



SISTEM SUMBER MANUSIA

User Guide

Security Vetting Report for Back End User (SAP GUI) Security Agency

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Security Vetting Report_Security Agency_v1.0

INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Security Vetting module**. In this user guide, it will show:

1. Generate and View Monitoring Report

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

GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal (www.ssm.gov.bn)
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

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



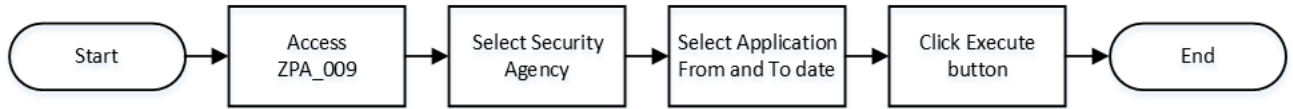
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Process Overview

Generate and View Report

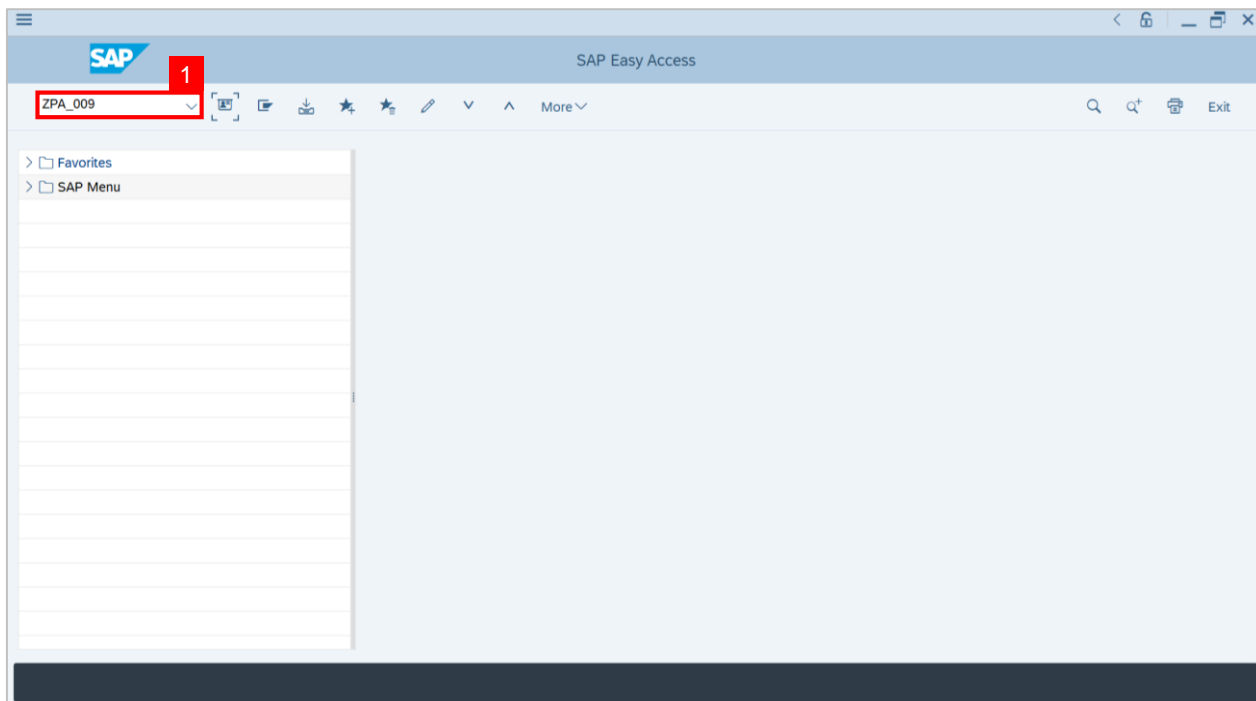




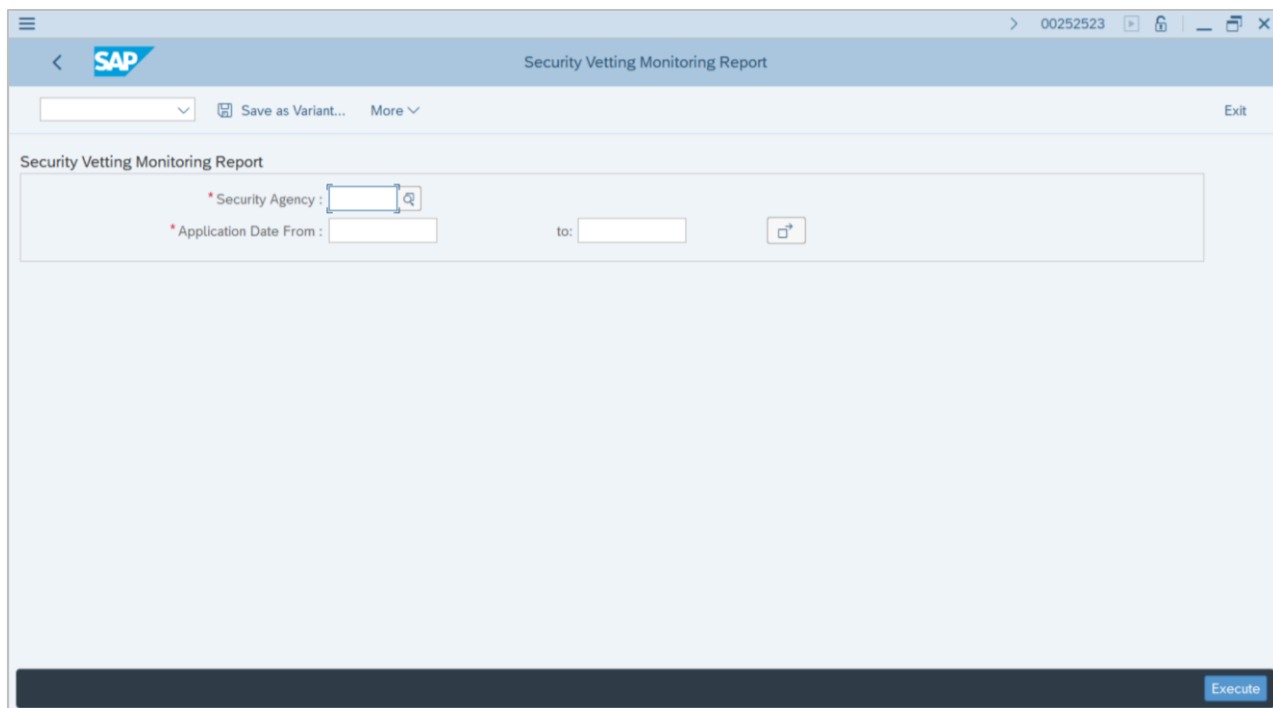
Generate and View Monitoring Reports	Backend User
	Security Agency

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

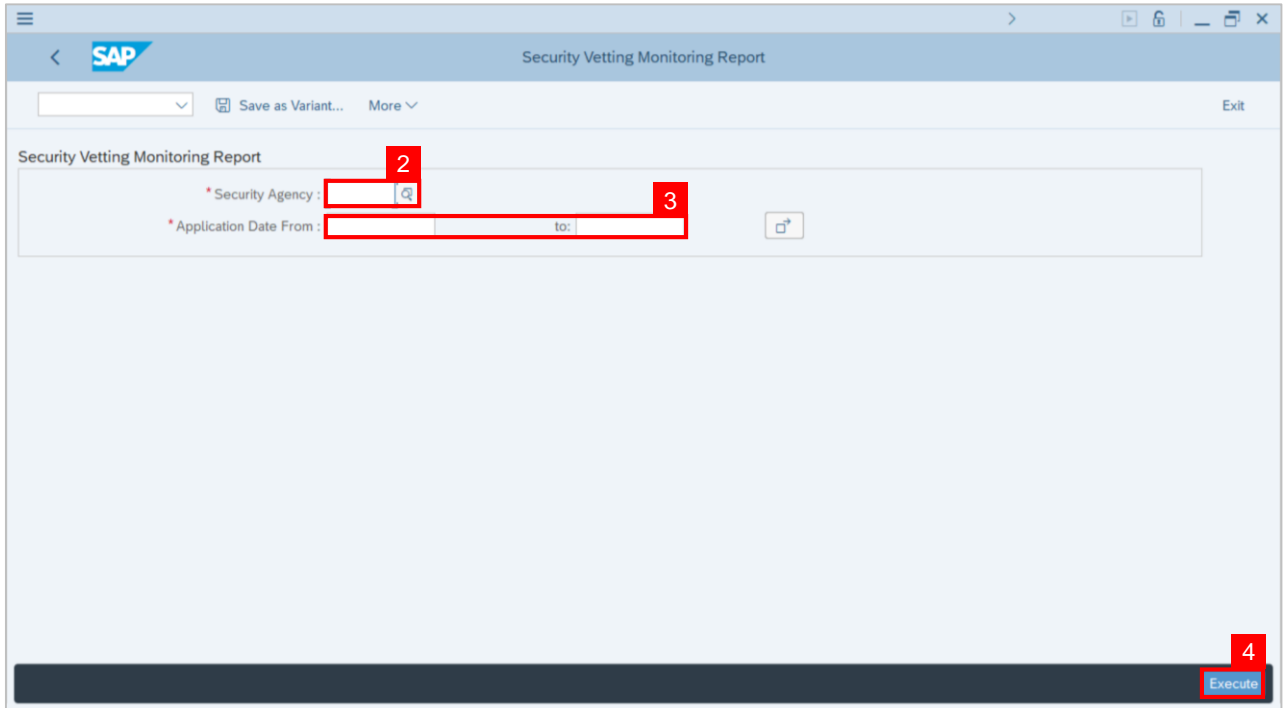
1. Enter **ZPA_009** in the search bar.



Note: Security Vetting Monitoring Report page will be displayed.



2. Enter **Security Agency**.
3. Select a desired **Application From and To Date**.
4. Click on the **Execute** button.



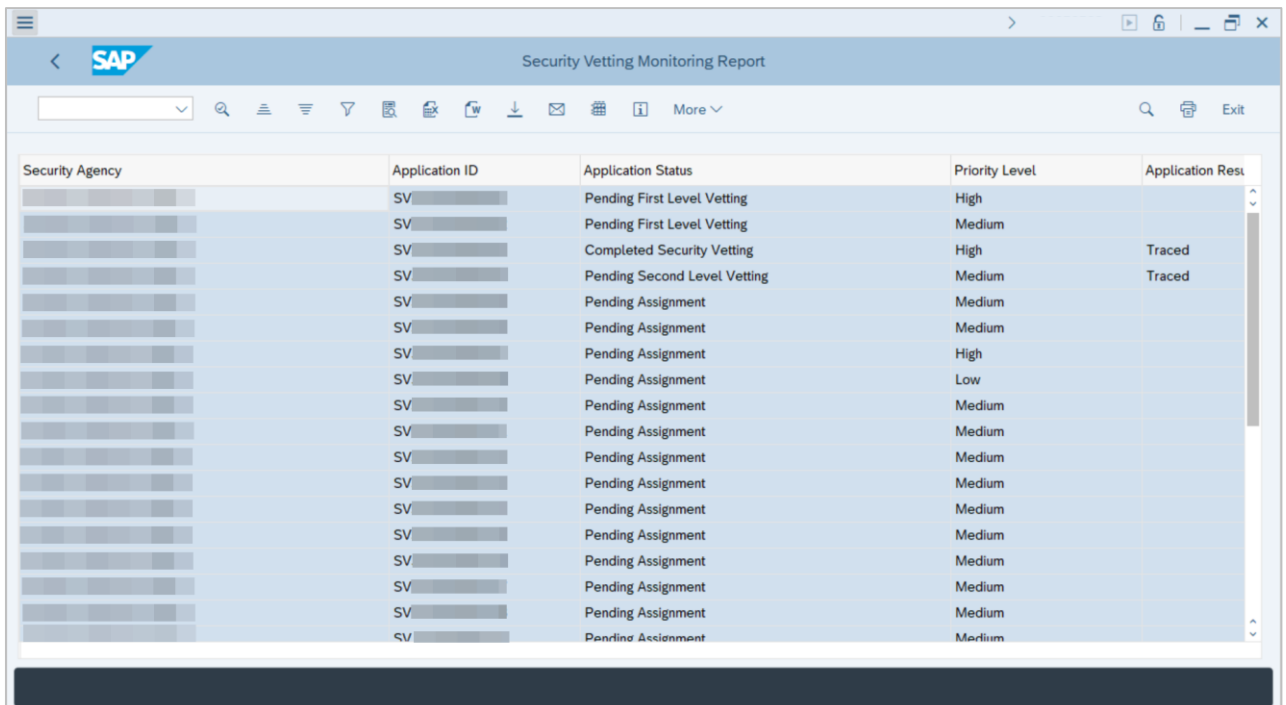
Security Vetting Monitoring Report

* Security Agency : 2

* Application Date From : to: 3

Execute 4

Note Security Vetting Monitoring Report page with employee data will be displayed.

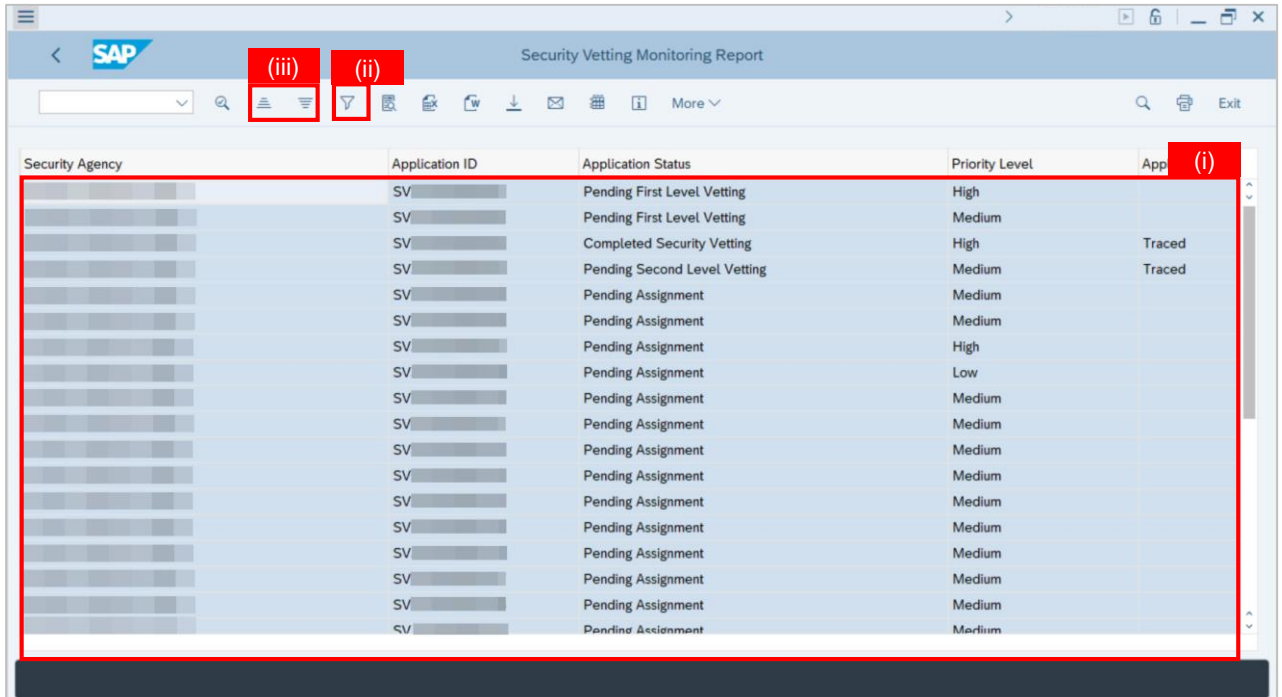


Security Agency	Application ID	Application Status	Priority Level	Application Resu
	SV	Pending First Level Vetting	High	
	SV	Pending First Level Vetting	Medium	
	SV	Completed Security Vetting	High	Traced
	SV	Pending Second Level Vetting	Medium	Traced
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	High	
	SV	Pending Assignment	Low	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	

Outcome: Monitoring Report For Security Agency is generated.

Note:

- (i) To download the report, right click anywhere on the report and click **Spreadsheet...**
- (ii) To set a filter on the report, user may click on the Filter icon.
- (iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.



Security Agency	Application ID	Application Status	Priority Level	App
	SV	Pending First Level Vetting	High	
	SV	Pending First Level Vetting	Medium	
	SV	Completed Security Vetting	High	Traced
	SV	Pending Second Level Vetting	Medium	Traced
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	High	
	SV	Pending Assignment	Low	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
	SV	Pending Assignment	Medium	
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