

# SISTEM SUMBER MANUSIA

# User Guide For Back End User (SAP GUI)

# **Maintain Succession Planning**

# **Department of Energy**

# (HR ADMIN)

VERSION: 1.0



# INTRODUCTION

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

- 1. View Qualification Catalogue
- 2. Assign Qualification to Person (PA30)
- 3. Mass Upload Qualification to Position
- 4. Mass Upload Qualification to Person
- 5. Download Mass Upload Position Template
- 6. Download Mass Upload Person Template
- 7. Generate Profile Matchup Report
- 8. Generate Search for Object Report

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

# FURTHER ASSISTANCE

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



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#### **Process Overview**

#### **View Qualification Catalog**



#### Assign Qualification to Person



#### Mass Upload Qualification to Position



#### Mass Upload Qualification to Person



#### **Generate Profile Matchup Report**



#### **Generate Search for Object Report**





VIEW QUALIFICATION	Backend User
CATALOG	Department HR Admin

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

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

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5497 1	SAP Easy Access	
PPQD 🗸 📧 🖻 🛓 🔓 Other menu 🗮 📩 🖉 🗸	∧ IE Create role More ∨	Q, Q <sup>+</sup> 쿱 Exit
Favorites     SAP Menu     Connector for Multi-Bank Connectivity     Office     Office     Logistics     Logistics     Accounting     Human Resources     Information Systems     Service     Tools     WebClient UI Framework		

Outcome: Catalog: Display Qualification(s) will be displayed. Users may click on the

dropdown icon beside the qualification group to view the qualifications.

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<u>™</u> < <b>SAP</b>	Catalog: Display Qualification(s)				
✓ Q <sup>[II]</sup> S  →≣ Position →	Segment 🎲 More 🗸	Q Find	Next	<del>ا</del> 1	Exit
Catalog 01.01.1900 - 31.12.9999 Government Of Brunei Darussalam General O Level Subjects Pejabat Suruhanjaya Perkhidmatan Awam E Skim Perkhidmatan Requirement UAT Testing Data	01 Current plan				0
				Re	efresh



ASSIGN QUALIFICATION	Backend User
TO PERSON	Department HR Admin

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

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

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SAP Easy Access	
PA30 📧 🖝 🚠 Qther menu 🗙 🛧 🧷 🗸 🔺 🗵 Create role More 🗸	୍ ୍⁺ ଟ୍ଟି Exit
SAP Menu       Connector for Multi-Bank Connectivity       Office       D Logistics       Accounting       Human Resources       Information Systems       Service       Tools       WebClient UI Framework	

Note: Maintain HR Master Data Page will be displayed.

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✓ ① / 63 É	) D	Exit
← → ★ ★ > > > > > > > > > > > > > > > > >	Personnel no.  Basic personal data  Infotype Text Actions Period Period Period	
	Image: Second data       From:       To:         Personal data       To:       To:         Addresses       To:       To:         Planned Working Time       All.       Current month         Basic Pay       From:       To:         Bank Details       From:       Current month         Recurring Payments/Deductions       To:       Last week         Additional Payments/Deductions       Current Period       Current Year         Family Member/Dependents       Education       Current Science	
	Direct selection	•



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

Note: The Personnel's details will be displayed.

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sap < sap	Maintain HR Master Data	
✓ 🗋 🖉 68 🗐	© 🕆 More → 2	Exit
Find by Search Help Q Search Term Q Free search	Personnel no:       Image:         Name:       EE group:       Personal data         EE subgroup:       04 Division IV       Cost Center:         Basic personal data       Cost Center:       Period         Personal data       Period       Portocal data         Organizational assignment       V       Period         Personal data       V       Organizational assignment       V         Organizational assignment       V       Organizational assignment       V         Planed Working Time       V       Ourrent month       From curr.date       Last week         Basic Pay       V       Adl       Current month       Current Period       Current Vear         Monitoring of Tasks       V       Current Period       Current Vear         Education       V       Choose       Direct selection	
	Infotype: STy	

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

#### keyboard.

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✓ 1 ℓ 63 1	🛱 🖻 🗷 More 🗸		Exit
← → ★ ★ ★ ¥ ★ Find by ✓	EE group: 1 Permanent EE subgroup: 04 Division IV Basic personal data	Pers.area: SA Prime Minister's Office Cost Center:	\$
C Free search	Infotype Text	S. Period	
	Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Additional Payments/Deductions Education Direct selection Infotype: 24	Period From: To: Today Currweek All Current month From curr.date Last week To Current Date Last month Current Period Current Year Current Year Choose Sty	\$



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

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

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<u>⊪</u> < <b>SAP</b> 4	Maintain HR Master Data	
✓ □	🔅 🖮 🖬 More イ	Exit
← → ★ ★ ♥ ♥ Find by ∨ ℬ Person Q Collective Search Help Q Search Term	EE group: 1 Permanent Persarea: SA Prime Minister's Office EE subgroup: 04 Division IV Cost Center: Basic personal data	
	Infotype Text     S     Period       Actions     ✓     ©       Organizational assignment     ✓       Personal data     ✓       Addresses     ✓       Planned Working Time     ✓       Basic Pay     ✓       Bank Details     ✓       Recurring Payments/Deductions     ✓       Monitoring of Tasks     ✓       Education     ✓       Direct selection     NOTE       Infotype Qualifications     STy	

Note: Person: Change Profile Page will be displayed.

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

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SAP < SAP		Person	: Change Profil	e (01.01.1800 -	31.12.9	999)			
✓ 🎝 Car	eer Planning 🏾 🖞 Current Position	More ~							중 Exit
Personnel No: EE group: 1 Permanent EE subgroup: 04 Division IV Qualifications Potentials	Name: Pers.area: SA Cost Center: Preferences Dislikes App	Prime Minister's Office	Appraisals	Where Appraiser	Indi	vidual develop	ment >		
Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed ©		
	The second secon	0					00	s	ave Continue Cancel



Note: Search Window will be displayed.

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

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<u>⊪</u> < <b>SAP</b>	Person: C	hange Profile (	01.01.1800 - 3:	1.12.999	9)						
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S: Search Term T: Structure Search C: Abbreviation and Nam	eR: Searc >									U	Service .
Search Term: 💌 🚦											
✓ Start Search	election 🛛 Close										
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Qualification group Name	Proficiency	Start	End Date	Note U	User Name	Changed					
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								Sa	ve Cor	tinue	Cancel
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Note: Qualification Catalog will be displayed.

- 7. Click on the **Dropdown button** to display more qualification options.
- 8. Click on the **Checkbox** to select the qualification.

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

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

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R	Choose Qua	lification	>	× - 31.12.9999)
		ID	Code	ල් Exit
	alifications catalog (complete)		0	
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	🗸 🔁 General	QK 50085101	General	
	> 🗀 Education	QK 50085104	Education	
	Experience Skim Perkhidmatan	QK 50085105	Experience S	
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	Performance Result (2 years ago)	Q 50085484	Performance	Note Licer Name Changed
	🞇 🗹 Performance Result (3 years ago)	Q 50085485	Performance	Note Oser Name Changed
	√ ☆ Nationality	QK 50085108	Nationality	· · · · · · · · · · · · · · · · · · ·
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	> 🗅 CEP	QK 50085109	CEP	
	> 🗀 CSLP Flagship Program	QK 50085110	CSLP Flagshi	
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	> 🗀 CSLP Pool	QK 50085402	CSLP Pool	
	> 🗅 Peperiksaan	QK 50085403	Peperiksaan	
	🗸 🗂 Pengetahuan tentang kerasmian	QK 50085405	Pengetahuan	
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	> 🗀 Bachelor Degree	QK 50085457	Bachelor Deg	<u>^</u>
	> 🗀 Sijil	QK 50085460	Sijil	
Q	> 🗅 Grade	QK 50085464	Grade	
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	9	< >	()	
			🖬 🕸 몲 Q 🗙	Save Continue Cance



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

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

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<u>⊪</u> ≺ sap		Person: (	Change Profile (0	)1.01.1800 - 31	.12.9999)				
V 🏖 Career Pla	anning 🍄 Current Position M	ore $\vee$						ଟି	Exit
Personnel No: EE group: 1 Permanent EE subgroup: 04 Division IV Qualifications Potentials Prefer Qualification group N Nationality B Performance Appraisal P Performance Appraisal P Qualification (Performance Appraisal P) Qualification (P) P (P) (P) (P) (P) (P) (P) (P) (P) (	Name: Pers.area: SA Prime Cost Center: Appraisa rences Dislikes Appraisa Name ergetahuan tentang kerasmian erformance Result (3 years ago)	Minister's Office	Appraisals Who Start 10 1.1900 1900	End Date 31.12.9999 31.12.9999 31.12.9999	Individual dev	relopment > ne Changed @ 29.05 29.05 29.05 () \$			
							Sav	e Continue	Cancel

Note: Proficiency list of the specific Qualification will be displayed

- 11. Select a **Proficiency**.
- 12. Click on the **Tick** icon.

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	Person: Change Profile (01.01.1800 - 31.12.9999)	
✓ Ar Caree	r Planning $  \Phi $ Current Position More $\sim$	중 Exit
Personnel No: EE group: 1 Permanent EE subgroup: 04 Division IV Qualifications Potentials P Qualification group Nationality Pergetahuan tentang kerasmian Performance Appraisat	Scale: Performance Appraisal	
		Save Continue Cancel



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

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<u>⊪</u> < <b>SAP</b>		Person:	Change Profile (0	)1.01.1800 - 3	1.12.99	999)				
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Outcome: Person qualifications has been saved.

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Oualification group         Nationality         Pengetahuan tentang kerasmian         Performance Appraisal	Name Bruneian Pengetahuan tentang kerasmian Performance Result (3 years ago)	Proficiency Yes Yes A - Cemertang	Start 01.01.1900 01.01.1900 01.01.1900	End Date 31.12.9999 31.12.9999 31.12.9999	Note	User Name	Changed (a) 29.05 29.05			
									Save Conti	nue Cancel



MASS UPLOAD QUALIFICATION TO POSITION Backend User

Department HR Admin

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

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<b>SAP</b> 1	SAP Easy Access		
ZHCMSP002_MASS 💟 🗷 🖝 📩 🔓 Other menu 🗶 🏂	✓ ✓ ▲ E Create role More ∨	Q Q+	🖶 Exit
> [] Favorites			
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> 🗅 Office			
> 🗀 Cross-Application Components			
> 🗀 Logistics			
> 🗀 Accounting			
> 🗀 Human Resources			
> 🗀 Information Systems			
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> 🗀 Tools			
> 🗅 WebClient UI Framework			
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Note: Mass Upload Assign Qualification will be displayed.

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K SAP Mass Upload Assign Qualification	
$\sim$ [2] Save as Variant Download Template More $\sim$	Exit
Mass Upload Assign Qualification	
Person (P): •	
Position (S):	
Job (C): 🔿	
File:	
	Execute



#### 2. Choose Position.

≡		< 6   _ 7 ×
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Mass Upload Assign Qu	ualification	
r L	Person (P) 2 Position (S): Job (C): File	
	rite.	
		Execute

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

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K SAP Mass Upload Assign Qualification	
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Mass Upload Assign Qualification	
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		Open		
Look <u>i</u> n	E Documents			
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Desktop				
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This PC				
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Network	$\sim$			<
	File <u>n</u> ame:	Mass Assign Qualification to	Job-Position-Perso 🗸	<u>O</u> pen
				Consol

Note: List of Document will be displayed.

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

		Ope	en		
Look in	Documents		$\sim$	3 🎓 📂 💷	
-	Name			Status	Dat
Quick access					
	Mass Assi	gn Qualification to Job	o-Position-Perso	n v1 🔁	5/23/20
Desktop					
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	Files of type:	All Files (*.*)		$\sim$	Cancel



5. Once uploaded, click the Execute button.

Ξ	< 6   _ 7 ×
K SAP Mass Upload Assign Qualification	
Save as Variant Download Template More V	Exit
Mass Upload Assign Qualification	
Person (P): 🔾	
Position (S):	
Job (C):	
File: Assign Qualification to Job-Position-Person v1.xlsx	
	5
	Execute

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

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V1.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
<u>A</u> llow <u>D</u> eny	Help



#### 6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V1.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
6       Allow	Help

Note: List of Qualification and Position will be displayed.

Indicator Status Obj. type ID rel.obj   Pos Desc Object ID Qual Desc Start date   End Date   Proficien. Msg. Var. Msg. Var. Msg. Var. Msg. Var.   S 30031678 KERANI 50085135 Bruneian 01.01.1900   31.12.9999   3	≡														< 6		5	×
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Indicator Status Obj. type ID rel.obj Pos Desc Object ID Qual Desc Start date End Date Proficien. Msg. Var. Msg			~ @	<b>A</b>	<b>≡</b> \(\not\)	6 6	<u>v 1</u>	EXPORT	More∨						٩	7	Exit	
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		S	30031678	KERANI	50085135	Bruneian	01.01.1900	31.12.9999	3									



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

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< SAP Mass Upload Assign Qualification			
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Ind 7 Status Obj. type ID rel.obj Pos Desc Object ID Qual Desc Start date End Date Proficien. Msg. Var. Ms			

#### 8. Then click the Export button.

≡	<	6	_ 6	×
< SAP Mass Uplead Assign Qualification				
✓ Q = = 7 12 1 = EXPORT More ✓	C	<b>)</b>	Ex	it
Indicator Status Obj. type ID rel.obj Pos Desc Object ID Qual Desc Start date End Date Proficien. Msg. Var. Msg. Var. Msg. Var. Msg. Var.				
S 30031678 KERANI 50085135 Bruneian 01.01.1900 31.12.9999 3				



Outcome: Mass qualification has been successfully assigned to Position.

≡	< 🕒 🗌 🗛 😽
K SAP Mass Upload Assign Qualification	
V Q ≞ ₹ 7 C m ± # EXPORT More∨	Q, 🗃 Exit
Indica       Status       Obj. type       ID rel.obj       Pos Desc       Object ID Qual Des       Start date       End Date       Proficien.       Msg. Var.       Msg. Var.       Msg. Var.       Msg. Var.         Success       S       300316_       KERANI       500851_       Bruneian       01.01.1900       31.12.9999       3       3	



MASS UPLOAD QUALIFICATION TO PERSON

Backend User

Department HR Admin

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

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SAP 1	SAP Easy Access	
ZHCMSP002_MASS 🗸 🗷 🕼 🔛 🖉 🕹		Q, Q⁺ 🖶 Exit
> 🗅 Favorites		
V 🗇 SAP Menu		
> 🗀 Connector for Multi-Bank Connectivity		
> 🗅 Office		
> 🗀 Cross-Application Components		
> 🗀 Logistics		
> 🗀 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
> 🗅 Service		
> 🗀 Tools		
> 🗀 WebClient UI Framework		

Note: Mass Upload Assign Qualification will be displayed.

■ Mass Upload Assign Qualification	< 📽 💷 🗗 🗙
K SAP Mass Upload Assign Qualification	
$\sim$ [2] Save as Variant Download Template More $\sim$	Exit
Mass Upload Assign Qualification	
Person (P): •	
Position (S):	
Job (C): 🔿	
File:	
	Execute



#### 2. Choose Person.

Ξ	< 6   _ 7 ×
K SAP Mass Upload Assign Qualification	
Save as Variant Download Template More V	Exit
Mass Upload Assign Qualification 2 Person (P): •	
Position (S): Job (C): File:	
	Execute

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

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K SAP Mass Upload Assign Qualification	
$\sim$ [E] Save as Variant Download Template More $\sim$	Exit
Mass Upload Assign Qualification	
Person (P):	
Position (S): 🔘	
Job (C): () doL	
File:	
	Execute
	Execute



Note: List of Document will be displayed.

		Open		×
Look <u>i</u> n:	Documents	$\sim$	3 🌶 📂 🔜	
	Name		Date modified	0
Quick access	Mass Assign	Qualification to Job-Position-Pers	on v0 5/23/2022 10	):53 AM
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	File <u>n</u> ame:	Mass Assign Qualification to Job-Pos	sition-Perso 🗸	<u>O</u> pen
	Files of <u>type</u> :	All Files (*.*)	$\checkmark$	Cancel

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

		Open		>
Look <u>i</u> n	Documents			
	Name		Date modified	Ŷ
Quick access	Mass Assic	gn Qualification to Job-Position-Person v0	5/23/2022 10:53 AM	٦
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	File <u>n</u> ame:	Mass Assign Qualification to Job-Position-P	lerso ∨ <u>O</u> pen	
	Files of type	All Files (* *)	Cancel	



5. Once uploaded, click the Execute button.

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< SAP	Mass Upload Assign Qualification	
Save as Variant	Download Template More $\checkmark$	Exit
Mass Upload Assign Qualification		
Person (F	2): •	
Position (S	5): ()	
Job (C		
F	He: Assign Qualification to Job-Position-Person VU.xIsx	
		5 Execute
		Execute

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

6. Click the Allow button.

SAP GUI Security	×
The system is trying to access the file	
C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V0.XLSX	
Do you want to grant access to this file?	
Remember My Decision	
<u>A</u> llow	Help



Note: List of Qualification and Person will be displayed.

<	SAP						Mass	Upload Assigr	Qualification	ı							
		~ @	<u></u>	<b>≡</b> 7	Ľ×	<b>f</b> w [	Ъ 🌐 ех	PORT More	~						q	đ	Exit
Indicat	tor Status Obj. ty	/pe ID rel.obj	Full Name			Obje	Qual Desc	Start date	End Date	Proficien.	Msg. Var.	Msg. Var	. Msg. Var	. Msg. Var.			
✓	Р	100				500		01.01.1900	31.12.9999	1							



7. Select the Qualification desired to be assigned.

< SAP	Mass Upload Assign Qualification	
✓ Q ≞ ≡ 7 (X	ि Ē	Q 🖶 Exit
Indicator Status Obj. type ID rel.obj Full Name	Obje. Qual Desc Start date End Date Proficien. Msg. Var. Msg. Var. Msg. Var. Msg. Var.	
P 100	500 01.01.1900 31.12.9999 1	

8. Then click on the Export button.

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		~ @	. <i>=</i>	Ξ	7 🕑	ſ	5	⊞	EXPOR	T Mor	re 🗸						Q	đ	Exit
Indicato	r Status Obj. t	ype ID rel.obj	Full Nam	e		Obje	Qual	Desc	8 Sta	art date	End Date	Proficier	n. Msg. Var	. Msg. Var	. Msg. Var	Msg. Var.			
<ul> <li>Image: A start of the start of</li></ul>	P	100				500			01.	.01.1900	31.12.9999		1						
			-			-													



**Outcome:** Mass qualification has been successfully assigned to Person.

Ξ		< 🔓	_ 🗗 ×
K SAP Mass Upload Assign Qualification			
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DOWNLOAD MASS UPLOAD POSITION TEMPLATE **Backend User** 

Department HR Admin

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

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ZHCMSP002_MASS 🗸 🗷 🕼 🔛 🖉 🕹		Q, Q⁺ 🖶 Exit
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> 🗀 Logistics		
> 🗀 Accounting		
> 🗀 Human Resources		
> 🗀 Information Systems		
> 🗅 Service		
> 🗀 Tools		
> 🗀 WebClient UI Framework		

Note: Mass Upload Assign Qualification will be displayed.

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2. Click on Download Template.

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Position (S): 🔾	
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Note: Mass Upload Assign Qualification window will appear.

<b>≡</b> Mass	Upload Assign Qualification	×
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3. Select Position Template.



- 4. Name the file.
- 5. Ensure to **save** the file as **Excel** format.
- 6. Click on the **Save** button.



Outcome: Mass Upload Position Template has been downloaded.

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



DOWNLOAD MASS UPLOAD PERSON TEMPLATE Backend User

Department HR Admin

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

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>  Service	
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> 🗀 WebClient UI Framework	

Note: Mass Upload Assign Qualification will be displayed.

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2. Click on Download Template.

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Download Template More V	Exit
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Person (P): •	
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Note: Mass Upload Assign Qualification window will appear.

<b>≡</b> Mass	Upload Assign Qualification	×
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	Position Template	
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#### 3. Select Person Template.

$\equiv$ Mass Upload Assign Qualification $ imes$
3 Person Template
Position Template
Job Template
✓

- 4. Name the file.
- 5. Ensure to **save** the file as **Excel** format.
- 6. Click on the **Save** button.





Outcome: Mass Upload Person Template has been downloaded.

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1	Object Type Person (Default: P)	Object ID of <b>Person</b> (8 digit number)	Object ID of <b>Qualification</b> (8 digit number)	Valid-from Date (Default 01.01.2010)	Valid-To Date (Default 31.12.9999)	Rating (Begin from '1', depend on Proficiency/Scale)	
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Column Name	Description
Object Type Person	Contains a one-character code that represents a type of object. E.g., <b>Person</b> is an object that has a code of <b>P</b> .
Object ID of Person	Contains a unique eight-digit numerical code that represents a <b>specific person</b> ( <i>Personnel Number).</i>
Object ID of Qualification	Contains a unique eight-digit numerical code that represents a <b>specific qualification</b> .
Valid-from Date	Contains a date that identifies the <b>start</b> of a validity period.
Valid-To Date	Contains a date that identifies the <b>end</b> of a validity period.
Rating	Describes an <b>individual's level of proficiency</b> in a particular competency. A rating identifies an <b>employee's level of proficiency</b> . E.g., Having a rating of 1 for "RCL: Drive Change" means an employee must be "Able to perform at basic level".



GENERATE PROFILE MATCHUP REPORT Backend User Department HR Admin

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

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

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Favorites      SAP Menu      Connector for Multi-Bank Connectivity      Office      Office      Cross-Application Components      Logistics      Accounting      Human Resources      Information Systems      Service      Tools		
>  WebClient UI Framework		

Note: Display Profile Matchup will be displayed.

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Qualification Defi	cits Only					
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#### Note: Navigate to Profile Matchup.

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

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#### Note: Search window will be displayed.

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

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Note: Choose Person Page will be displayed.

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

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Note: A view page of Person will be displayed.

- 6. Select the **Person** by clicking on the **checkbox** beside the position.
- 7. Click on the **Tick** Icon.

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- 8. Select the option **Position** from the dropdown.
- 9. Click on the **Lookup icon** to select Position(s).

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Note: Search window will be displayed.

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

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Note: Choose Position Page will be displayed.

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

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Note: A view page of Positions will be displayed.

- 12. Select the **Position** by clicking on the **checkbox** beside the position.
- 13. Click on the **Tick** Icon.

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

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

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GENERATE SEARCH FOR OBJECT REPORT Backend User Department HR Admin

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

1. Enter **PPPE\_SEARCH\_FOR\_Q** in the search bar.

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Note: Find Objects for Qualifications page will be displayed.

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> 28 Person > 📧 User	Name Es Op Proficiency Maximum profi	٥
> A Applicant		
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2. Click on the Dropdown menu on Qualification.

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3. Click on Structure Search.

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

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5. Double click on a Qualification.

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Note: The selected qualification will appear under Qualifications Required.

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

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Note: Proficiency Levels window will appear.

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- 7. Select the new **Proficiency.**
- 8. Click on the **Tick** icon.

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Note: Proficiency has been saved.

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

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#### 10. Name the Variant.

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

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Outcome: Variant has been saved.

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

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Outcome: Object Qualification Report has been successfully generated.

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