

Human Capital Management SAP Implementation at IESCO

Training Document Training & Event Management

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Training & Event Management

1 Purpose

The Training and Event Management component has a wide range of powerful functions to enable plan and manage all kinds of business events from training events to conventions simply and efficiently. The Training and Event Management component lets plan and manage any kind of business event: Training courses, Conferences, Lectures etc. With Training and Event Management can manage both internal and external events and make bookings, pre bookings and cancellations.

Document

This document covers how to create training for employees. This also covers how to give training and how to conduct event and maintain the employee data in the SAP Training and Event Management module.

1.1 Process Steps

In this document, Advertisement of vacancies, Applicant actions, Applicant Master Data etc. will be maintained and displayed.

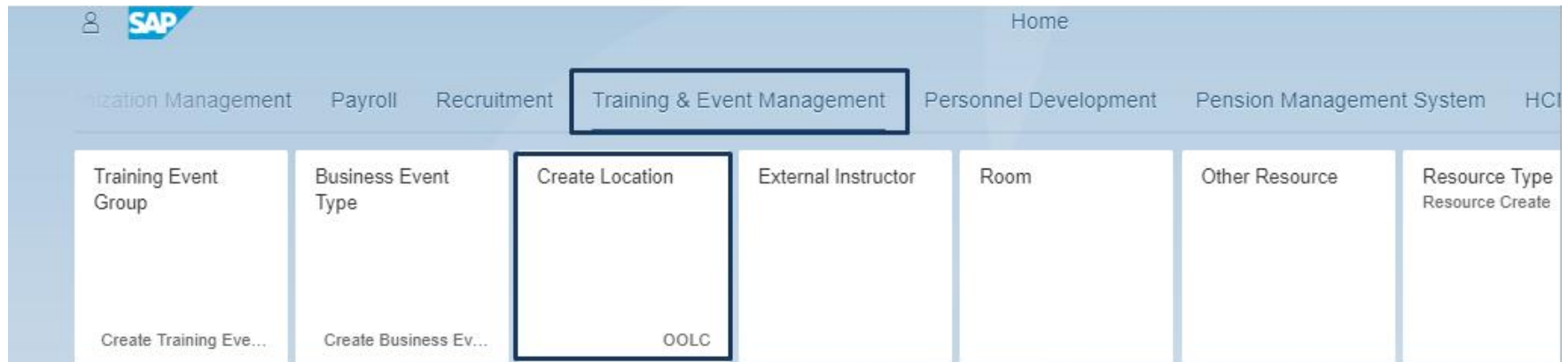
1.1.1 Create Location.

Use

Following steps are followed during the Training and Business event location creation.

Procedure

1. Open "Create Location" App. from Fiori Launchpad.



2. To Set up Business Event Locations.
3. Click On Create Location

Field name	Description	User action and values	Comments
Create Location			Press Click Button to Enter The Location

SAP Location: Initial Screen

Create
Change
Display
Delete
Choose object
Print
More ▾

Location

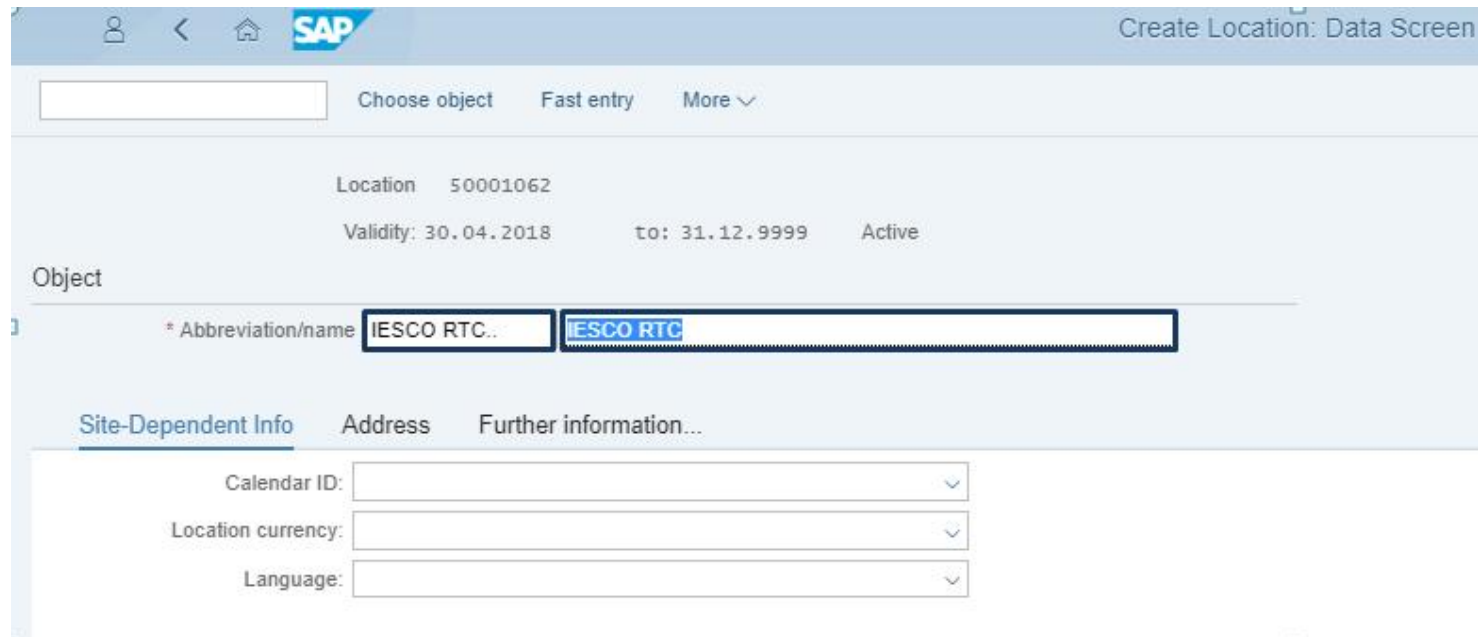
Start date: to

Copy from

Location

Field name	Description	User action and values	Comments
Valid From		30.04.2018	Enter The Start Date
To		31.12.9999	End Date
Create		Press Create Button	
Location		System Auto Generate the Number	

4. Enter the date from which the Location will be Valid.
5. Click on Create Button.
6. The Create Location Data Screen is displayed.



SAP Create Location: Data Screen

Choose object Fast entry More ▾

Location 50001062

Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name IESCO RTC.. IESCO RTC

Site-Dependent Info Address Further information...

Calendar ID: ▾

Location currency: ▾

Language: ▾

    Create Location: Data Screen

Choose object Fast entry More ▾

Location 50001062
Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name

Site-Dependent Info **Address** Further information...

Address suppl. (c/o)

Street House number:

Postal code/city

Country Indic.

Region: Telephone no.:

Distance in km: Fax number:

1

Field name	Description	User action and values	Comments
Abbreviation/ Name	IESCO RTC	IESCO RTC	
Address		H-8 Islamabad	
Street	Street No 2		

Postal Code		44000	
City	Islamabad	Islamabad	
Country	Pakistan		
Region		01	Islamabad
Telephone no		051.2288188	
Fax no		051.2288187	

7. Enter the abbreviation and full name of the Location.
8. Select the address tab.
9. The Create Location: Data screen is displayed
10. Enter an Address supplement, where relevant.
11. Enter the Street Address.
12. Enter the house Number.
13. Click on Pakistan to display a list of possible entries.
14. Enter the region.
15. Click on display a list of possible entries.
16. Click Save Button.

Result:

- The New Location of Training is Created

Note:

- Use Fiori App “Training and Event Management“ for creating new Location.

1.1.2 Create Resource Types.

1. To Create and maintain Resource Types. (Rooms and Other Resource Types).
2. The Resource type Initial Screen is displayed
3. Enter the Start Date from which this Resource type will be Valid.
4. Click on Create button.
5. The Create Resource type Data screen is displayed.



Resource: Initial Screen

Create
Change
Display
Delete
Choose object
Print
More ▾

Resource

Start date: to

* Planning status: ▾

Copy from

Resource

SAP Create Resource type: Data Screen

Choose object Fast entry More ▾

Resource type 50001067
Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name Room 10 Room 10

Availability Indicators Relationships Further information...

☒ Room ☐ Instructor ☐ Material ☐ Other resource

Resource priority

☒ Loc-dependent ☒ Required resource ☒ Single reservation ☐ Multiple reservation

Amount available

Qty 1.00 Per 1 ☒ Business event ☐ Attendee

Field name	Description	User action and values	Comments
Abbreviation/Name		Room 10	Room 10
Qty	Quantity	1	

6. Enter the abbreviation and full name for the resource type.
7. Select the category of the resource type room or Other Resource I.e. Room, Instructor etc.
8. To select this indicator, resources of this type are location-dependent.
9. Select this option to specify that a resource must be included in the business event planning.
10. The amount available is number of resources that are required for the number of a specified unit (attendees, business event) in order to set up a business event.
11. Select this field to specify that the resource is to be taken into account during planning and that it can be booked more than once,
12. This field only applies when the resource is flagged as required.
13. Click save entries.

SAP Create Resource type: Data Screen

Choose object Fast entry More ▾

Resource type 50001067

Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name IRFAN KIYANI IRFAN KIYANI

Availability Indicators Relationships Further information...

☐ Room ☒ Instructor ☐ Material ☐ Other resource

Resource priority

☐ Loc-dependent ☒ Required resource ☒ Single reservation ☐ Multiple reservation

Amount available

Qty 1.00 Per 1 ☒ Business event ☐ Attendee

Field name	Description	User action and values	Comments
Abbreviation/Name		Irfan Kiyani	Irfan Kiyani
Qty	Quantity	1	

SAP Create Resource type: Data Screen

Choose object Fast entry More ▾

Resource type 50001067
Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name Pen Pen

Availability Indicators Relationships Further information...

☐ Room ☐ Instructor ☒ Material ☐ Other resource

Resource priority

☐ Loc-dependent

☒ Required resource ☒ Single reservation ☐ Multiple reservation

Amount available

Qty 10.00 Per 1 ☒ Business event ☐ Attendee

Field name	Description	User action and values	Comments
Abbreviation/Name		Pen	Pen
Qty	Quanity	10	10

SAP Change Capacity

Previous record Next record Object description Services for Object More

Resource type: Pen Pen

Planning Status: Active

* Validity: 30.04.2018 * to: 31.12.9999 Change Information

Capacity

* Optimum: 10

Maximum: 10

Minimum: 1

Record: 1 of: 0

Result:

- The New Resource type is Created

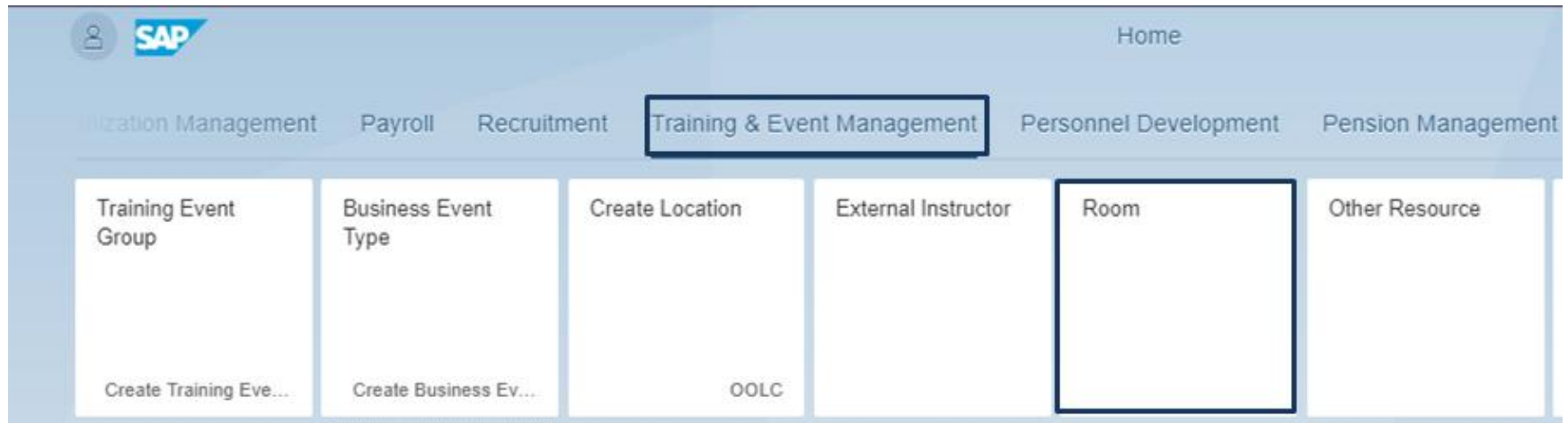
Note:

- Use Fiori App "Training and Event Management" for creating new Resource type.

1.1.3 Maintain Resources.

Create Room To create the resource room. To enter data for a physical room that exists in the system so that it can later be reserved for events.

1. The Room Initial screen is displayed
2. Enter the date from which the External instructor will be valid.
3. Click on Create Button.
4. The Create Room Data Screen is displayed.



SAP Room: Initial Screen

Create Change Display Delete Choose object Print More ▾

Room

Start date: to

* Planning status: ▾

Copy from

Room

Field name	Description	User action and values	Comments
Room		Room	Room
Start Date		30.04.2018	30.04.2018
End Date		31.12.9999	31.12.9999

5. Enter the abbreviation and full name of the Location
6. Select the relevant Location
7. Click on display button a list of possible entries.
8. Click on Create a relationship with the Resource type.
9. The Relationship is equipped with Resource type dialogue box is Displayed.
10. Select the relevant Resource type from the Drop down List.
11. Enter the number of resources of related resource type with which the room is automatically equipped, e.g. SAP training Room 1 is equipped with 5 personal Computers.
12. Click on save button.
13. Select the capacity tab to specify the minimum, optimum, and maximum capacity of room. If room is not already maintained this information for the pertinent resource type or if want to override these values.
14. The Create room data screen is displayed.
15. Enter the minimum/ maximum and Optimum capacity of the room.
16. Select the address tab to maintain address information
17. Select the relevant Building
18. Click on drop down to display a list of possible entries.
19. Click on save button.






Create Room: Data Screen

Choose object
Fast entry
More ▾

Room 50001068

Validity: 30.04.2018
to: 31.12.9999
Active

Object

* Abbreviation/name

Room

Room

Relationships
Capacity
Address
Further information...

Overview

Rel'ship	Obj. Type	ID rel.object	Abbr.
Belongs to	Location		
Is a specialization of	Resource type	50000781	ROOM1
Is equipped with	Resource type		
Cost center assignment	Cost center		

Field name	Description	User action and values	Comments
Abbreviation/Name		Room	Room
Is a Specialization of		50000781	Room
Belong To		50000975	RTC IESCO

    Create Room: Data Screen

Choose object Fast entry More ▾

Room 50001068
Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name

Relationships **Capacity** Address Further information...

Minimum capacity Optimum capacity Maximum capacity

Field name	Description	User action and values	Comments
Abbreviation/Name		Room	Room
Capacity		1	1
Optimum		5	5
Maximum		10	10

Result:

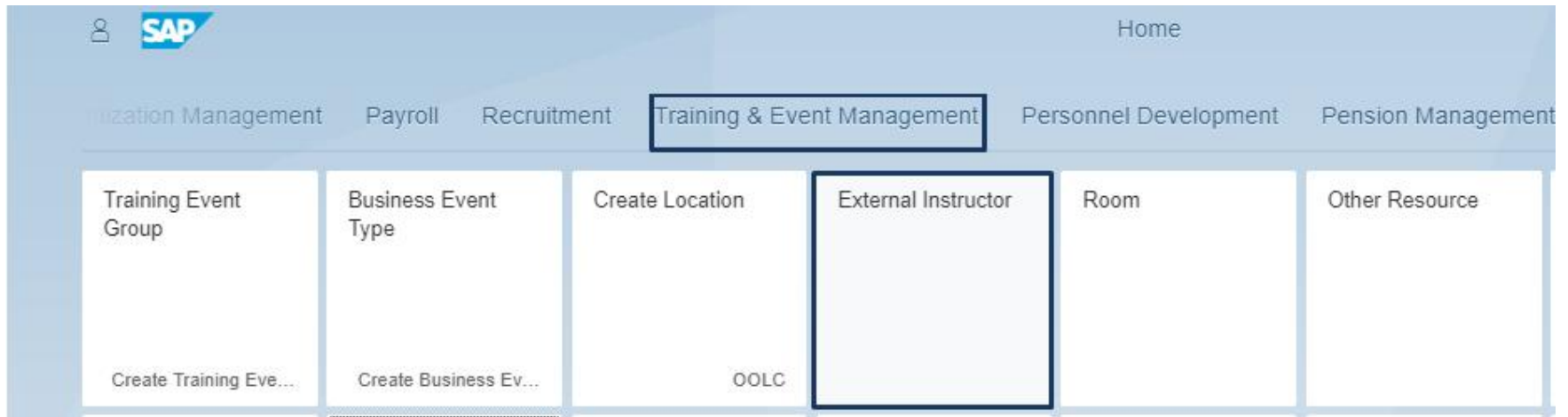
- The Resource Type Room is created.

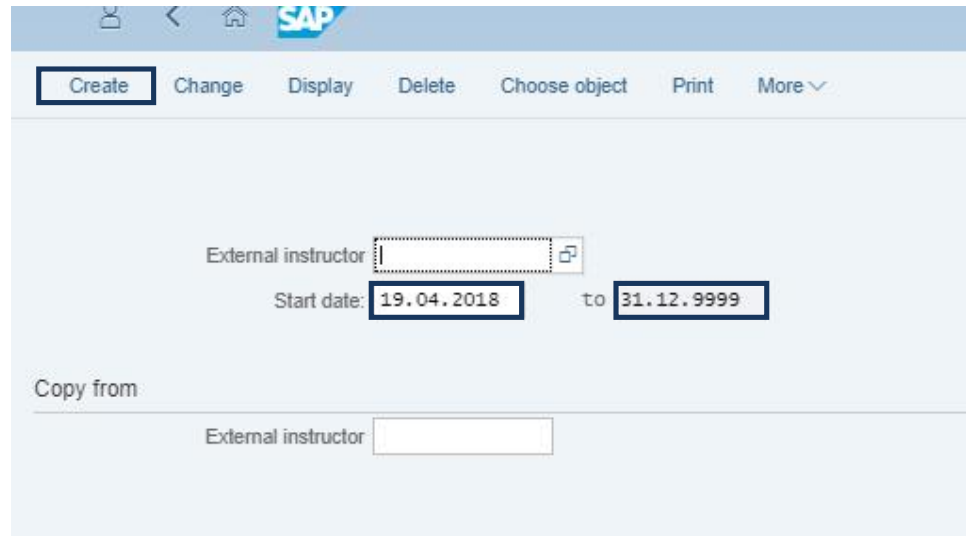
Note:

- Use Fiori App "Training and Event Management" for Creationg Room.

1.1.4 Create external instructor

1. To create an external instructor
2. The external instructor initial screen is displayed.





External instructor

Start date: to

Copy from

External instructor

3. Enter the date from which the external instructor will be valid.
4. Click on create, following screen will appear.





Create External instructor: Data Screen

Choose object Fast entry More ▾

External instructor 50001069
 Validity: 30.04.2018 to: 31.12.9999 Active

Object

* First name:

* Last name:

[Relationships](#) Address Name Format

Overview

Rel'ship	Obj. Type	ID rel.object
Belongs to	Company	
Is the instructor for	Business event type	

Field name	Description	User action and values	Comments
First Name	Ajmal		
Last Name	Khan		

5. Enter the first and last name of the instructor.

6. Click on Address tab to enter the address of the instructor.

    Create External instructor: Data Screen

Choose object Fast entry More ▾

External instructor 50001069

Validity: 30.04.2018 to: 31.12.9999 Active

Object

* First name:

* Last name:

Relationships **Address** Name Format

Address suppl. (c/o):

Street: House number:

Postal code/city:

Country Indic.:

Region: 

Distance in km:

Telephone no.:

Fax number:

Field name	Description	User action and values	Comments
First Name	Ajmal		

Last Name	Khan		
Address	H-8		
Street	Street No. 2		
Postal code		44000	
City	Islamabad		
Country	Pakistan		
Region	Islamabad	Islamabad	
Telephone		051.2288188	
Fax Number		051.2288187	

7. Click on save button to save the entries.

Result:

- External Instructor is Created.

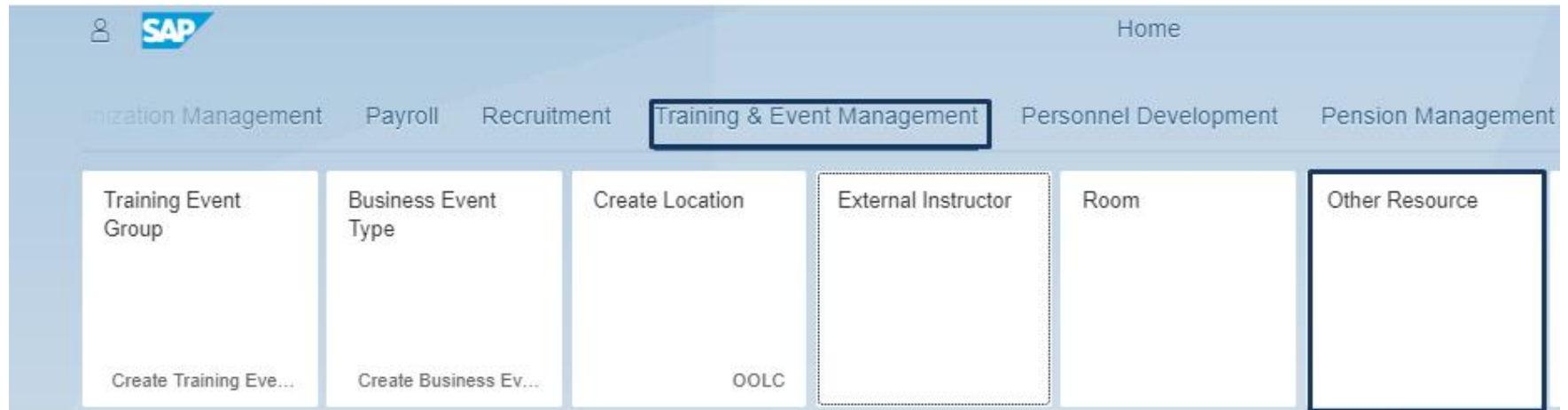
Note:

- Use Fiori App "Training and Event Management" for Creating External Instructor.

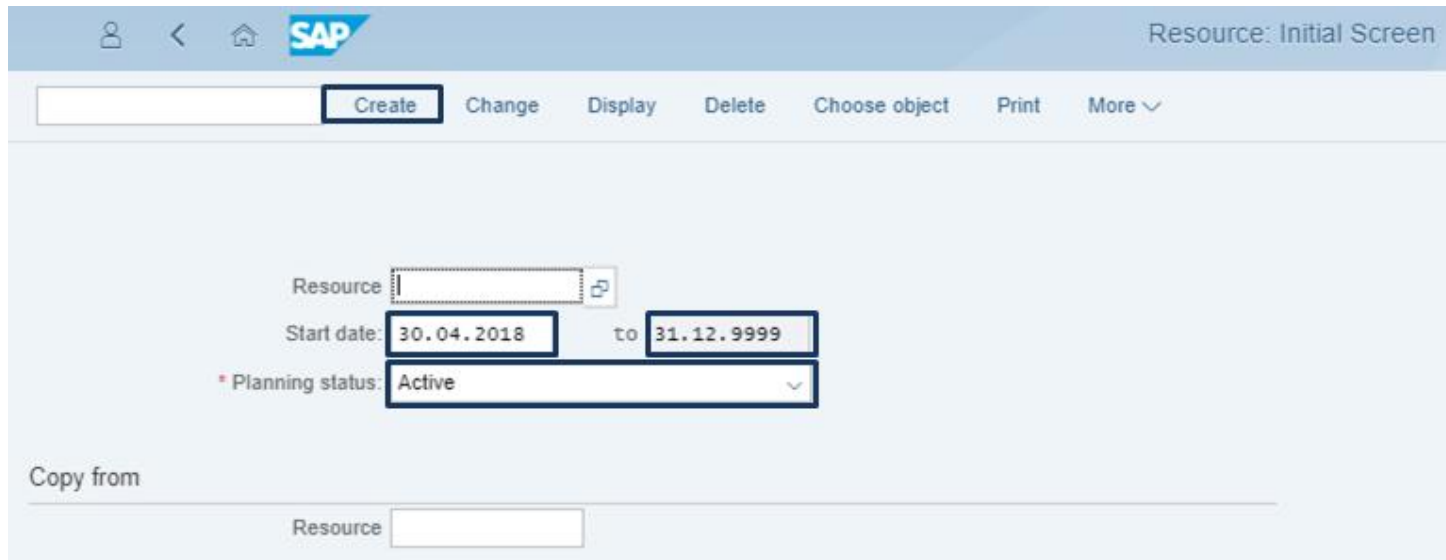
1.1.5 Maintain other Resources

Create other resources other than rooms and instructor. To create other resources use the following steps:

1. Click on other resource tab.



2. The resource initial screen is displayed.



The screenshot shows the SAP 'Resource: Initial Screen'. At the top, there is a navigation bar with icons for user, back, and home, followed by the SAP logo. Below this is a toolbar with buttons: 'Create' (highlighted with a red box), 'Change', 'Display', 'Delete', 'Choose object', 'Print', and 'More' (with a dropdown arrow). The main area contains the following fields:

- 'Resource' field with a selection icon (highlighted with a red box).
- 'Start date' field with the value '30.04.2018' (highlighted with a red box) and a 'to' field with the value '31.12.9999' (highlighted with a red box).
- 'Planning status' dropdown menu with the value 'Active' (highlighted with a red box).
- 'Copy from' section with a 'Resource' field.

Field name	Description	User action and values	Comments
Start Date		30.04.2018	
End Date		31.12.9999	

3. Enter the resource from which the resource will be valid.
4. Click on create button.
5. The create resource data screen is appeared.
6. Enter the abbreviation and full name of the resource.
7. Select the relationship from the drop down list in the relationship tab.
8. On the capacity tab, enter the capacity required of a resource.






Create Resource: Data Screen

Choose object
Fast entry
More ▾

Resource 50001070

Validity: 30.04.2018 to: 31.12.9999 Active

Object

* Abbreviation/name

Relationships

Capacity

Further information...

Overview

Rel'ship	Obj. Type	ID rel.object	Abbr.
Is a specialization of	Resource type	50000781	ROOM1
Cost center assignment	Cost center		
Belongs to	Location	50001062	IESCO RTC..

Field name	Description	User action and values	Comments
Is a Specialization of	Resource Type	50000781	Room 1
Belong to		50001082	IESCO RTC

9. Click on enter and save entries.

Result:

- Other Resource is created.

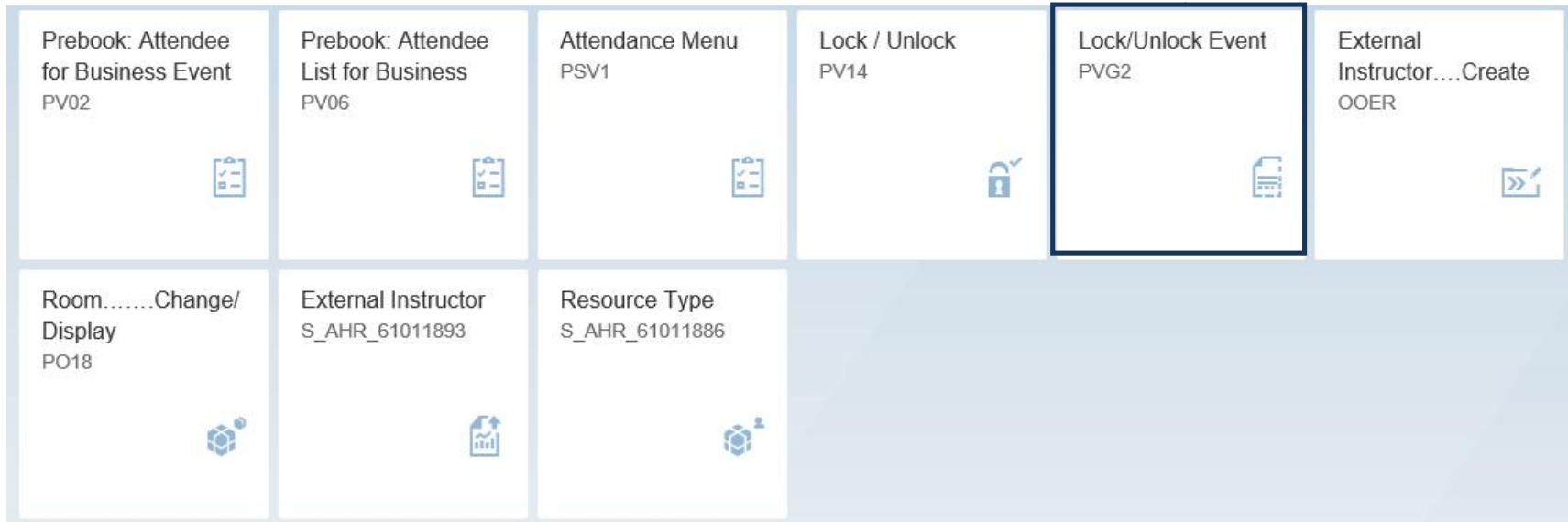
Note:

- Use Fiori App "Training and Event Management" for Creating Other Resource.

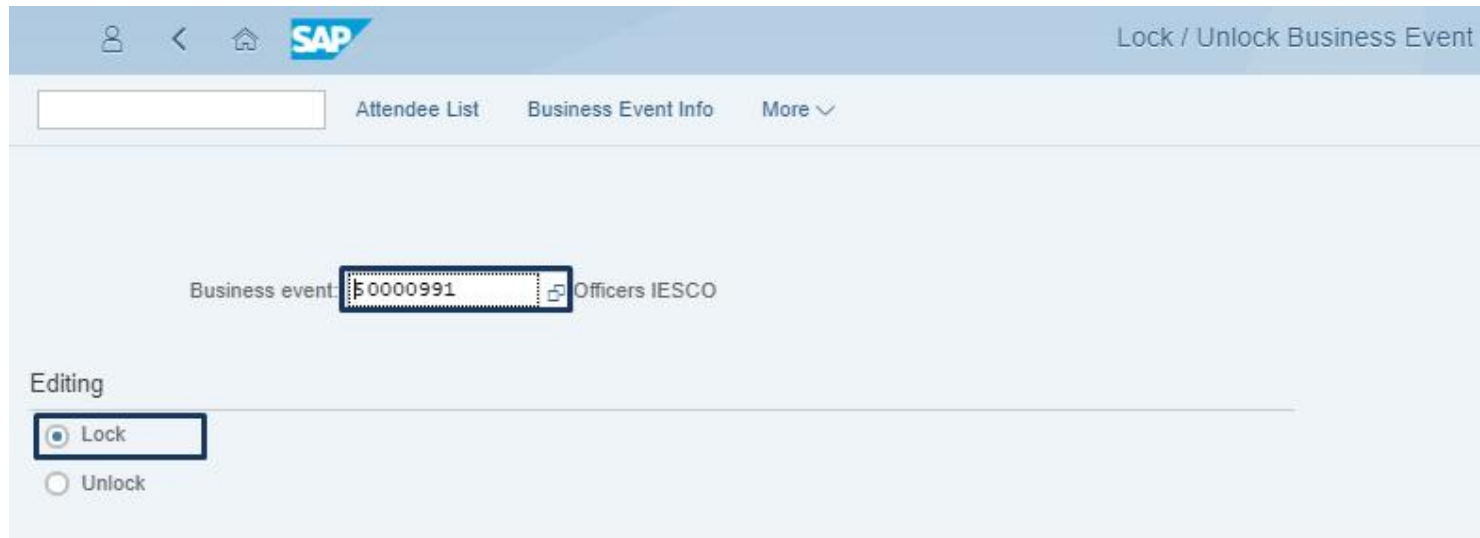
1.1.6 Lock/ Unlock Business Event

Lock/ Unlock Business Event allows to temporarily lock the attendance list of a business event to prevent further bookings. Lock business events in either planned or firmly booked status.

1. Access the Lock/ Unlock from the Fiori Launch PAD.



2. Training and event Management: Master data catalog screen is displayed:



Business event: 0000991 Officers IESCO

Editing

☒ Lock

☐ Unlock

3. Click on Lock radio button.
4. Save the Entries.

Result:

- Business Event locked.

Note:

- Use Fiori App "Training and Event Management" for Locking Business Event.

1.1.7 Firmly Book Business Events

Use Firmly Book / Cancel to Firmly book an event, which means:

1. Business event in “Planned” status is given and “active” status.
2. The system proposes a definitive attendee list. Depending on the number of reservations, attendees on the waiting list are moved up until the optimum capacity is reached.
3. The rebooking proposal for existing waiting list booking with the function “Save with Rebooking’s” is not applicable some instances since the Prebooking function is also not used.
4. Access the Training Catalog from the Fiori Launch PAD.

Room ... Create OORA 	Master Data Catalog S_AHR_61011887 	Other Resource....Chang PO07 	Firmly Book / Cancel PV12 	Follow Up PV15 	Prebook: Attendee for Business Event PV16 
Book: Attendee for Business Event List PV08 	Book: Attendee for Business Event PV00 	Replace PV03 	Cancel Attendance PV04 	Rebook Attendance PV01 	Book: Attendee List for Business Event PV07 

SAP

Firmly Book / Cancel Business Event

Data Screen Attendee List Business Event Info More ▾

Business event: 50000991 Officers IESCO

Editing

☒ Firmly book(optimum)

☐ Firmly book(maximum)

☐ Cancel event

Additional Data

Rebookings as of: 30.04.2018

Field name	Description	User action and values	Comments
Business Event	Resource Type	50000781	Room 1
Belong to		50001082	IESCO RTC

Result:

- Business Event is firmly booked.

Note:

- Use Fiori App "Training and Event Management" for firmly booking a Business Event.

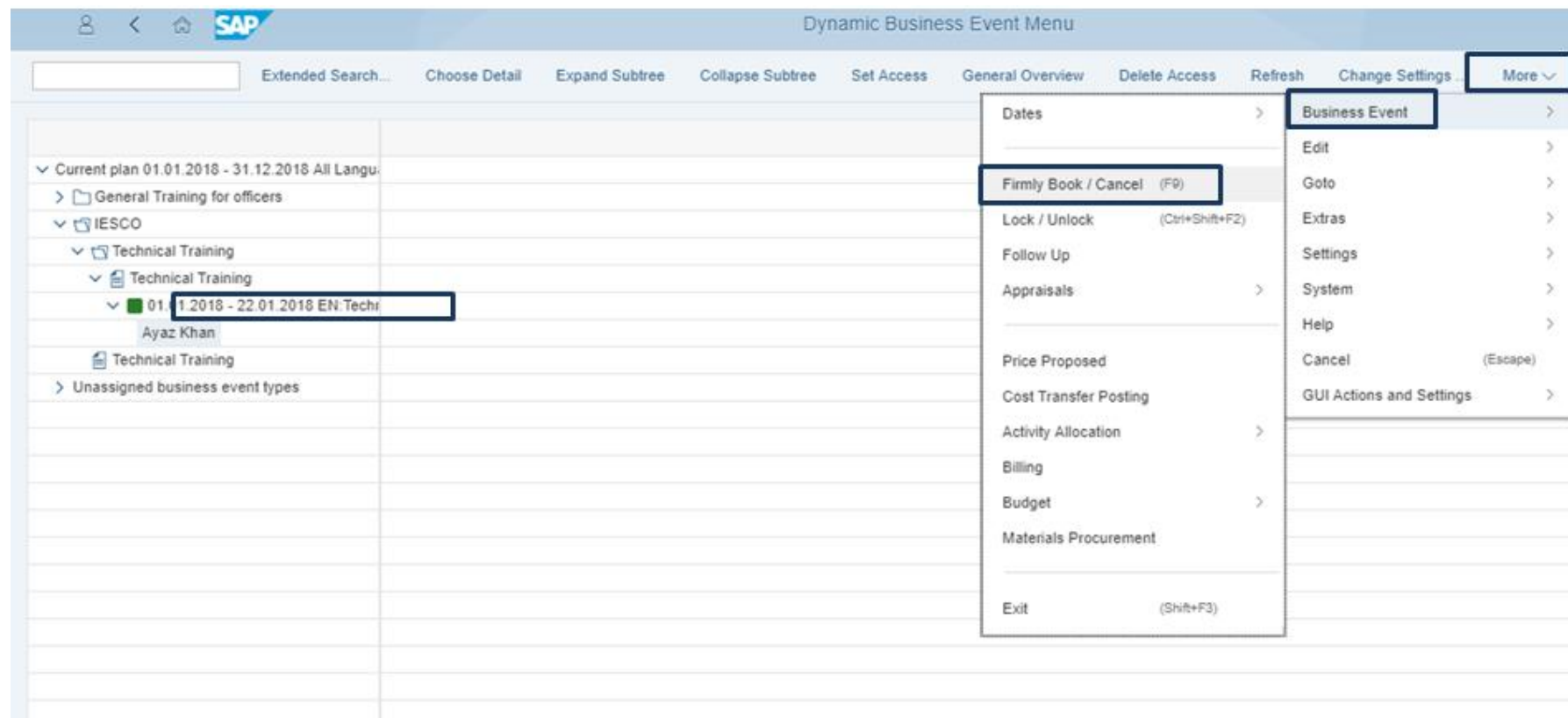
1.1.8 Cancel Business Events

1. Access the Business event group App from the Fiori Launch PAD.

Business Event Group PSV2 	Business Event Type S_AHR_61011888 	Room S_AHR_61011885 	Other Resource S_AHR_61011901 	External Instructor..... PO19 	Other Resource....Create OORE 
Room ...Create OORA 	Master Data Catalog S_AHR_61011887 	Other Resource....Chang PO07 	Firmly Book / Cancel PV12 	Follow Up PV15 	Prebook: Attendee for Business Event PV16 

2. Firmly Book/ Cancel to cancel and event, which means:

- Reserved Resources are released again.
- Rebook attendees for other events or cancel their attendances after cancelled the business event. The system display suitable alternatives where applicable.
- Canceling a business event is irrevocable and cannot be undone.



The screenshot shows the SAP Dynamic Business Event Menu interface. The top navigation bar includes options like 'Extended Search...', 'Choose Detail', 'Expand Subtree', 'Collapse Subtree', 'Set Access', 'General Overview', 'Delete Access', 'Refresh', 'Change Settings', and a 'More' dropdown menu. The 'More' menu is open, displaying a list of actions: 'Dates', 'Business Event', 'Edit', 'Goto', 'Extras', 'Settings', 'System', 'Help', 'Cancel', 'GUI Actions and Settings', 'Firmly Book / Cancel (F9)', 'Lock / Unlock (Ctrl+Shift+F2)', 'Follow Up', 'Appraisals', 'Price Proposed', 'Cost Transfer Posting', 'Activity Allocation', 'Billing', 'Budget', 'Materials Procurement', and 'Exit (Shift+F3)'. The 'Business Event' option is highlighted. In the left sidebar, the navigation tree shows 'Current plan 01.01.2018 - 31.12.2018 All Languages' expanded, with 'General Training for officers' and 'IESCO' visible. Under 'IESCO', 'Technical Training' is expanded, and '01.01.2018 - 22.01.2018 EN Techn' is selected. The user 'Ayaz Khan' is logged in.

3. Select the business Event.
4. Select the "Cancel Event" Indicator.
5. Click on the "Data Screen" Icon.
6. The System will allow to rebook attendees into a future business event.
7. Save cancellation of business event.

Result:

- Business Event canceled.

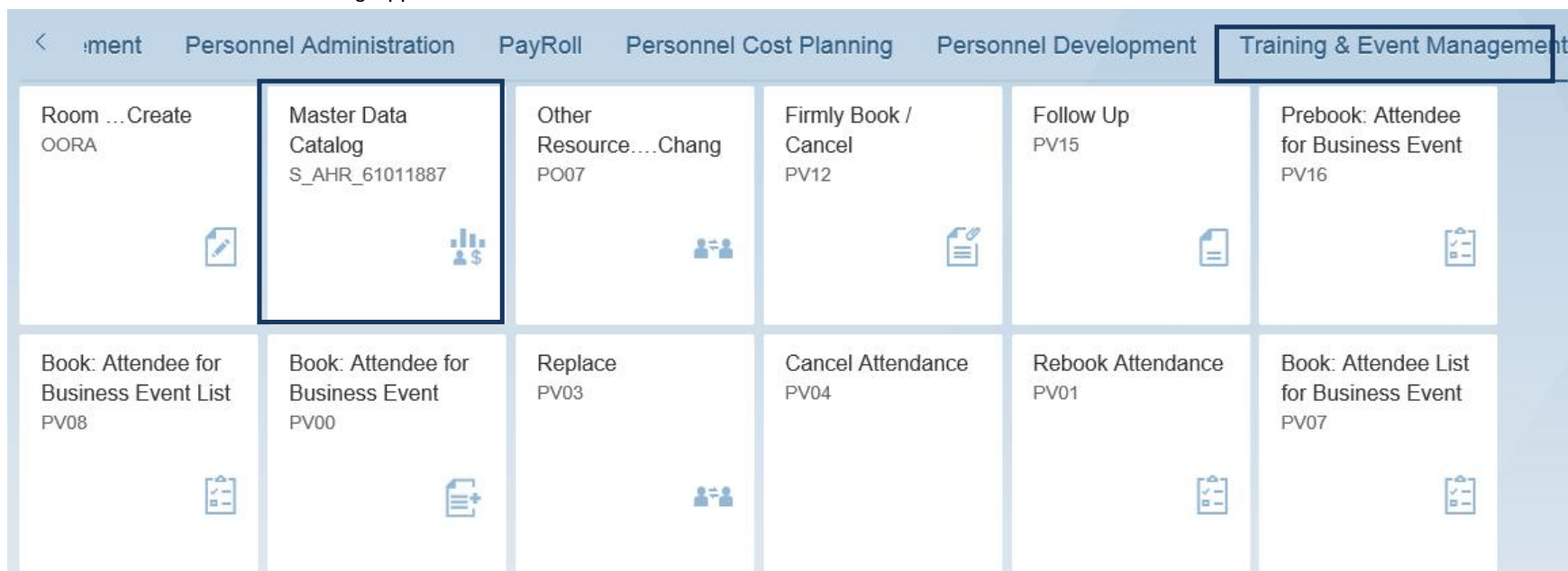
Note:

- Use Fiori App "Training and Event Management" for Canceling Business Event.

1.1.9 Create new business event group

Business event group is a general Training group in which different training types are created. To create a business event group use the following steps.

1. Access the Master Data Catalog App from the Fiori Launch PAD.



2. Training and event Management: Master data catalog screen is displayed:

3. Select the current plan heading.
4. Select object then click More → Object → Create.

SAP Training and Event Management: Master Data Catalog

Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh Change Settings ... More ▾

Current plan 01.01.2018 - 31.12.9999

- officials L 50001979 officials
- Officers L 50001985 Officers
- Trainings and Exams L 50012125 Trng
- Training & Development L 50012142 T&D
- Officials L 50012145 Officl
- IESCO Trainings L 50012229 IESCO Trn
- Training & Development L 50012231 IESCO T&D
- IESCO Trainings L 50012232 IESCO TRA
- IESCO TRAINING L 50012233 IESCO TRNG
- IESCO Training - Exams Schedule 2018 L 50012235 IESCO 2018
- IESCO TRAINING AND EXAMS L 50012236 IIESCO
- IESCO Trainings - 2018 L 50012246 IESCO Trn18
- Plan 2018 L 50012248 Plan 2018
- IESCO TRAINING 2018 L 50012250 IESCO TRG
- exam & training 2018 L 50012263 exams trng
- IESCO Training 2018-2 L 50012266 TRG ies
- supt T&D L 50012468 sup
- Qasim Shah Trg L 50012486 Qasim
- TRAINING AND DEVELOPMENT 2019 L 50012564 TRAINING

Object > Create > Create by Copying (Ctrl+F5)
 Edit > Change (F6) Create Level Lower (F5)
 Goto > Display (F7) Create Same Level (Ctrl+Shift+F5)
 Settings > Delete (Shift+F2) Create Relationship (Ctrl+F10)
 System > Delimit (Ctrl+F9)
 Help > Exit (Shift+F3)
 Cancel (Escape)
 GUI Actions and Settings

Field name	Description	User action and values	Comments
IESCO	IESCO		
Object			
Create	Click Create Button		
Create Level Lower	Level Lower		

- Click Create Level Lower.
- The create business event group data screen is displayed.






Create Business event group: Data Screen

Choose object
Fast entry
Exit fast entry
More ▾

Business event group 50012928

Validity: 01.01.2018 to: 31.12.9999

Object

* Abbreviation/name Functional T Functional Training

Education & Experience

Relationships

Info Business Event Grp

Further information...

Save

7. Enter abbreviation and full name of the business event group.

Field name	Description	User action and values	Comments
Abbreviation/ Name	Functional T		
Description/ Name	Functional Training		
Validity Start Date	01.01.2018		
Validity End Date	31.12.9999		

8. Click save to save entries.
9. Business event group is created.

Result:

- Business Event Group is Created.

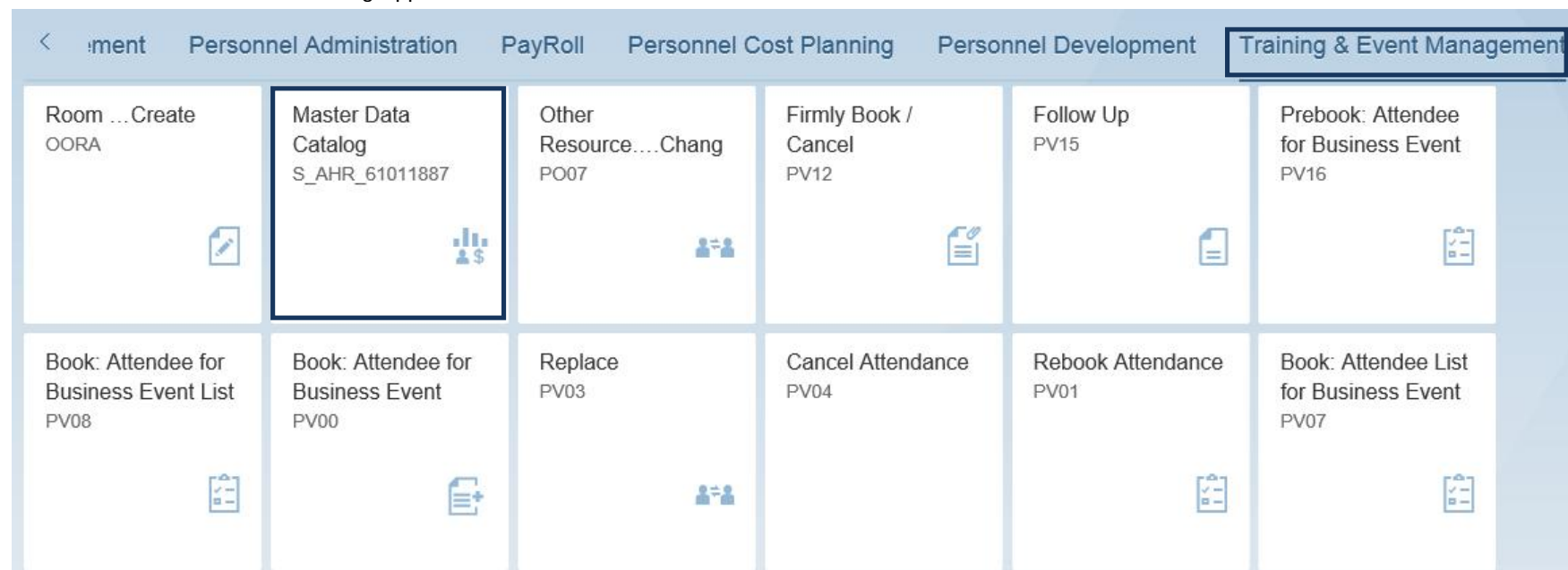
Note:

- Use Fiori App "Training and Event Management" for Creating Business Event Group.

1.1.10 Create new business event type

Business event type represents the actual training. To create a business event type use the following steps.

1. Access the Master Data Catalog App from the Fiori Launch PAD.



2. Training and event Management: Master data catalog screen is displayed:

Training and Event Management: Master Data Catalog				
Extended Search...	Choose Detail	Expand Subtree	Collapse Subtree	Set Access
General Overview	Delete Access	Refresh	Change Settings ...	More ▾
> exam & training 2018		L 50012263	exams trng	
> IESCO Training 2018-2		L 50012266	TRG ies	
> supt T&D		L 50012468	sup	
> Qasim Shah Trg		L 50012486	Qasim	
TRAINING AND DEVELOPMENT 2019		L 50012564	TRAINING	
> UAT Trainings		L 50012676	train	
> Internal Training Group UAT		L 50012716	int trn grp	
> Foreign Training Group UAT		L 50012726	Forn	
External Training Group UAT		L 50012727	Ext	
Seminars Group UAT		L 50012728	Seminar	
Workshops Group UAT		L 50012729	Workshops	
training module for 2019		L 50012789	traning 2019	
Functional Training		L 50012928	Functional T	
> Unassigned business event types				

3. Select the business event group "Functional Training" and go to menu "More".

Training and Event Management: Master Data Catalog

Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh Change Settings ... More ▾ Exit

> exam & training 2018	L 50012263	exams trng	
> IESCO Training 2018-2	L 50012266	TRG ies	
> supt T&D	L 50012468	sup	
> Qasim Shah Trg	L 50012486	Qasim	
> TRAINING AND DEVELOPMENT 2019	L 50012564	TRAINING	
> UAT Trainings	L 50012676	train	
> Internal Training Group UAT	L 50012716	int trn grp	
> Foreign Training Group UAT	L 50012726	Forn	
> External Training Group UAT	L 50012727	Ext	
> Seminars Group UAT	L 50012728	Seminar	
> Workshops Group UAT	L 50012729	Workshops	
> training module for 2019	L 50012789	training 2019	
> Functional Training	L 50012928	Functional T	
> Unassigned business event types			

More ▾

- Create >
 - Create by Copying (Ctrl+F5) >
 - Create Level Lower (F5) >
 - Create Same Level (Ctrl+Shift+F5) >
 - Create Relationship (Ctrl+F10) >
- Change (F6)
- Display (F7)
- Delete (Shift+F2)
- Delimit (Ctrl+F9)
- Exit (Shift+F3)
- System >
- Help >
- Cancel (Escape)
- GUI Actions and Settings >

10. Select object then click More → Object → Create.

SAP GUI for HTML

Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh Change Settings ... More ▾

> exam & training
> IESCO Training
> supt T&D
> Qasim Shah Trg
 > TRAINING AND
> UAT Trainings
> Internal Training
> Foreign Training
 > External Trainin
 > Seminars Group
 > Workshops Gro
 > traning module
 > Functional Train
> Unassigned business event types

Relationship type/relationship (1)

> Restrictions

Q Q+

S	Rel	RO	Relationship name	Object type text
B	003	L	Incorporates	Business event group
B	003	D	Incorporates	Business event type

2 Entries found

OK Cancel

- The following screen will appear. Select Business event type and click ok button.

Training and Event Management: Master Data Catalog

Delivery Method ID (1)

> Restrictions

Del. Delivery Method

0001	Classroom Training
0002	Virtual Classroom Training
0003	Web-Based Training
0004	Online Test
0006	Static Web-Based Training
0007	External Web-Based Training
0008	External Classroom Training
0009	External Virtual Classroom Training
0010	External Online Test
0011	WBT in Classroom

10 Entries found

OK

5. Select type of training i.e. Classroom training and click ok button.

Create Business event type: Data Screen

Choose object Fast entry Exit fast entry More ▾ Exit

Business event type 50012929  L 50012928

Validity: 01.01.2018 to: 31.12.9999

Object

* Abbreviation/name SAP Trn SAP Trainings

Delivery Method Education & Experience Main schedule model **Capacity** Prices Business Event Type Info Relationships Validity period > ...

Delivery Method ID: 0001 Classroom Training

Save Cancel

6. Enter abbreviation and full name of the business event type and click on Capacity tab.

Field name	Description	User action and values	Comments
Abbreviation/ Name	SAP Trn		
Description/ Name	SAP Trainings		
Validity Start Date	01.01.2018		
Validity End Date	31.12.9999		

7. On Capacity Tab enter the minimum, optimum and maximum capacity.






Create Business event type: Data Screen

Choose object
Fast entry
Exit fast entry
More ▾

Business event type 50012929


[L 50012928](#)

Validity: 01.01.2018
to: 31.12.9999

Object

* Abbreviation/name

SAP Trn

SAP Trainings

Delivery Method
Education & Experience
Main schedule model
Capacity
Prices
Business Event Type Info
Relationships
Validity period

Minimum capacity

Optimum capacity

Maximum capacity

1

50

100

8. Click save button to save entries.



9. Business event type "SAP Trainings" is Created.

Result:

- Business Event type created.

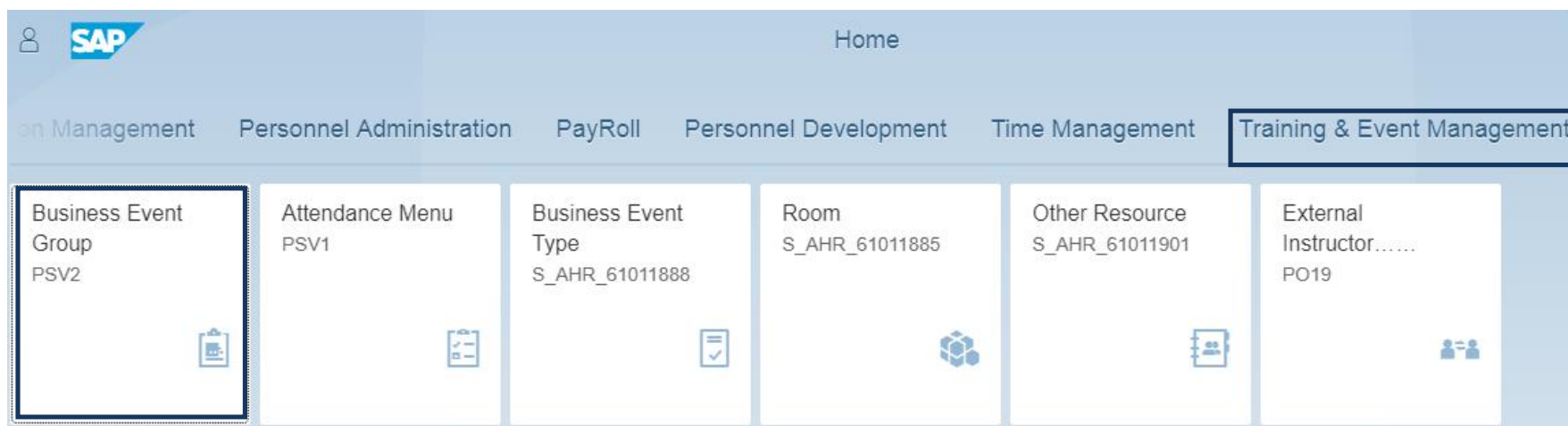
Note:

- Use Fiori App "Training and Event Management" for creating Business Event type.

1.1.11 Create Business events

Business event is the actual date on which the training will be held. On business event then book nominees. Use the following steps to create a business event.

1. Access the Business event Group from the Fiori Launch PAD.



2. The Dynamic business event Menu screen will display.






Dynamic Business Event Menu

[Extended Search...](#)
[Choose Detail](#)
[Expand Subtree](#)
[Collapse Subtree](#)
[Set Access](#)
[General Overview](#)
[Delete Access](#)
[Refresh](#)
[Change Settings ...](#)

More 

> Training & Development			L 50012142	T&D	
> Officials			L 50012145	Officl	
> IESCO TRAINING			L 50012233	IESCO TRNG	
> IESCO Training - Exams Schedule 2018			L 50012235	IESCO 2018	
> IESCO TRAINING AND EXAMS			L 50012236	IIESCO	
> Plan 2018			L 50012248	Plan 2018	
> exam & training 2018			L 50012263	exams trng	
> IESCO Training 2018-2			L 50012266	TRG ies	
> supt T&D			L 50012468	sup	
> Qasim Shah Trg			L 50012486	Qasim	
> UAT Trainings			L 50012676	train	
> Internal Training Group UAT			L 50012716	int trn grp	
> Foreign Training Group UAT			L 50012726	Forn	
▼ Functional Training			L 50012928	Functional T	
> SAP Trainings			D 50012929	SAP Tm	
> Unassigned business event types					

3. Select the "SAP Trainings" Business Event Type and click on "More" → Business Event → Dates → Create → Create with Resources.






Create Business Event with Resources: Data Screen

Choose Detail
Undo
More ▾

Business event type: SAP Trainings

Business event:

Planning period:  -

Internal

☒ Planned

☐ Locked

☐ Firmly bkd

Business Event Data

* Name:

* Location:

* Language: ▾

SAP HCM Functional Training

Schedule

 Copy

 Create

☒ Period without days off

☐ Start day as in schedule

Number of Attendees

Minimum:

Optimum:

Maximum:

4. Enter abbreviation and full name of the business event, Enter Start Date, Select Planned option, Select Language and click on Location Search.

Field name	Description	User action and values	Comments
Abbreviation/ Name	SAP HCM - 1		
Description/ Name	SAP HCM Functional Training - 1		
Language	English		
Validity Start Date	01.08.2018		
Validity End Date	31.12.9999		

Location (1) ×

> Search Term

Structure Search

Abbreviation and Name

Search Term with Restrictions

Free search

...

★

🔍

🔍

🔍

Plan version	Object type	ObjectID	Object abbr.	Object name	Start
01	F	50001313	RTC	Regional Training Centre	01.0
01	F	50001327	RTC.	RTC	01.0
01	F	50001345	Conference R	Conference Room	26.0
01	F	50012192	WASC	WAPDA Administrative Staff College	01.0
01	F	50012316	DG(IS)CR	DG IS Committee Room	12.0
01	F	50012703	iesco it	iesco it center	01.0
01	F	50012839	WEAF	WAPDA Engineering Acedmy Faisalabad	10.0

7 Entries found

🔍

✓

🔍

×



5. Select the location from search and click on ok button.

×

Create User Schedule

With pattern
Without pattern
User-defined

Duration/days

3

Duration/hours

3

Start day

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

Transfer
Cancel

6. Enter Days and Duration and click on “Transfer” button.






Create Business Event with Resources: Data Screen

Choose Detail
Undo
More ▾

Price and Cost Assignment

Internal price:	15000		Pakistani Rupee ▾	
External price:	20000		Pakistani Rupee ▾	
Controlling Area:		Cost Center:		

Organizer Data

Company ▾	
-----------	--

Overview

Information

General Description

Notes

Normal case

7. Enter Internal price and External price of the event with currency type and click on "Create" button in front of "General Description".
8. Click save button to save entries.
9. Business event date is created.

Result:

- Business Event Date Created.

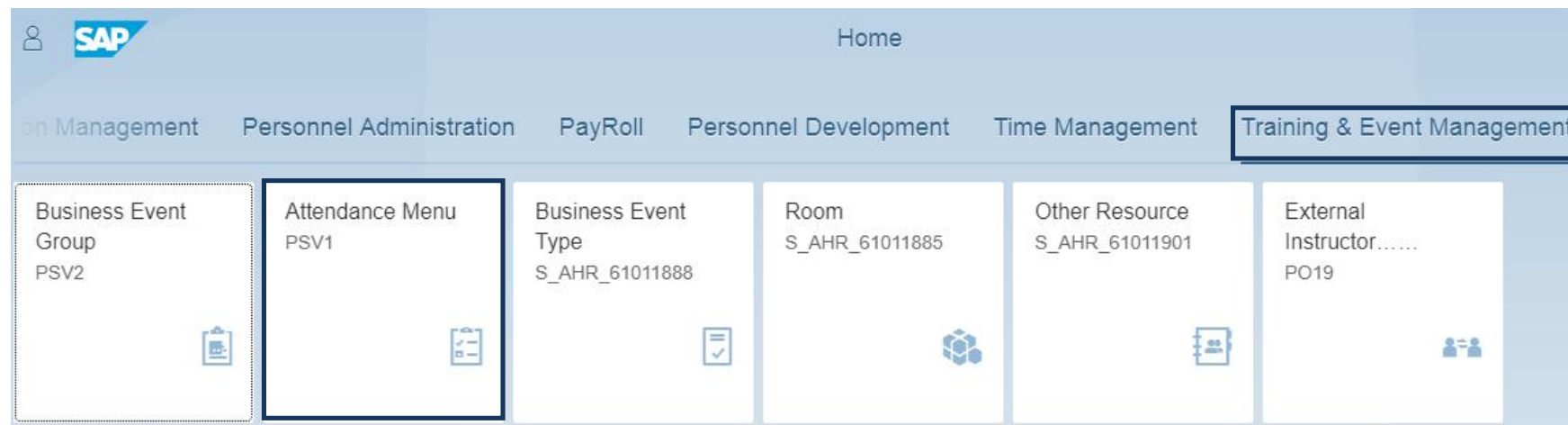
Note:

- Use Fiori App “Training and Event Management” for Creating Business Event Date.

1.1.12 Book Attendance

In this step nominees for the training held are booked. Use the following steps to book an attendee for a business event/Training.

1. Access the Attendance Menu from the Fiori Launch PAD.



2. The following screen will display.

SAP

Dynamic Attendance Menu

Correspondence History Edit Note Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview

- ▼ Current plan 01.01.2018 - 31.12.2018 All Languages
 - > 📁 General Training for officers
 - > 📁 IESCO**
 - > Unassigned business event types

3. Select the Training click more, and then book attendance.

Dynamic Attendance Menu

Correspondence History Edit Note Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh More ▾ Exit

Change Settings ... (Ctrl+Shift+F5)

Attendance ▾

Edit ▾

Goto ▾

Extras ▾

Settings ▾

System ▾

Help ▾

Cancel (Escape)

GUI Actions and Settings ▾

Book (F5)

Book List

Prebook (F6)

Prebook List (Ctrl+F6)

Replace (F7)

Rebook Attendance (F8)

Cancel (F9)

Maintain Fee List (Ctrl+F9)

Appraisals >

Correspondence >

Exit (Shift+F3)

Current plan 05.02.2017 - 31.12.9999 All Langu		
Islamabad Electric Supply Company	L 50000243	
IESCO Officer Training	L 50000389	
ALM to LM-II (T-100)	L 50001316	
ALM	L 50001330	
Line Staff (Operation / Constructio	D 50001324	
01.07.2018 - 08.07.2018 EN:Lin	E 50001325	
09.07.2018 - 16.07.2018 EN:Lin	E 50001326	
MUHAMMAD ABID	P 01000713	
01.08.2018 - 08.08.2018 EN:Lin	E 50001334	
09.09.2018 - 16.09.2018 EN:Lin	E 50001328	
16.09.2018 - 23.09.2018 EN:Lin	E 50001329	
01.10.2018 - 08.10.2018 EN:Lin	E 50001333	
31.10.2018 - 07.11.2018 EN:Lin	E 50001332	
Induction Course for ALM (T-50)	L 50001317	
Induction Course for LS-II (T-150)	L 50001318	
LFM-II to LFM-I (T-475)	L 50001319	
LFM-II to LFM-I (T-475)	L 50001320	
LM-I to LFM-I I (T-450)	L 50001321	
LM-I to LS-II (T-400)	L 50001322	
LM-II to LM-I (T-300)	L 50001323	
IESCO Official Training	L 50000391	
Unassigned business event types		

4. On next screen enter the personnel number of employee and click save.

5. Nominee for the training is now booked.
6. A list of employees for an event using the book List can also be booked.
7. Save the Entry.

Result:

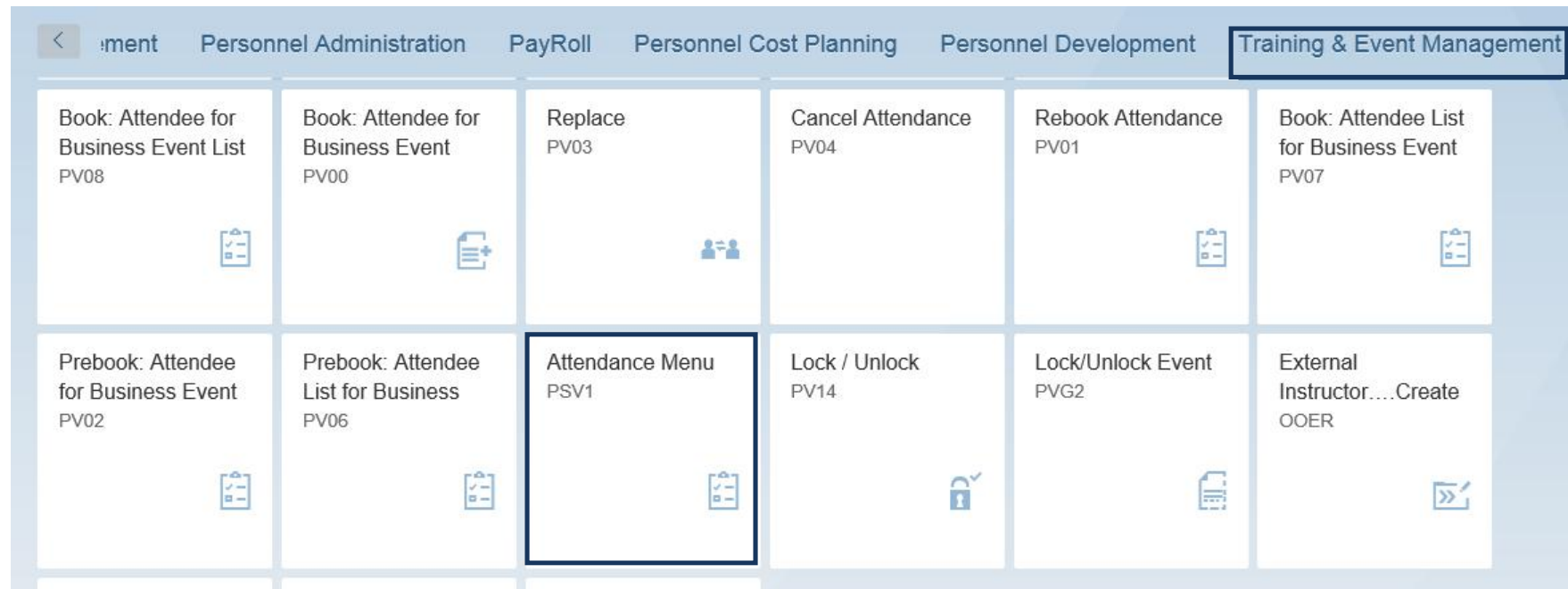
- Attendance is booked.

Note:

- Use Fiori App “Training and Event Management” for Attendance booking.

1.1.13 Cancel Attendance

1. Access the Cancel Attendance App from the Fiori Launch PAD.



2. The following screen will display

SAP Dynamic Attendance Menu

Correspondence History Edit Note Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh Change Settings... More

Current plan 03.02.2018 - 31.12.9999 All Langu					
> officials			L 50001979	officials	
> Officers			L 50001985	Officers	
> Trainings and Exams			L 50012125	Trng	
> Training & Development			L 50012142	T&D	
> Officials			L 50012145	Offici	
> IESCO TRAINING			L 50012233	IESCO TRNG	
> IESCO Training - Exams Schedule 2018			L 50012235	IESCO 2018	
> IESCO TRAINING AND EXAMS			L 50012236	IESCO	
> Plan 2018			L 50012248	Plan 2018	
> exam & training 2018			L 50012263	exams trng	
> IESCO Training 2018-2			L 50012266	TRG ies	
> supt T&D			L 50012468	supt	
> Qasim Shah Trg			L 50012486	Qasim	
> UAT Trainings			L 50012676	train	
> Internal Training Group UAT			L 50012716	int trn grp	
> Foreign Training Group UAT			L 50012726	Forn	
> Technical Trainings			D 50012730	Tech TRG	
> 01.08.2018 - 20.08.2018 EN:Tech TF	Followed Up Intern	48 Avail. 2 Booked 0 V	E 50012751	Tech TRG	
MUJAHID HUSSAIN		(50) 07.08.2018	P 01002625	HUSSAIN	
Khalid Masood	O 32000282	(50) 07.08.2018	P 01012601	Masood	
> Unassigned business event types					

Book (F5)

Book List

Prebook (F6)

Prebook List (Ctrl+F6)

Replace (F7)

Rebook Attendance (F8)

Cancel (F9)

Maintain Fee List (Ctrl+F9)

Appraisals

Correspondence

Exit (Shift+F3)

Attendance

Edit

Goto

Extras

Settings

System

Help

Cancel (Escape)

GUI Actions and Settings

3. Cancel Attendance allows to cancel booking with any Priority.
4. Cancellation reasons are specified which is then used to levy cancellation fees.
5. Move candidates up from the waiting list to fill the places that become available due to cancellations.

Dynamic Attendance Menu

Correspondence History Edit Note Extended Search... Choose Detail Expand Subtree Collapse Subtree Set Access General Overview Delete Access Refresh Ch

Current plan 03.02.2018 - 31.12.9999 All Langu

- officials
- Officers
- Trainings and Exams
- Training & Development
- Officials
- IESCO TRAINING
- IESCO Training - Exams Schedule 2018
- IESCO TRAINING AND EXAMS
- Plan 2018
- exam & training 2018
- IESCO Training 2018-2
- supt T&D
- Qasim Shah Trg
- UAT Trainings
- Internal Training Group UAT
- Foreign Training Group UAT
- Technical Trainings
- 01.08.2018 - 20.08.2018 EN:Tech TF Followe

Cancel Attendance: Data

Attendee data

Person: 01002625 MUJAHID HUSSAIN 63

Booked business event

Start date	End date	Bus. event	Number	Priority	Ext	FB
01.08.2018	20.08.2018	Tech TRG	EN 1	50	07.08.2018	FB [X] []

Cancellation reason

Reason canceled: Organizer cancels attendance booking Cancel %: 0

Cancel/Payment Info Prebook

Name	Event	Start date	End date	Person	Priority
MUJAHID HUSSAIN	(50) 07.08.2018	P 01002625	HUSSAIN		
Khalid Masood	O 32000282 (50) 07.08.2018	P 01012601	Masood		

Result:

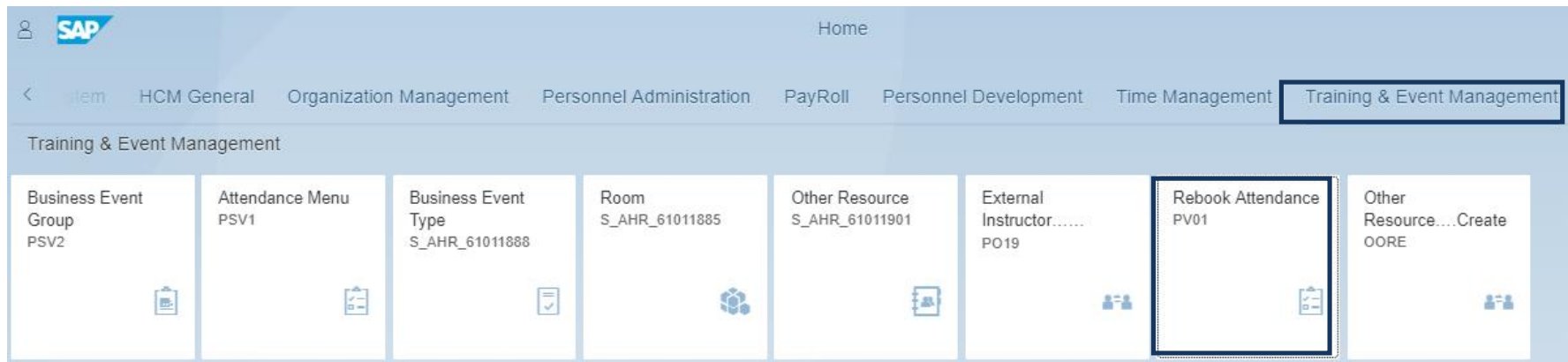
- Attendance is canceled.

Note:

- Use Fiori App "Training and Event Management" for Canceling Attendance.

1.1.14 Rebook Attendance

1. Access the Attendance Menu App from the Fiori Launch PAD.



2. Rebook attendance allows to create a rebooking if an attendee booked for a business event want to change the date of the booking. This involves creating a new booking for the new event date for the same event type. The original booking is automatically deleted.
3. Rebooking can be made with any booking priority.






Rebook Attendance: Data

Attendee List
Time Schedule
Choose Detail
Refresh
More ▾

Person
Organizational unit
Contact person
Customer
External person
Company
Applicant
Prospect
User

Person: 01000011 ZUBAIR AKHTAR
 Organizational unit: NILORE





Selection Criteria

Period
01.07.2018
to
31.12.2018

Booked business events

	Start date	End date	Event	Language	Number	Priority	Booking date
☐	10.07.2018	11.07.2018	mintri stf	EN	1	50	19.07.2018
☐	10.08.2018	12.08.2018	J.E to Sr En	EN	1	50	19.07.2018
☒	07.10.2018	11.10.2018	AA Stf	EN	1	50	06.08.2018
☐							
☐							
☐							
☐							
☐							
☐							
☐							

Rebookings offered

4. Select the Person, start/to dates and booked business events from the list. Click on “Re-bookings offered” button and following screen will display.

Rebook Attendance: Data

Attendee List Time Schedule Choose Detail

Person Organizational unit Contact person

Person: 01000011 ZUBAIR AKHTAR
Organizational unit: NILORE

Selection Criteria

Period: 01.07.2018 to 31.12.2019
Language: English
Location:

Attendee data

Person: 01000011 ZUBAIR AKHTAR
Organizational unit: NILORE

Business event catalog

	Fre...	Start date	End date	Bus. event	Free ...	Book...	Waiti...	Opti...	Externa...	Firmly...	Location
☒	...	19.07.2018	23.07.2018	AO Stf	100	0	0	25	☐	☐	RTC
☐	...	19.07.2018	23.07.2018	AA Stf	97	3	0	25	☐	☒	RTC
☐											
☐											
☐											
☐											
☐											
☐											
☐											

Booking priority

☒ Normal booking ☐ Essential booking ☐ Waiting list

Rebookings offered

Book/Payment Info

5. Select the period start/to dates, business event from catalog to which person will be rebooked and click on save button. Following screen will display.






Rebook Attendance: Data

Attendee List
Time Schedule
Choose Detail
Refresh
More ▾

Person
Organizational unit
Contact person
Customer
External person
Company
Applicant
Prospect
User

Person:

 UBAIR AKHTAR
 Organizational unit: NILORE

Selection Criteria

Period:
to:

Booked business events

	Start date	End date	Event	Language	Number	Priority	Booking date	External event
☐	10.07.2018	11.07.2018	mintri stf	EN		1 50	19.07.2018	☐
☐	19.07.2018	23.07.2018	AO Stf	EN		1 50	06.08.2018	☐
☐	10.08.2018	12.08.2018	J.E to Sr En	EN		1 50	19.07.2018	☐
☐								
☐								
☐								
☐								
☐								
☐								
☐								

☑ Success
✕

Attendance was rebooked

Result:

- Attendee is rebooked to a new business event of the same business event type.

Note:

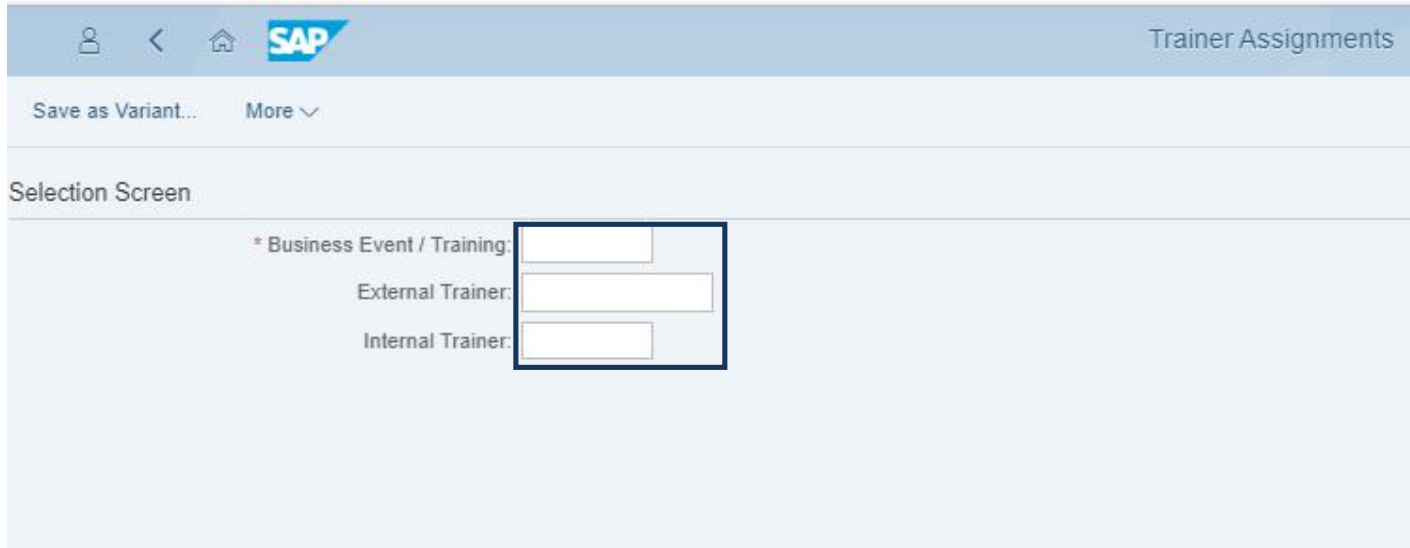
- Use Fiori App "Training and Event Management" for Rebooking Attendance.

1.1.15 Trainer Assignment

1. Access the Rebook Attendance App from the Fiori Launch PAD.

General	Organization Management	Personnel Administration	PayRoll	Personnel Development	Time Management	Training & Event Management
Resource Equipment S_AHR_61016224 	Resource Reservation S_ALR_87014087 	Employee List S_PH9_46000432 	Attendance List S_PH9_46000433 	Create Business Event Without PV11 	Change Business Event PV1A 	Attendee's Training History S_PH9_46000431 
Cancellations per Business Event S_PH9_46000424 	Attendee's Qualifications S_PH9_46000429 	Prebookings per Business Event S_PH9_46000427 	Dynamic Information Menu PSV3 	Display Business Event PV1B 	Location S_AHR_61011841 	Control for Dynamic Menu PSVQ 
Building Address S_AHR_61011843 	Ad Hoc Query S_PH0_48000535 	Business Event Dates S_AHR_61016219 	Time Schedule S_AHR_61011844 	HR Seniority for Training HRSNR 	Trainer Assingments ZHR_TRAINER 	

2. Trainers can be assigned internally and externally as per requirement. Following screen will display.



Trainer Assignments

Save as Variant... More ▾

Selection Screen

* Business Event / Training:

External Trainer:

Internal Trainer:

3. Select the relevant Training and Trainers from attached lists. It depends upon the requirement but at least one trainer must be selected from External/Internal list to execute the process. Following screen will display.

Object ID (1) x

> Restrictions ...

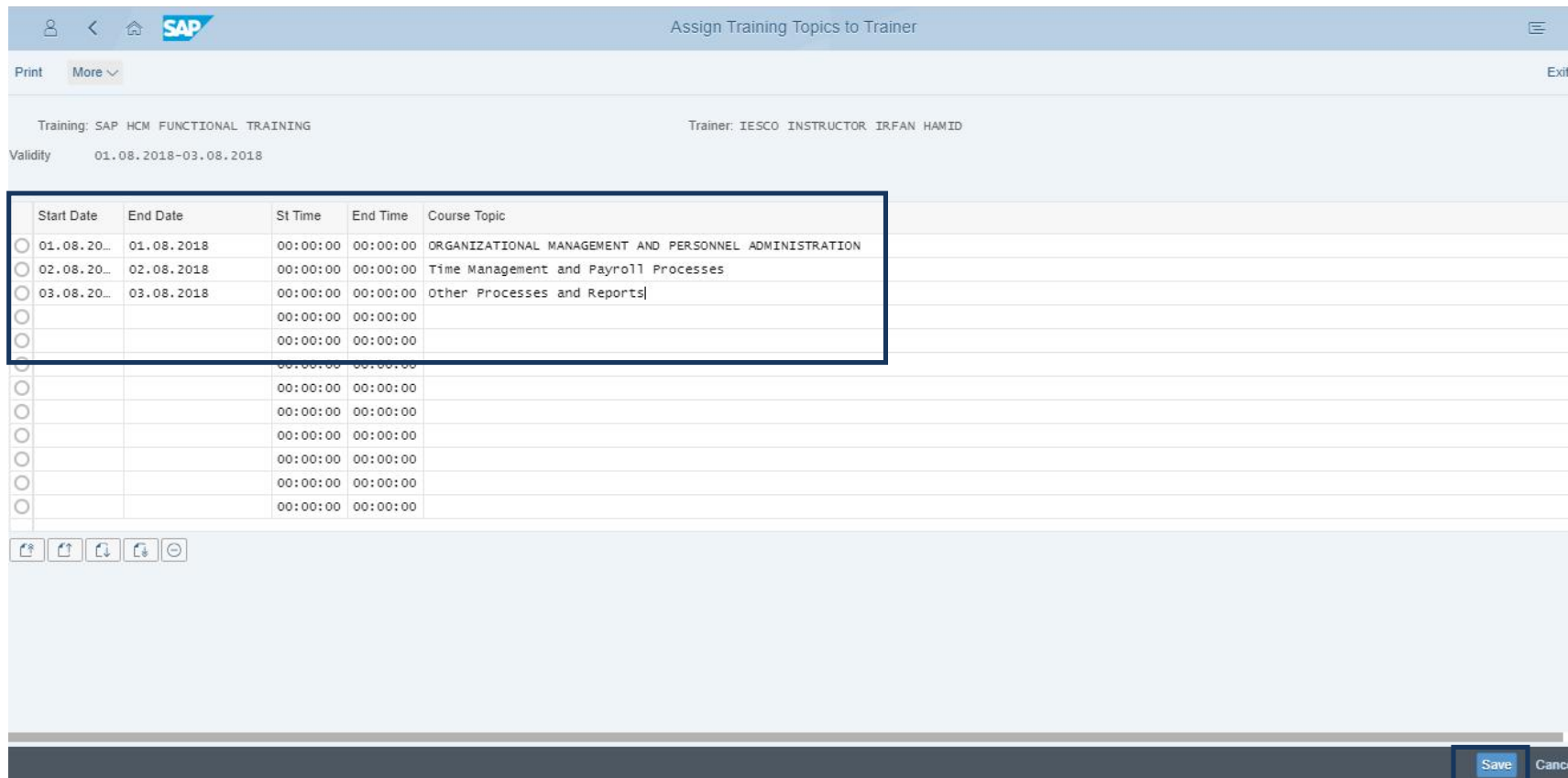
★ 🔍 🔍 🔍 🔍

ObjectID	Start	End Date	Object name
50012417	18.07.2018	22.07.2018	New Exam
50012419	18.07.2018	22.07.2018	Exams A
50012428	01.08.2018	02.08.2018	Junior Engineer to Senior Engineer
50012430	19.07.2018	20.07.2018	Ministerial Staff
50012431	19.07.2018	19.07.2018	New BE Exam2
50012432	19.07.2018	23.07.2018	New Exam2
50012433	01.09.2018	02.09.2018	Safety Training Oct
50012435	19.07.2018	23.07.2018	New Exam3
50012436	19.07.2018	19.07.2018	New BE Exam3
50012437	19.07.2018	23.07.2018	Audit Account Staff
50012438	19.07.2018	23.07.2018	Audit /Assitant aff
50012484	01.07.2018	28.07.2018	Ministerial Staff
50012489	01.01.2018	15.01.2018	Meter Readers Training
50012680	06.08.2018	07.10.2018	JMC UAT
50012751	01.08.2018	20.08.2018	Technical Trainings
50012806	08.03.2018	27.03.2018	JMC UAT
50012808	04.03.2018	05.05.2018	JMC UAT
50012851	22.03.2018	10.04.2018	JMC UAT
50012852	22.03.2018	10.04.2018	JMC UAT
50012945	01.08.2018	03.08.2018	SAP HCM Functional Training

78 Entries found

🔍 ✅ 🔍 ✖

4. Select and enter External Trainer from the available list and click on “Execute” button. Following screen will display.



	Start Date	End Date	St Time	End Time	Course Topic
☐	01.08.20...	01.08.2018	00:00:00	00:00:00	ORGANIZATIONAL MANAGEMENT AND PERSONNEL ADMINISTRATION
☐	02.08.20...	02.08.2018	00:00:00	00:00:00	Time Management and Payroll Processes
☐	03.08.20...	03.08.2018	00:00:00	00:00:00	Other Processes and Reports
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	
☐			00:00:00	00:00:00	

5. Select dates and enter course topics. Click on “Save” button.
6. Similarly, internal trainer with course topics can be assigned through this process.

Result:

- Trainers are assigned to the relevant training.

Note:

- Use Fiori App “Training and Event Management” for Rebooking Attendance.