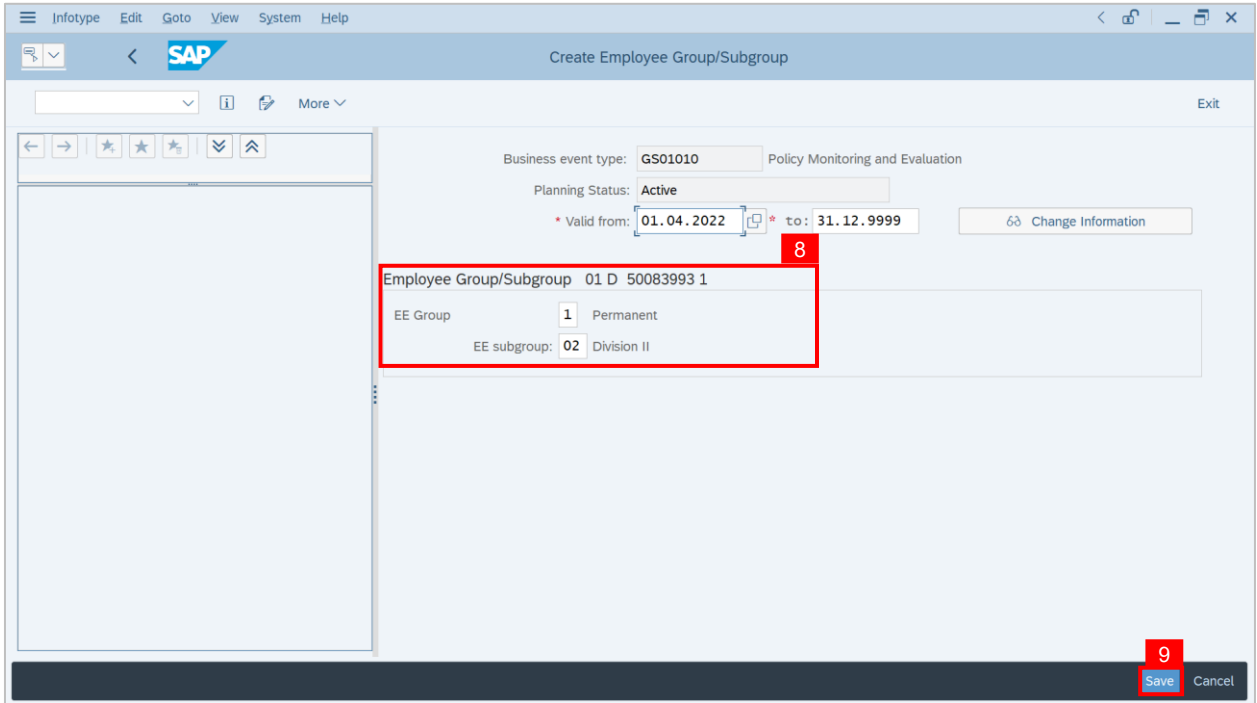


The screenshot shows the SAP 'Maintain object' screen. A red box highlights the 'Employee Group/Subgroup' option in the 'Infotype Name' list. Another red box highlights the 'All' option in the 'Time period' section. A third red box highlights the 'Create' button in the top toolbar.

Outcome: Create Employee Group/Subgroup page will be displayed.

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

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



Business event type: GS01010 Policy Monitoring and Evaluation

Planning Status: Active

* Valid from: 01.04.2022 * to: 31.12.9999

Change Information

Employee Group/Subgroup 01 D 50083993 1

EE Group 1 Permanent

EE subgroup: 02 Division II

Save Cancel

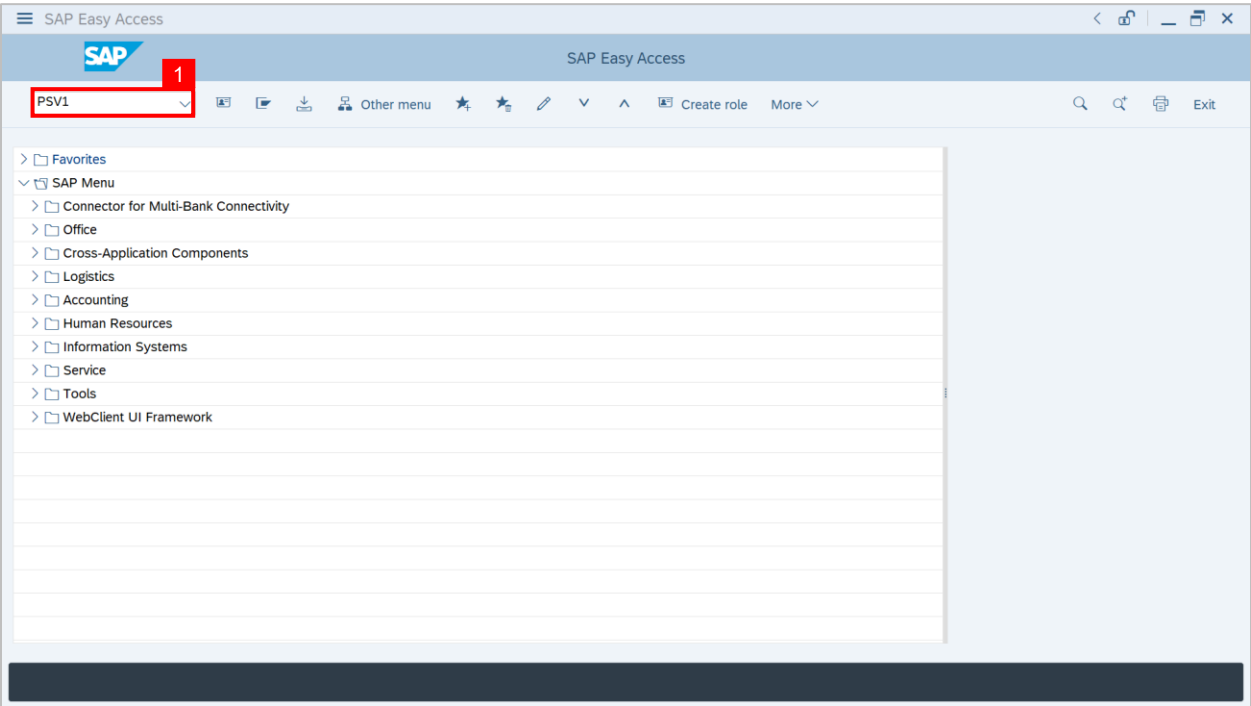
Outcome: Record has been **successfully created**.



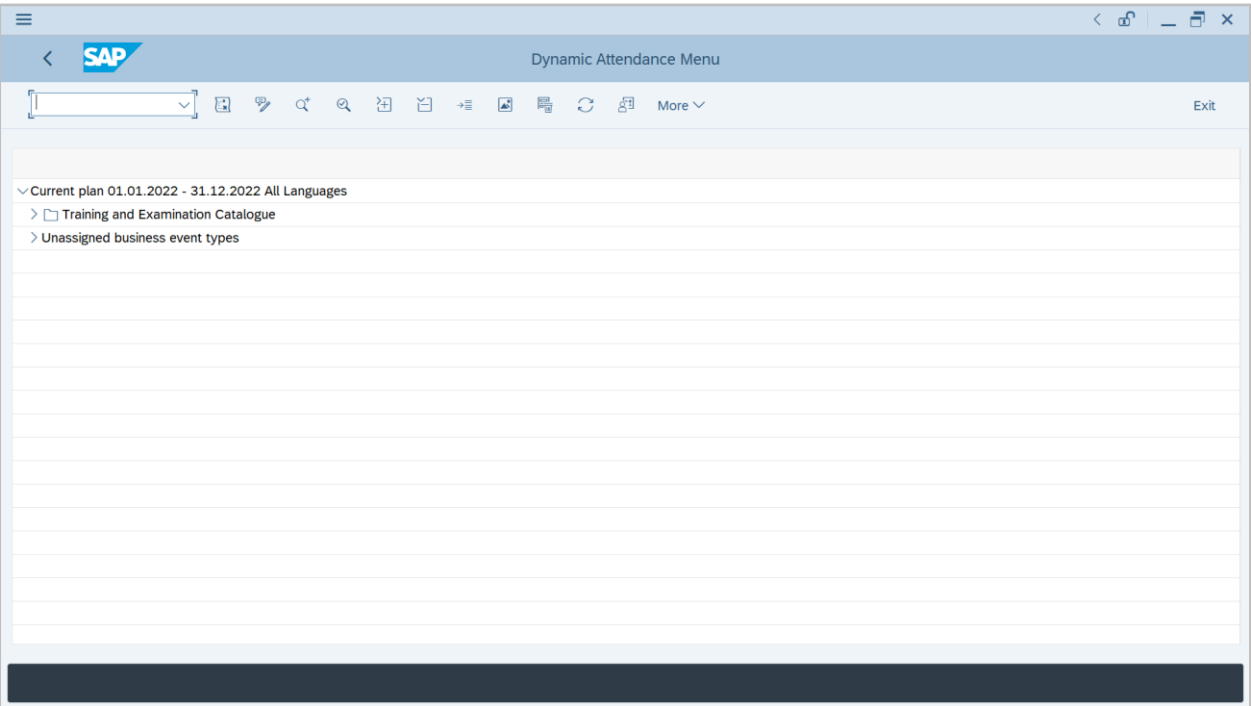
VIEW TRAINING CATALOGUE	Backend User
	Training Organiser and Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.

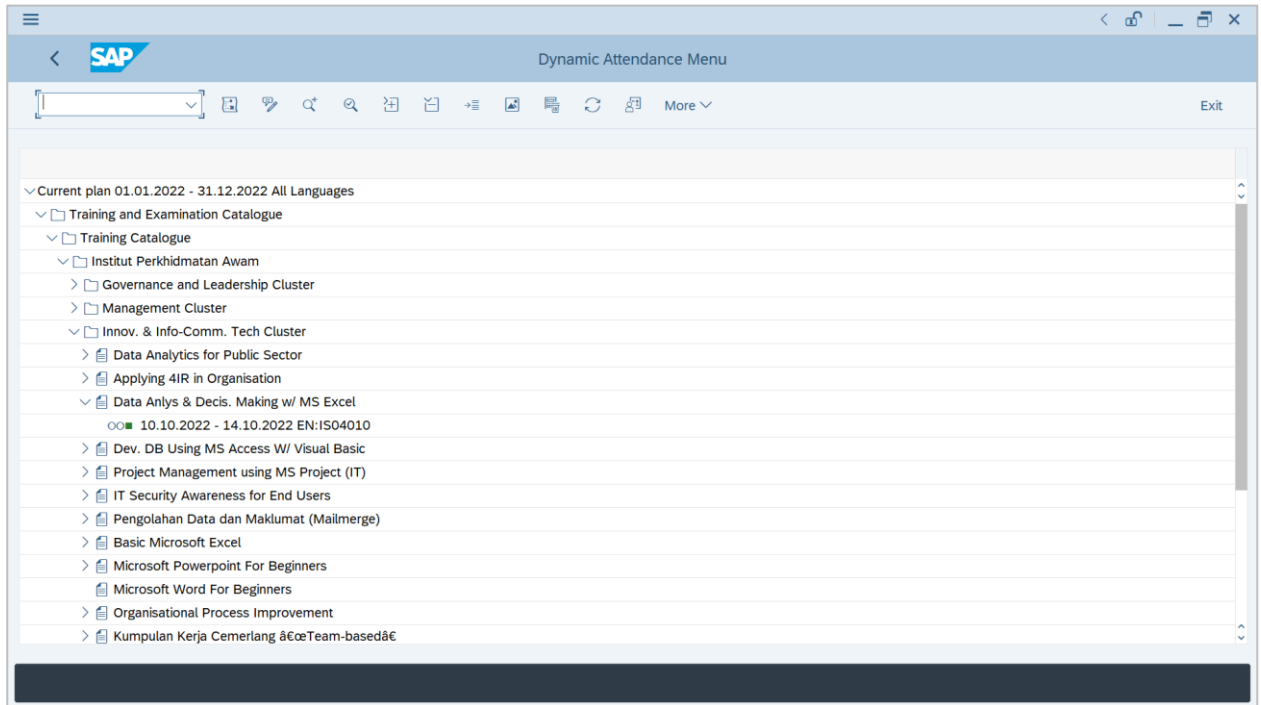


Outcome: Dynamic Attendance Menu page will be displayed.



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.

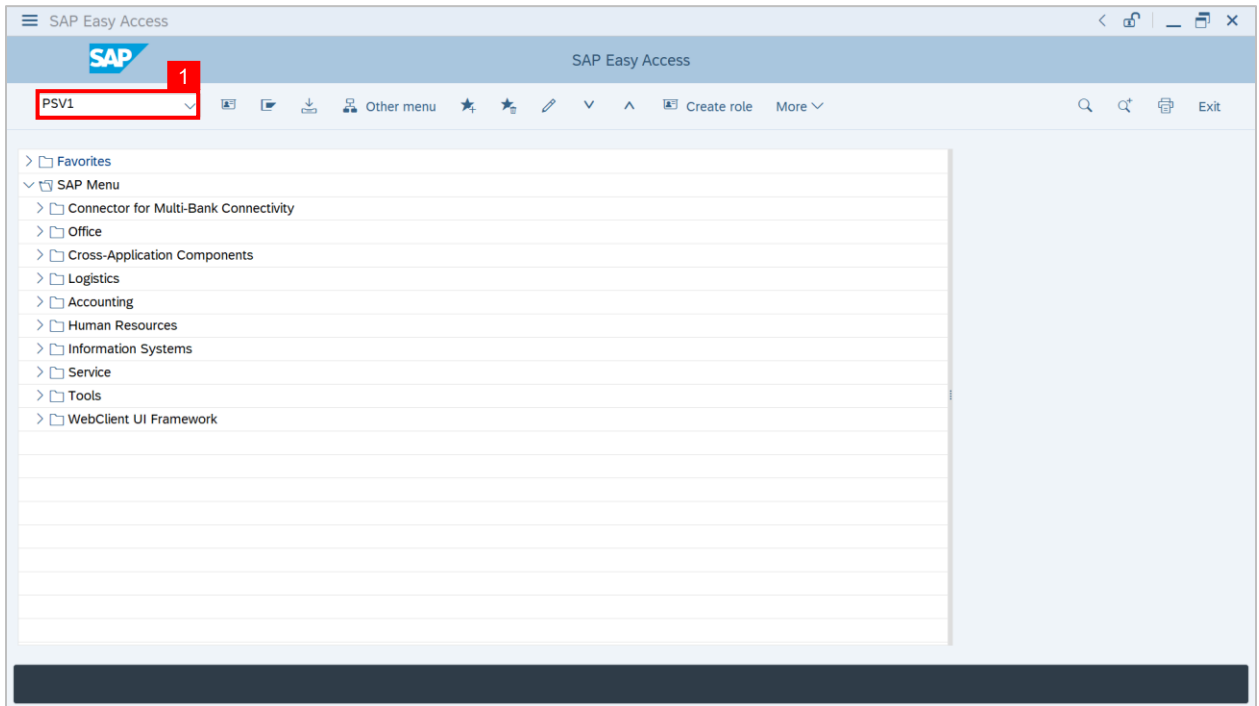
**DISPLAY FOR
COURSE CODE**

Backend User

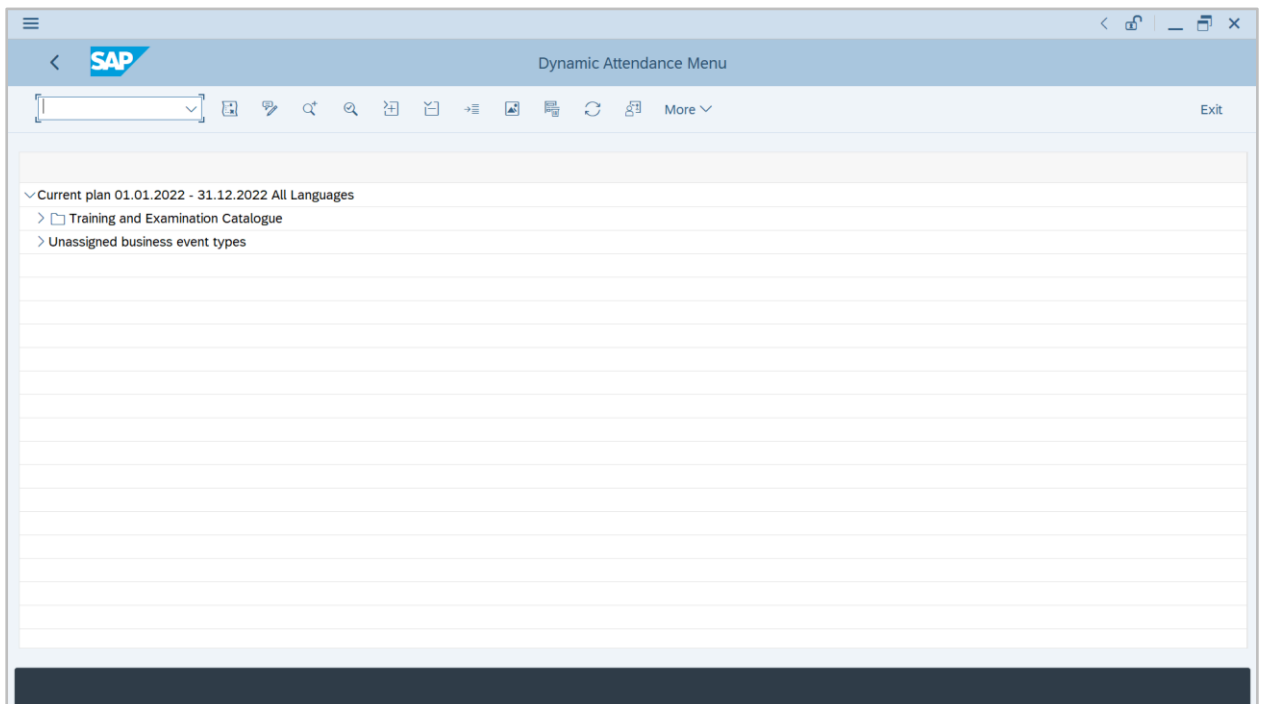
Dept. HRD Admin

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

1. Enter **PSV1** in the search bar.

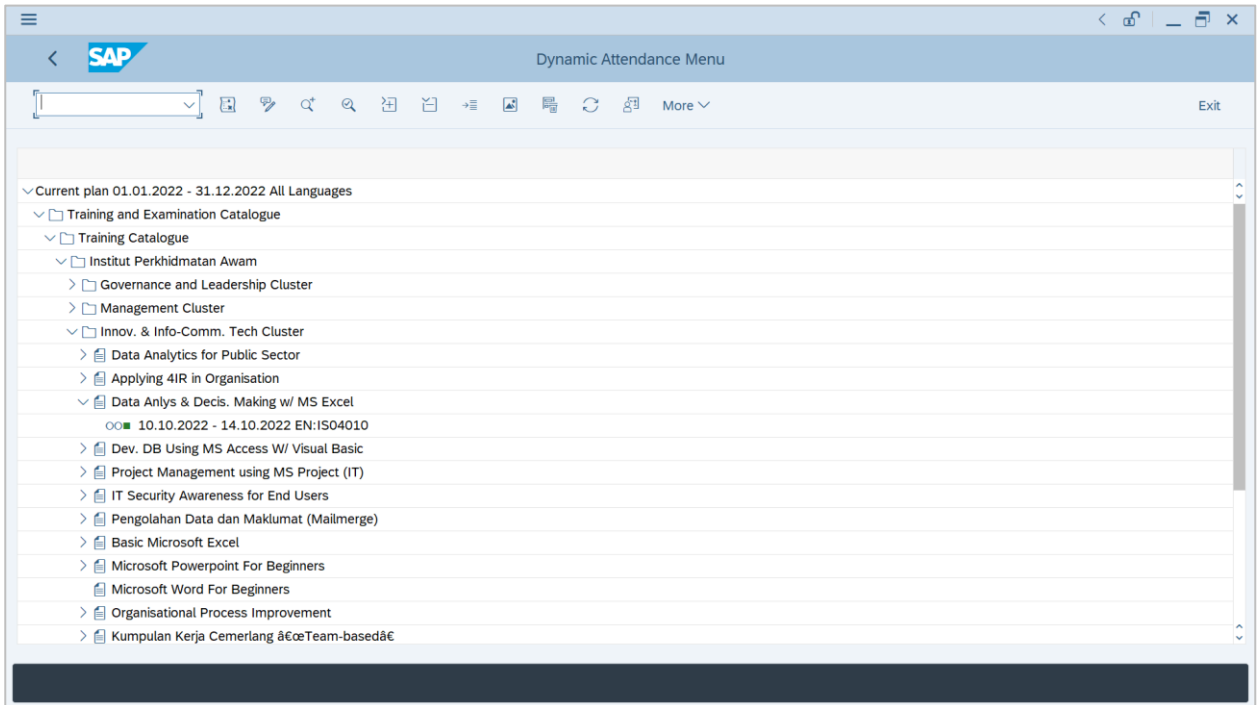


Outcome: Dynamic Attendance Menu page will be displayed.

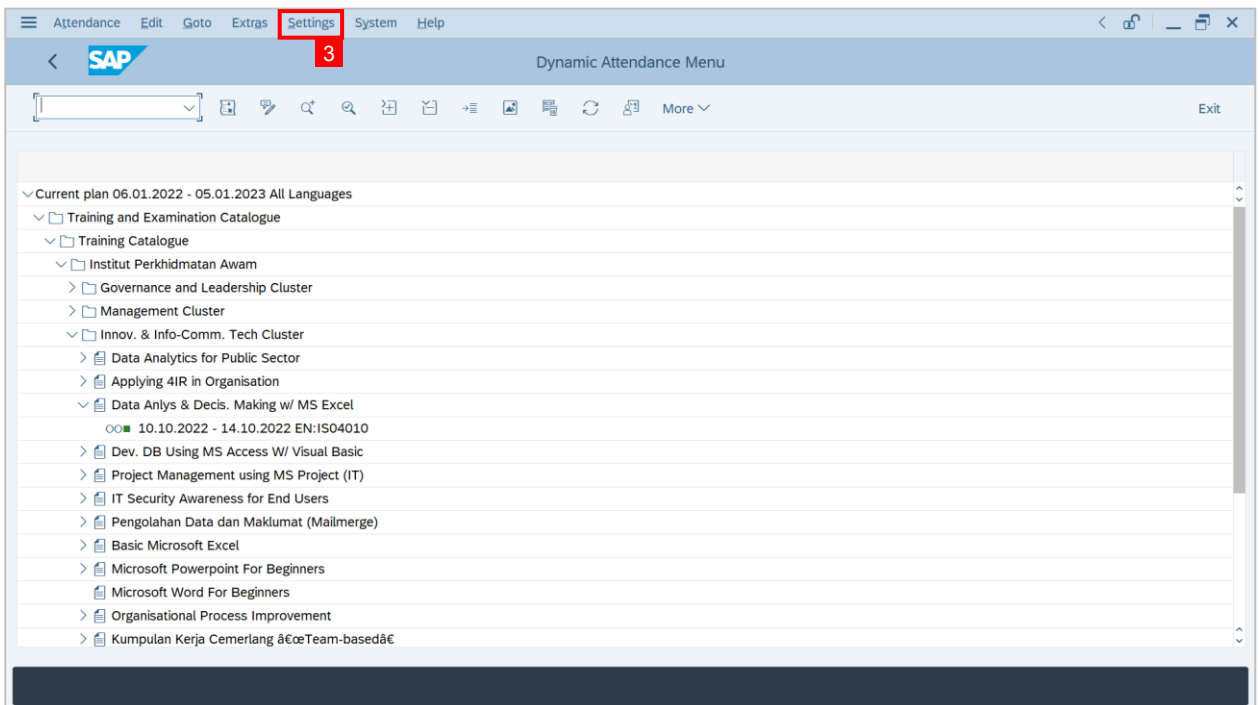


2. Click on the **Arrow** to open the folder.

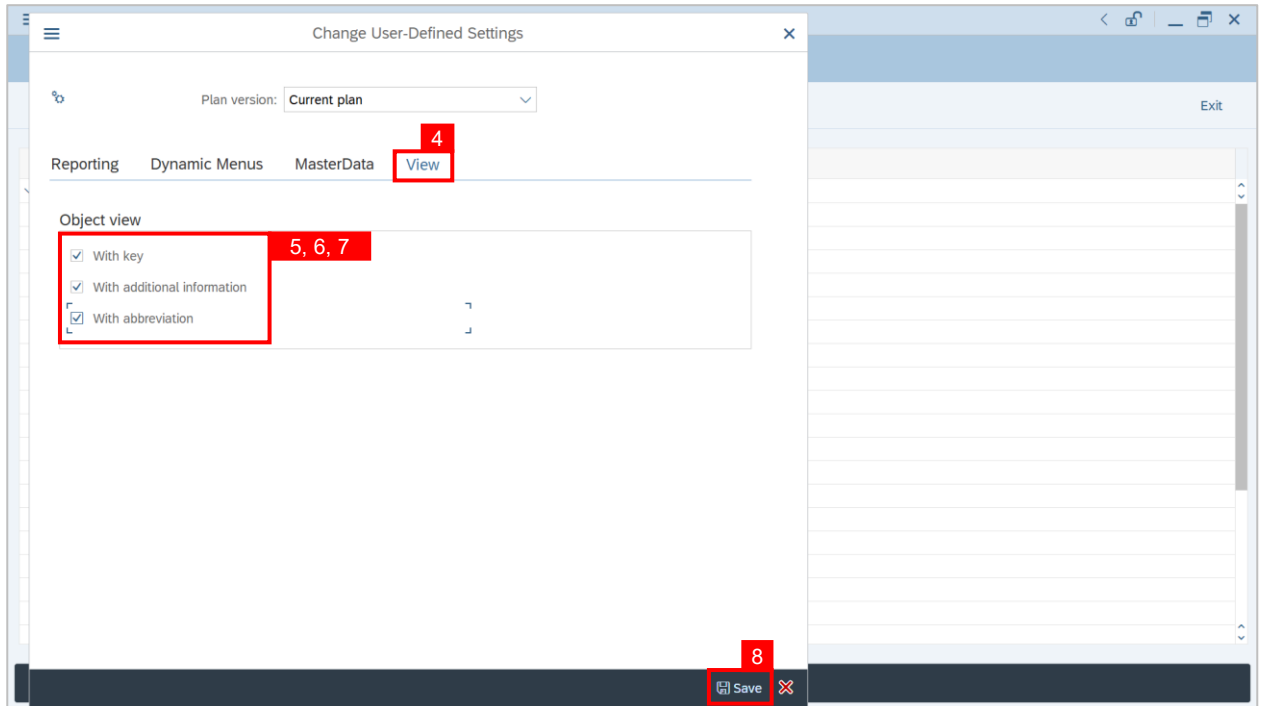
Outcome: Catalogue has been **successfully displayed**.



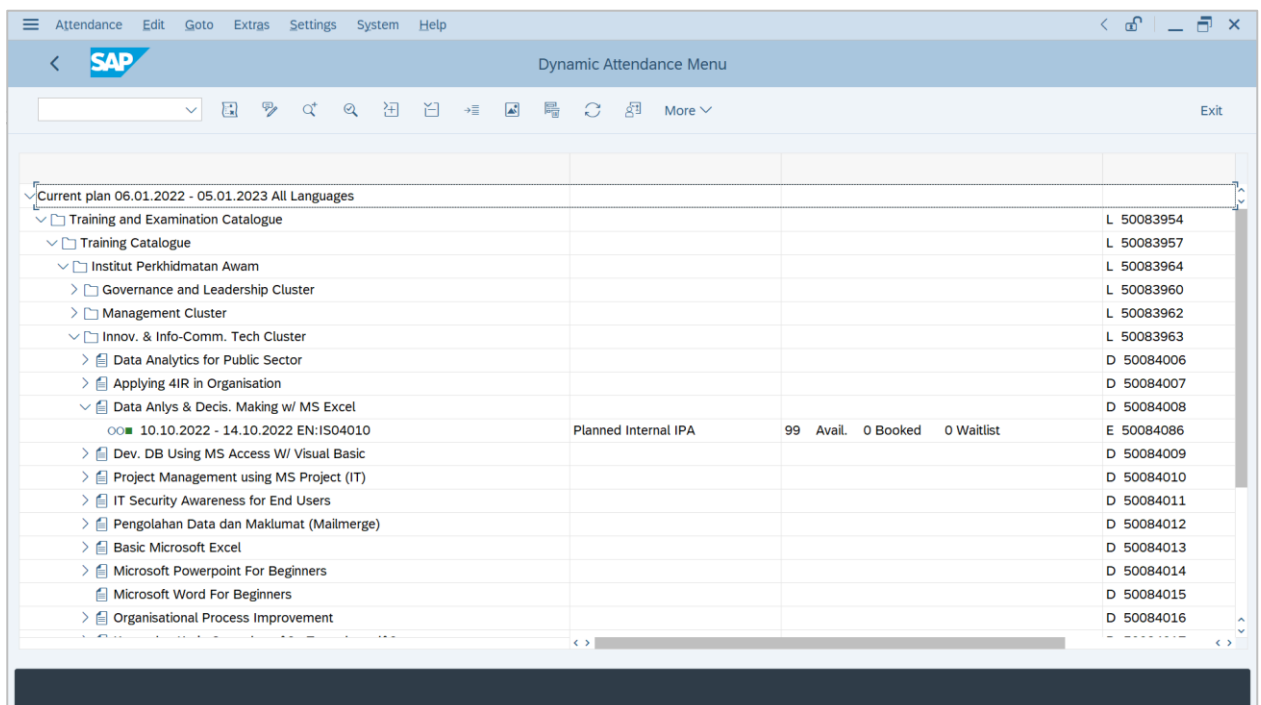
3. Click on **Settings**.



4. Click on **“View”**.
5. Tick **With Key**.
6. Tick **With Additional Information**.
7. Tick **With Abbreviation**.
8. Click on the **Save** button.



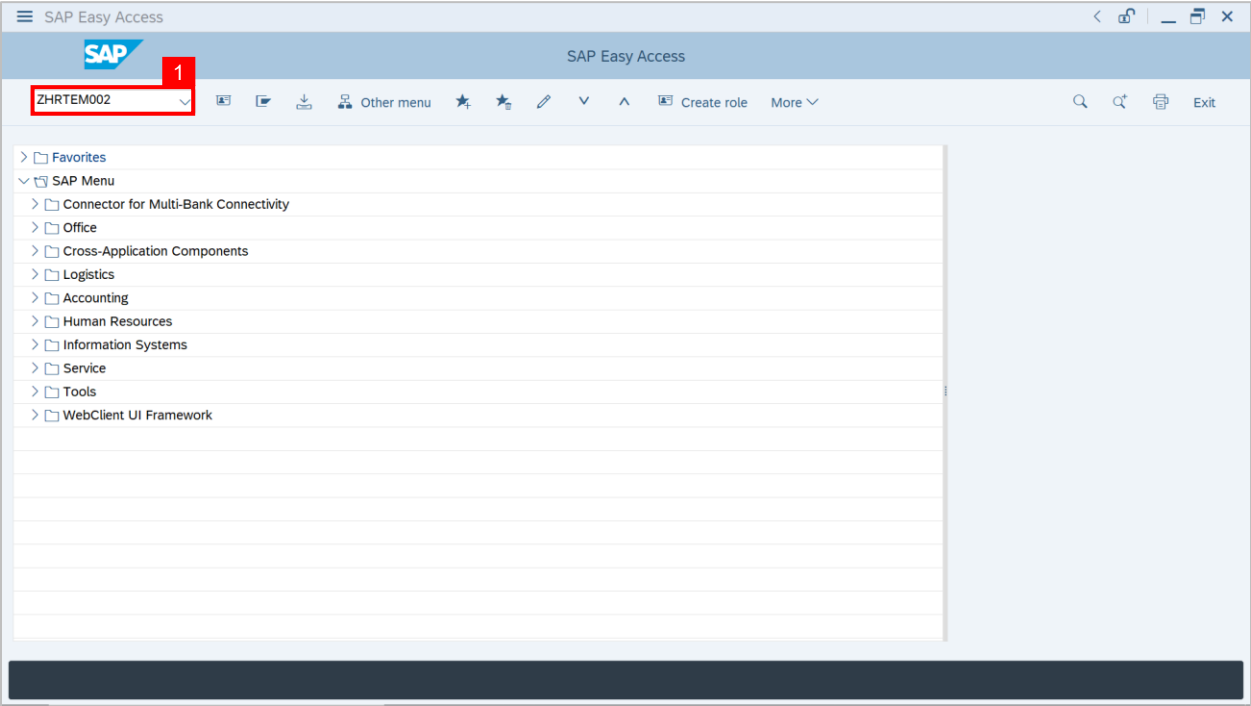
Outcome: Course Code has been **successfully** displayed.



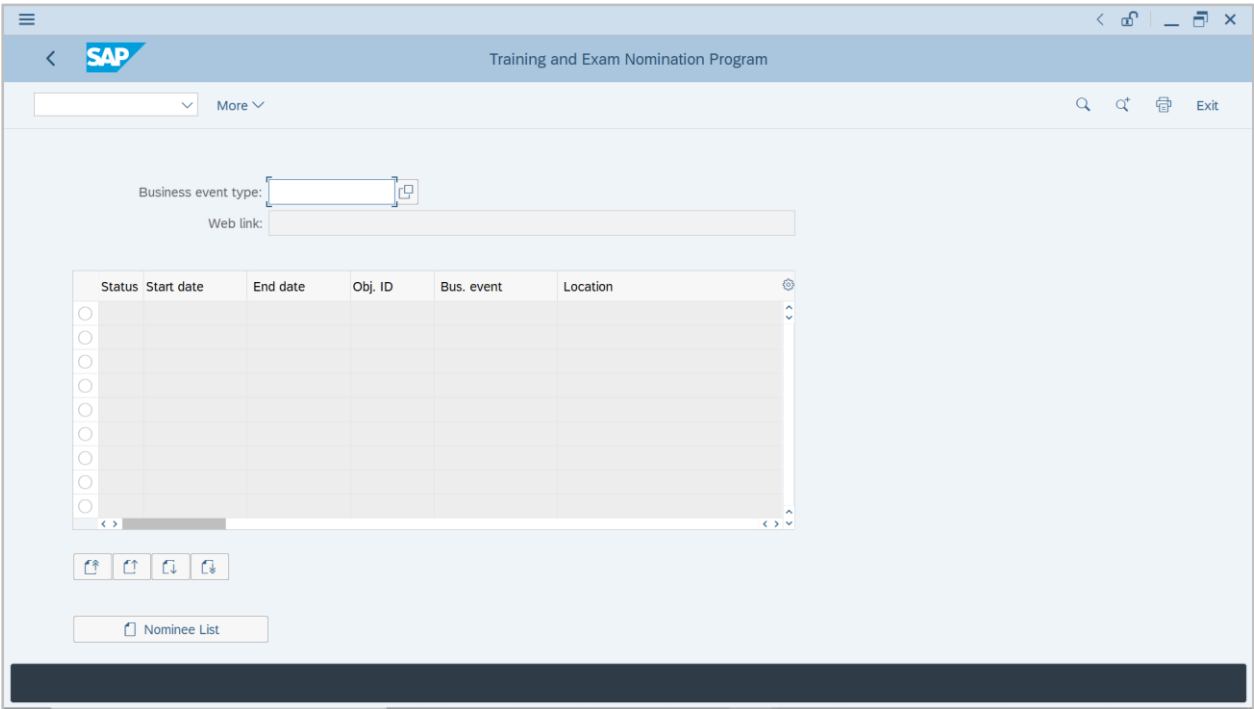
APPROVE NOMINATED EMPLOYEE TO TRAINING	Backend User
	Training Organiser

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

1. Enter **ZHRTEM002** in the search bar.

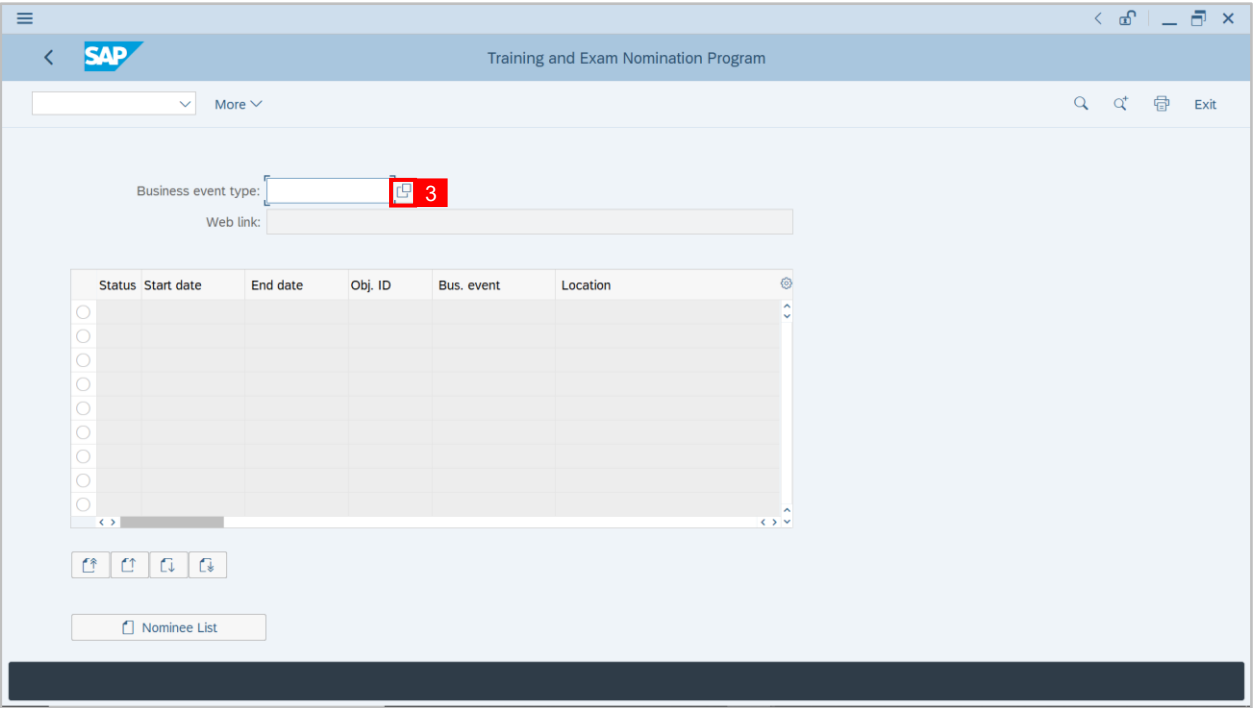


Outcome: Training and Exam Nomination Program page will be displayed.





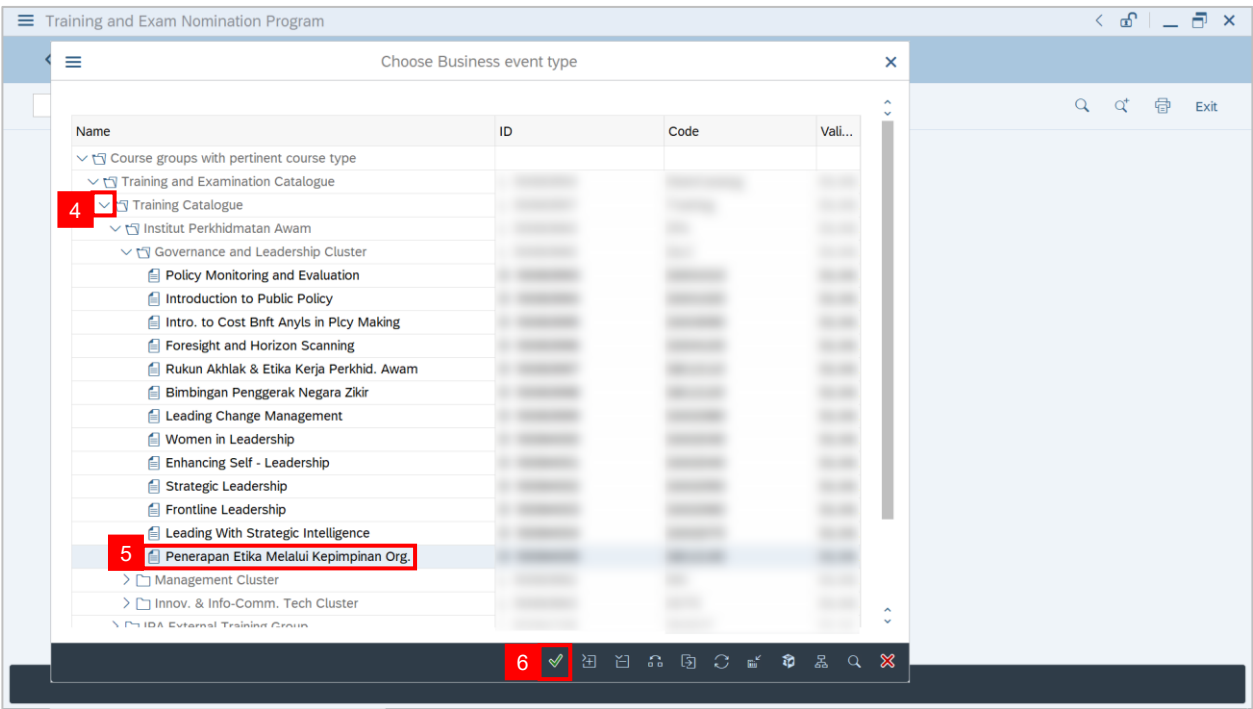
3. Click on the **Lookup** icon.



4. Click on the **Arrow** to view the Training Catalogue.

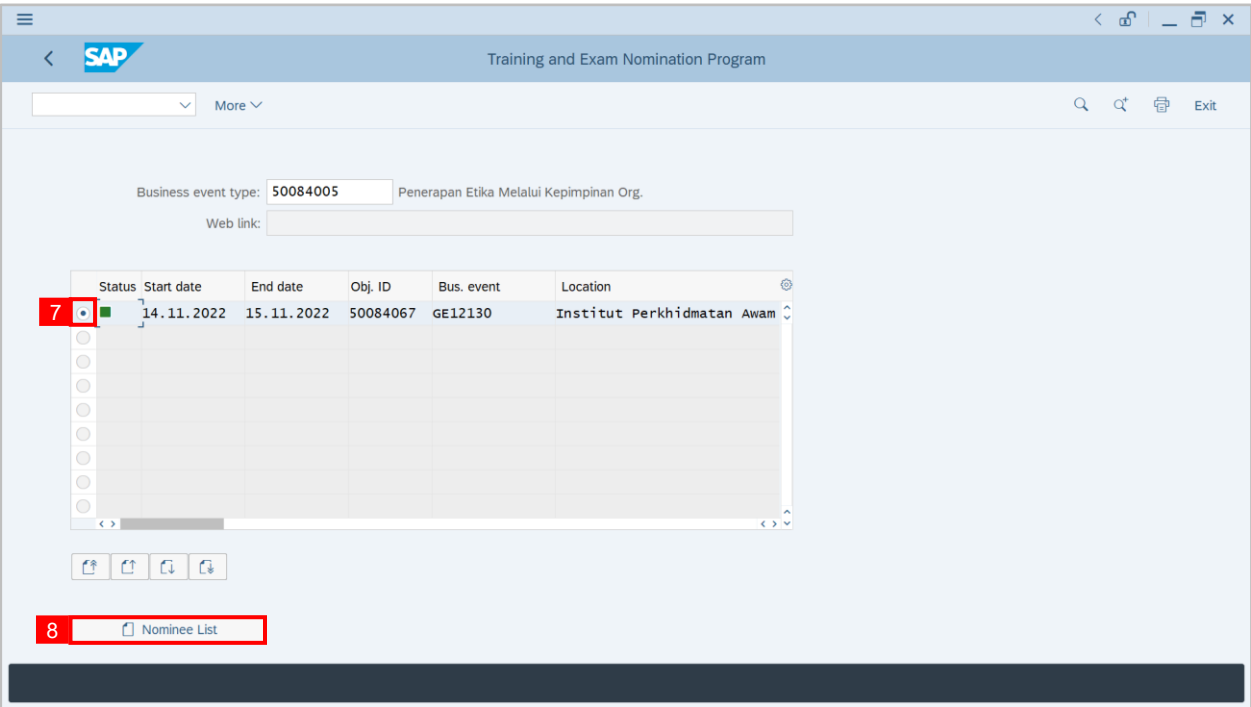
5. Select the **Business Event Type**.

6. Click on the **Tick** icon and click enter.

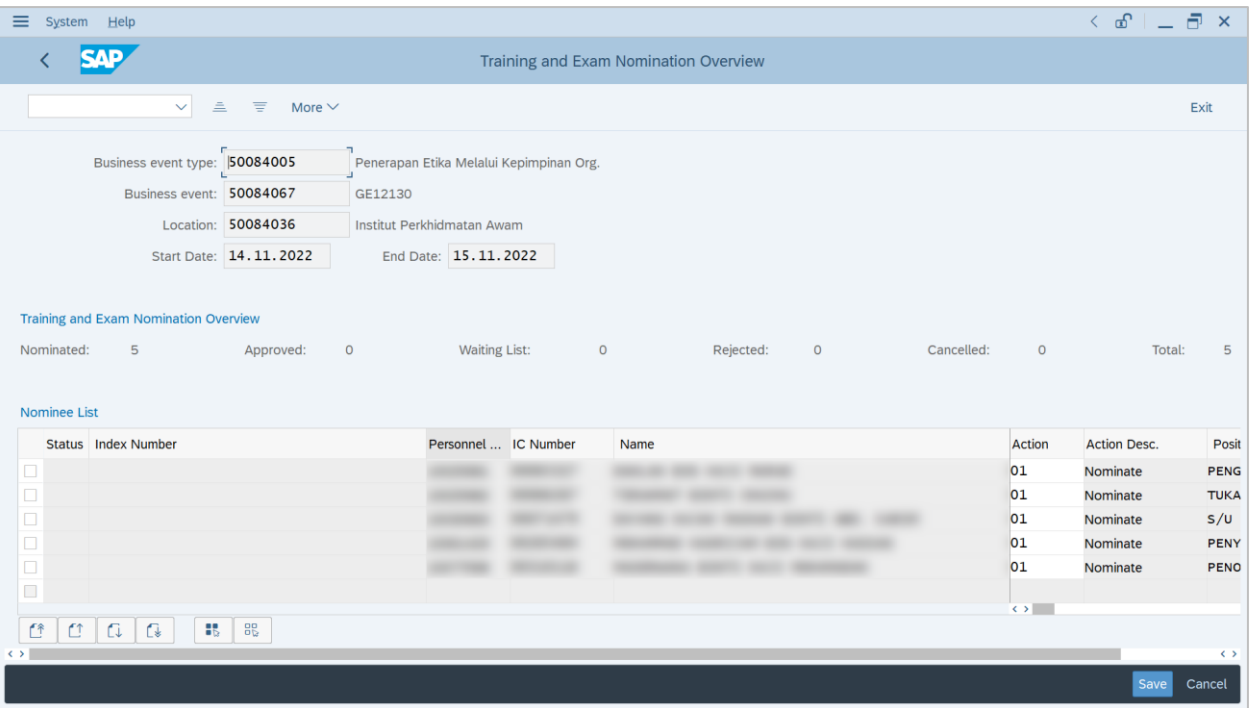




- 7. Click on the **Radio button** to select the desired course.
- 8. Click on the **“Nominee List” button**.



Outcome: Training and Exam Nomination Overview page will be displayed.





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

SystemHelp

Training and Exam Nomination Overview

More

Exit

Business event type: 50084005Penerapan Etika Melalui Kepimpinan Org.

Business event: 50084067GE12130

Location: 50084036Institut Perkhidmatan Awam

Start Date: 14.11.2022End Date: 15.11.2022

Training and Exam Nomination Overview

Nominated: 5Approved: 0Waiting List: 0Rejected: 0Cancelled: 0Total: 5

Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>					01	<div>9</div> Nominate	PENG
<input type="checkbox"/>					01	Nominate	TUKA
<input type="checkbox"/>					01	Nominate	S/U
<input type="checkbox"/>					01	Nominate	PENY
<input type="checkbox"/>					01	Nominate	PENO

SaveCancel

10. Select **02:Approve**.

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

Title (1)3 Entries found

Restrictions

11

02Approve10

03Waiting list

04Reject

3 Entries found



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

SystemHelp

<SAP

Training and Exam Nomination Overview

More

Exit

Business event type:50084005Penerapan Etika Melalui Kepimpinan Org.

Business event:50084067GE12130

Location:50084036Institut Perkhidmatan Awam

Start Date:14.11.2022End Date:15.11.2022

Training and Exam Nomination Overview

Nominated:5Approved:0Waiting List:0Rejected:0Cancelled:0Total:5

Nominee List

Status	Index Number	Personnel ...	IC Number	Name	Action	Action Desc.	Posit
<input type="checkbox"/>					02	Nominate	PENG
<input type="checkbox"/>					02	Nominate	TUKA
<input type="checkbox"/>					01	Nominate	S/U
<input type="checkbox"/>					01	Nominate	PENY
<input type="checkbox"/>					01	Nominate	PENO

12SaveCancel

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

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

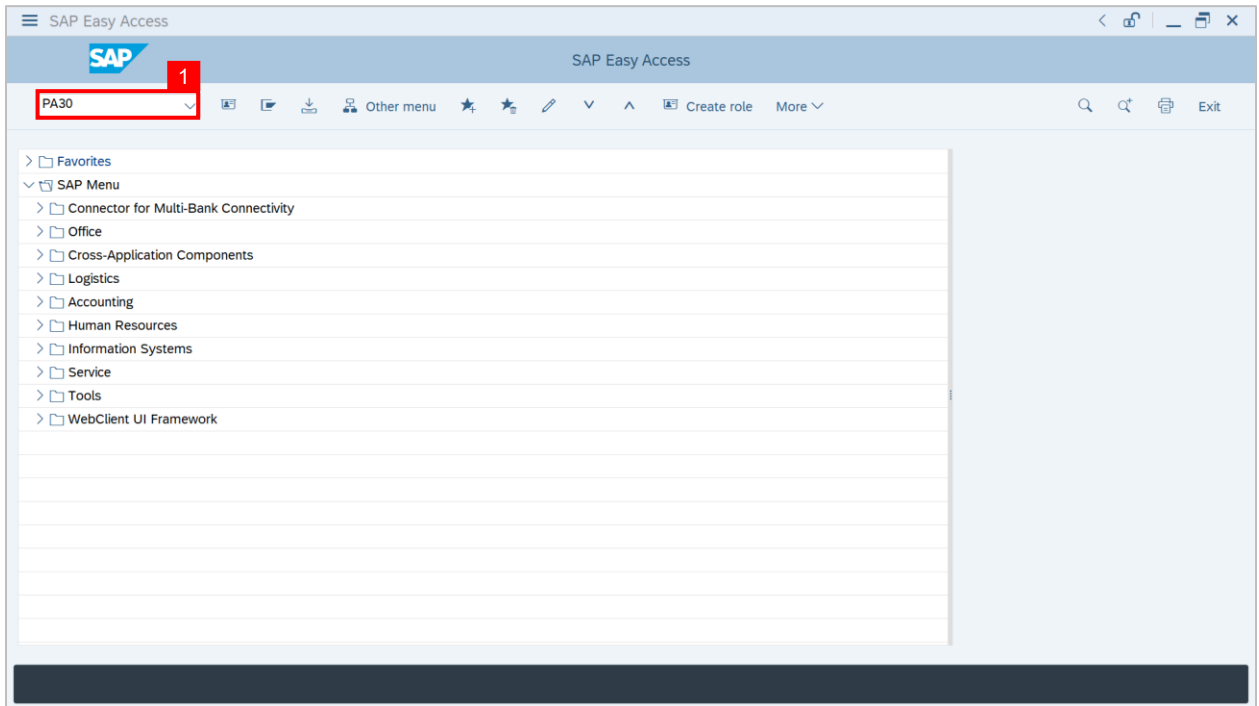
UPDATE EMPLOYEE TRAINING RESULTS

Backend User

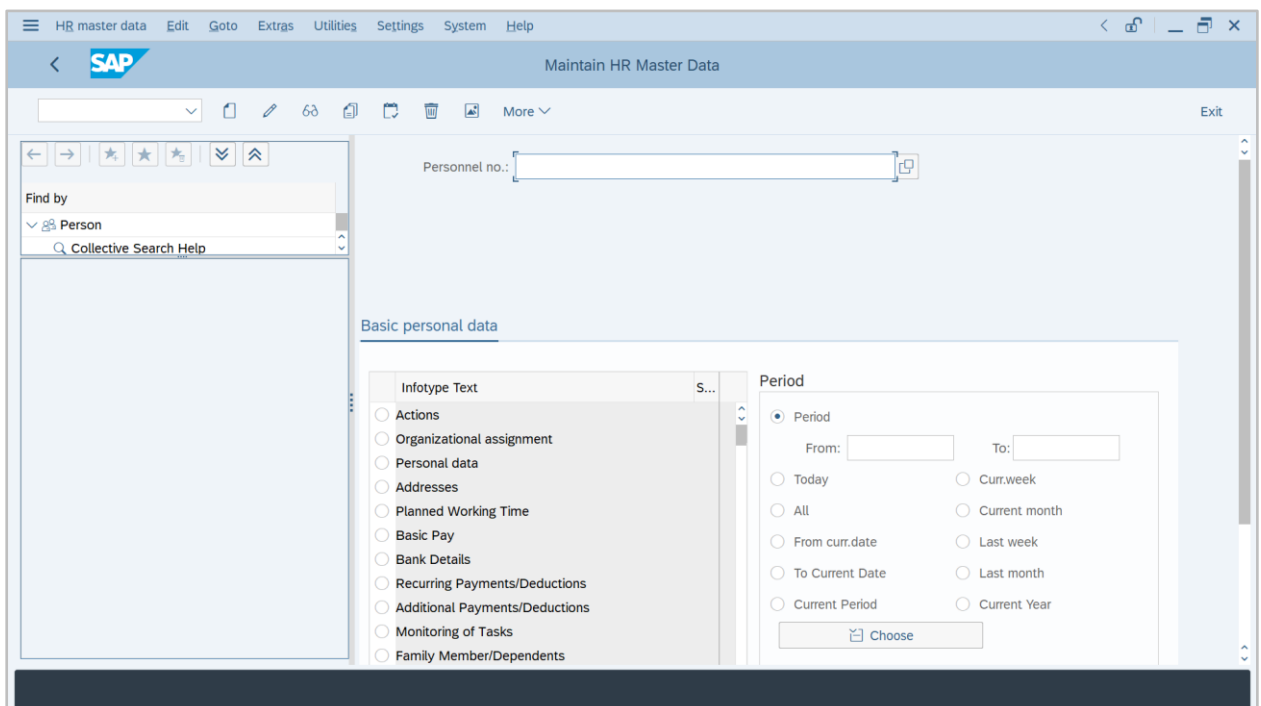
Training Organiser

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”.

SAP Maintain HR Master Data

Personnel no.:

Basic personal data

Infotype Text	S...
<input type="radio"/> Actions	
<input type="radio"/> Organizational assignment	
<input type="radio"/> Personal data	
<input type="radio"/> Addresses	
<input type="radio"/> Planned Working Time	
<input type="radio"/> Basic Pay	
<input type="radio"/> Bank Details	
<input type="radio"/> Recurring Payments/Deductions	
<input type="radio"/> Additional Payments/Deductions	
<input type="radio"/> Monitoring of Tasks	
<input type="radio"/> Family Member/Dependents	

Period

☒ Period

From: To:

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

3. Select Training.

SAP Maintain HR Master Data

Basic personal data

Infotype Text	S...
<input type="radio"/> Tabung Amanah Pekerja	✓
<input type="radio"/> Assignment	✓
<input type="radio"/> Historical Job Data	✓
<input type="radio"/> Language Ability	✓
<input type="radio"/> Examination Details	✓
<input type="radio"/> Performance Management	✓
<input type="radio"/> Stop Allowance	✓
<input checked="" type="radio"/> Training	✓

Period

☒ Period

From: To:

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

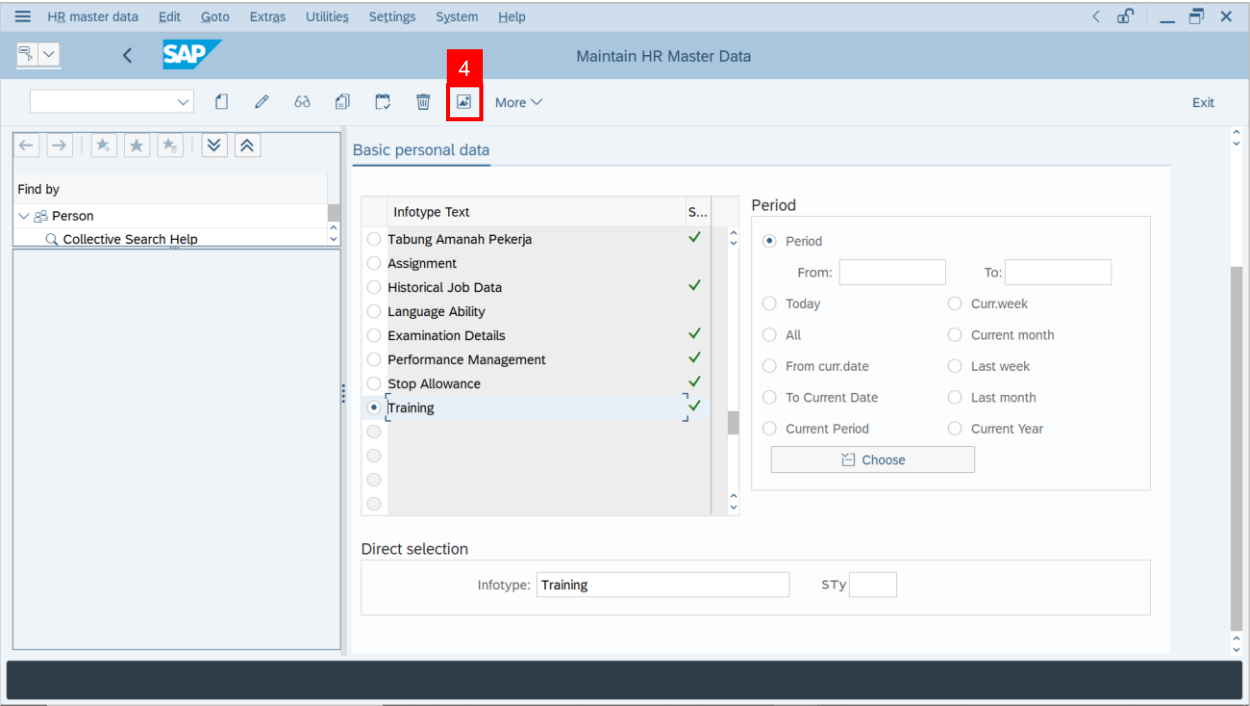
☐ Current Period ☐ Current Year

Direct selection

Infotype: STY:



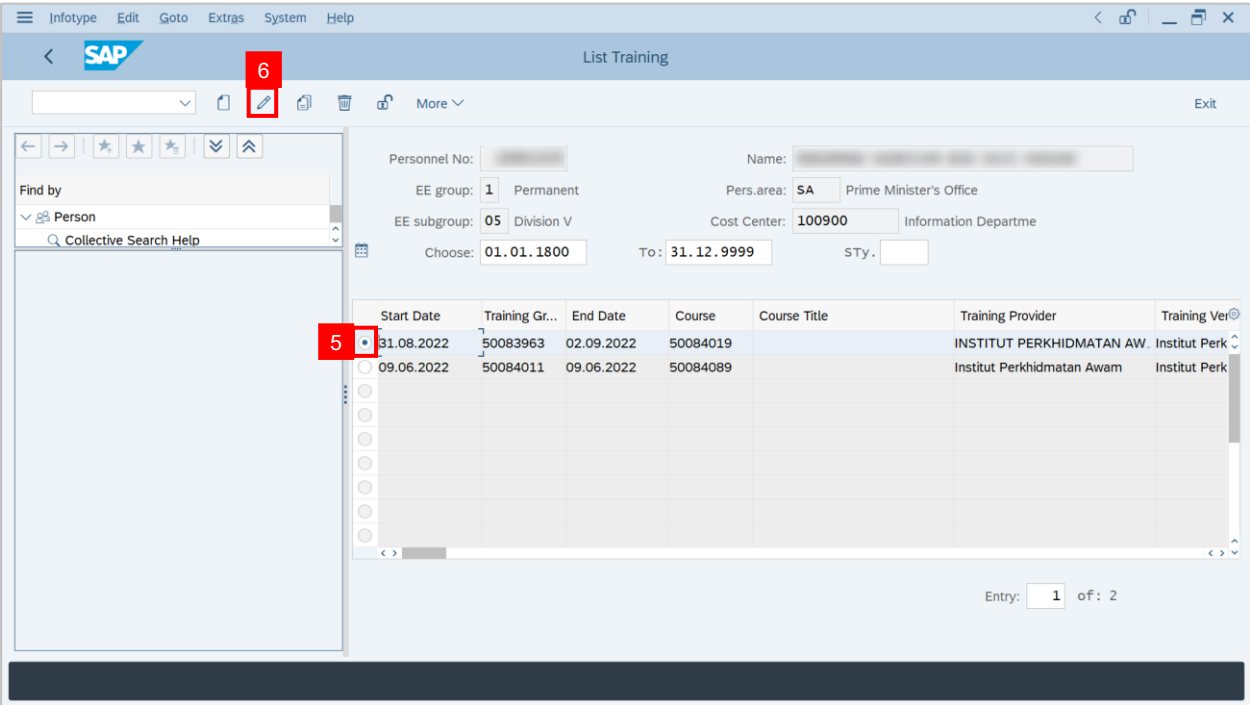
4. Click on the “**Overview**” button.



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.

InfotypeEditGotoExtrasSystemHelp

Change Training

Exit

Find by

Person

Collective Search Help

Training

Training Type0003Internal (IPA)

Training Group50083963Innov. & Info-Comm. Tech Cluster

Course50084019Design Thinking

Training ProviderINSTITUT PERKHIDMATAN AWAM

Training VenueInstitut Perkhidmatan Awam

Approved Ref No

Approved Date

Financial year

Training CategoryLocal Training

Description

Sponsored

Sponsoring Company

Training Hours

Training Status01Completed

Training Result

8

Save

Cancel

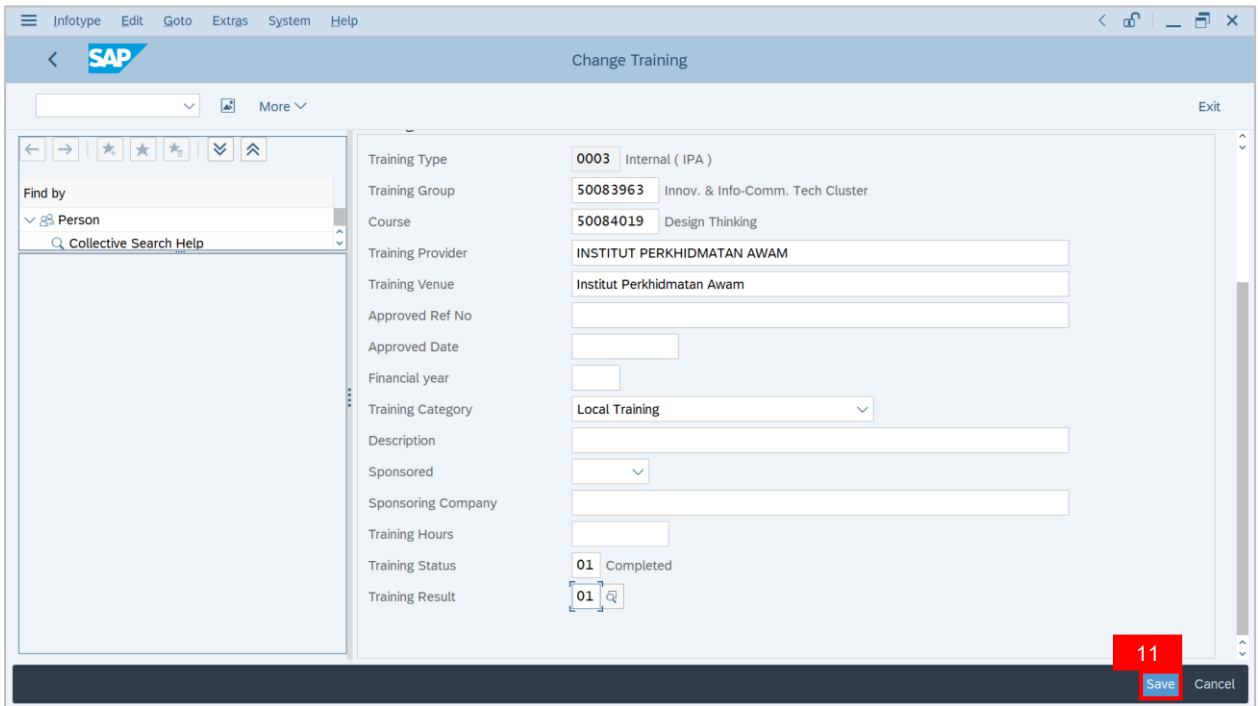
- 9. Select **01:Pass**.
- 10. Click on the **Tick icon**.

Training result (1) 2 Entries...

Training Res...	Short Descript.
01	Pass9
02	Fail

2 Entries found

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



The screenshot shows the SAP 'Change Training' transaction. The form includes the following fields:

Field	Value
Training Type	0003 Internal (IPA)
Training Group	50083963 Innov. & Info-Comm. Tech Cluster
Course	50084019 Design Thinking
Training Provider	INSTITUT PERKHIDMATAN AWAM
Training Venue	Institut Perkhidmatan Awam
Approved Ref No	
Approved Date	
Financial year	
Training Category	Local Training
Description	
Sponsored	
Sponsoring Company	
Training Hours	
Training Status	01 Completed
Training Result	01

A red box with the number '11' highlights the 'Save' button at the bottom right of the form.

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

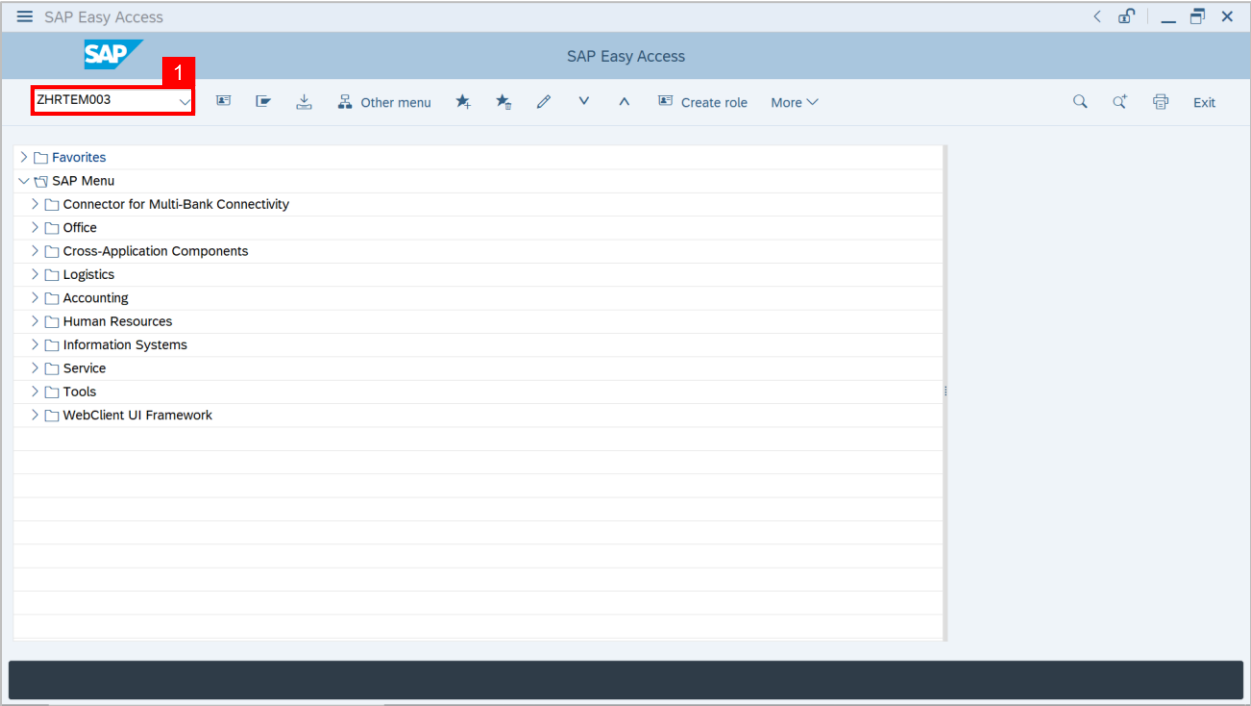
Important Note:

- 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.

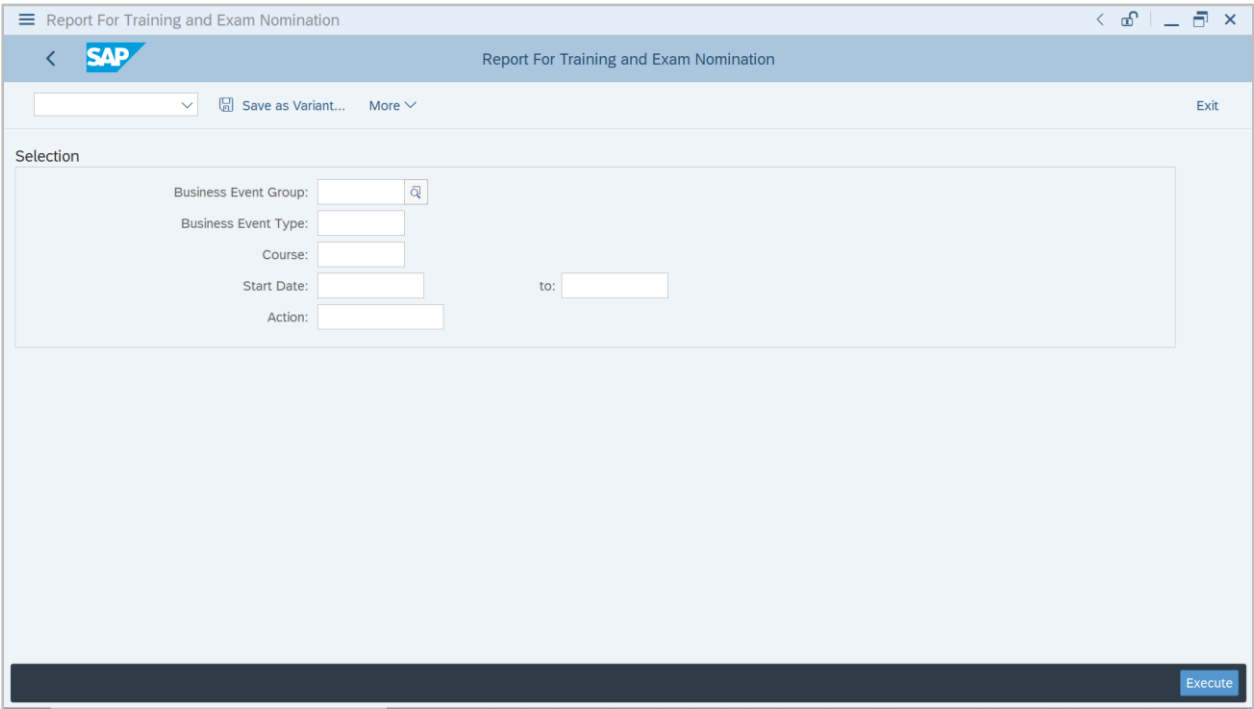
TRAINING NOMINATION REPORT	Backend User
	Training and Exam Organiser, Dept. HRD Admin

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.

ProgramEditGotoSystemHelp

<SAP

Report For Training and Exam Nomination

Save as Variant...More

Exit

Selection

Business Event Group:50083963Innov. & Info-Comm. Tech Cluster

Business Event Type:50084007Applying 4IR in Organisation

Course:50084085Applying 4IR in Organisation

Start Date:

to:

Action:

2

3Execute



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

ListEditGotoViewsSettingsSystemHelp

<SAP

Report For Training and Exam Nomination

More

Exit

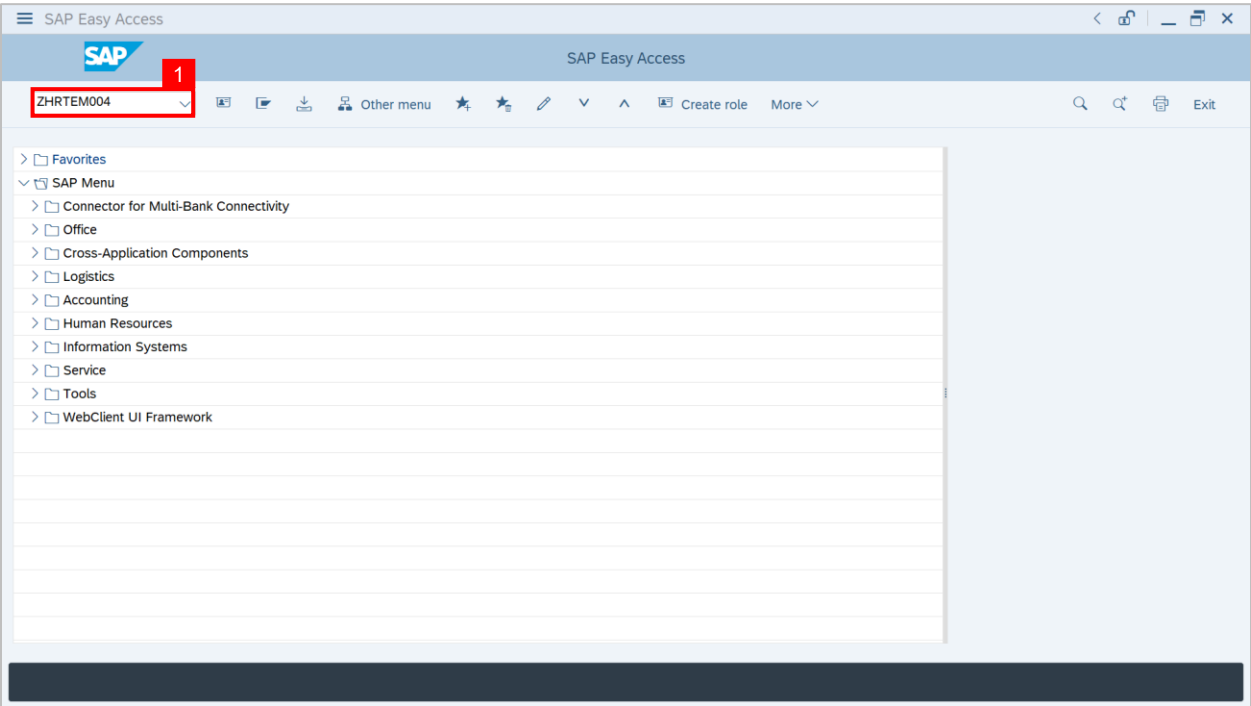
Bus. Event Group ID	Business Event Group	Bus. Event Type ID	Business Event Type	Course ID	Course
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan Kesetiausaha	50084113	Peperiksaan Perkhidmatan Kesetiausaha
50083959	Mandatory Examination Catalogue	50083988	Peperiksaan Perkhidmatan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



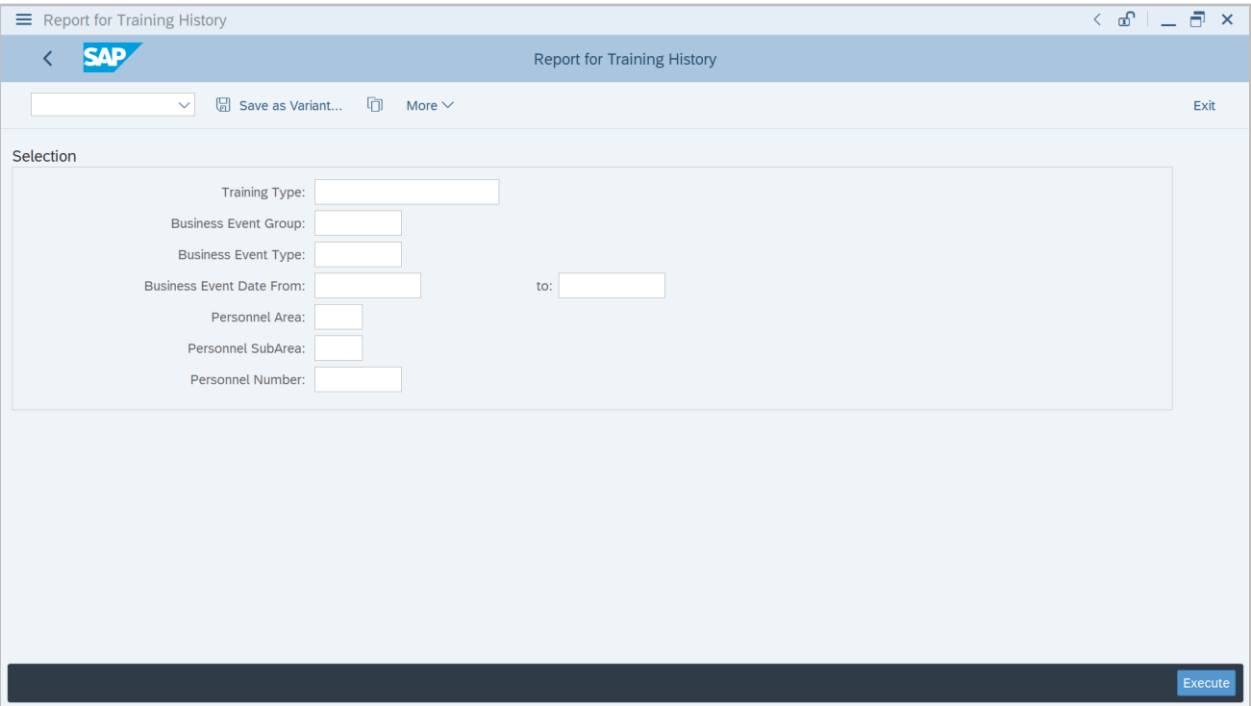
TRAINING HISTORY REPORT	Backend User
	Training Organiser and Dept. HRD Admin

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.

ProgramEditGotoSystemHelp

<SAP

Report for Training History

Save as Variant...

More

Exit

Selection

Training Type:0003Internal (IPA)

Business Event Group:50084023

Business Event Type:50084068Power of Negotiation

Business Event Date From:01.01.2022to:31.12.9999

Personnel Area:

Personnel SubArea:

Personnel Number:

2

3

Execute



Outcome: Report For Training History has been successfully displayed.

ListEditGotoViewsSettingsSystemHelp

Report for Training History

More

Exit

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			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