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American English is the standard used in this handbook. The following typographic conventions are also used.

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<thead>
<tr>
<th>This information is displayed in the instructor’s presentation</th>
<th>![Icon]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration</td>
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<tr>
<td>Procedure</td>
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<td>Warning or Caution</td>
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<td>![Icon]</td>
</tr>
<tr>
<td>Window title</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Unit</th>
<th>SAP SuccessFactors HXM - Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lesson: Getting Started with SAP SuccessFactors HXM</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Lesson: Configuring SAP SuccessFactors: Instance and Provisioning Access Management</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Lesson: Navigating and Accessing Tools and Support in SAP SuccessFactors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Lesson: Administrator Basics</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lesson: Managing Security Using SAP SuccessFactors Role Based Permissions (RBP)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lesson: Managing Proxies</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Lesson: Customizing the SAP SuccessFactors Instance</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Lesson: Managing Company Settings and Texts</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Lesson: Managing Mobile Settings</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Lesson: Managing User Data</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Lesson: Email Notifications</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Lesson: Using XML in SAP SuccessFactors</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Lesson: Configuring People Profile</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Lesson: Picklists</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Lesson: MDF Overview</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Lesson: MDF Object Configuration</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Lesson: Business Rules</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Lesson: Using MDF to Manage Employee Files</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Lesson: Instance Sync</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Lesson: Configuration Check Tool</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Lesson: Implement Translations</td>
</tr>
<tr>
<td></td>
<td>Unit 8: SAP SuccessFactors HXM - Introduction to People Analytics</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Lesson: People Analytics Tools Overview</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Lesson: Introduction to the Report Center - The Gateway to All the Other Reporting Tools</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Lesson: Using Report Center</td>
<td></td>
</tr>
</tbody>
</table>
TARGET AUDIENCE
This course is intended for the following audiences:
Lesson 1: Getting Started with SAP SuccessFactors HXM

Lesson Objectives
After completing this lesson, you will be able to:

- Get started with SAP SuccessFactors HXM and Know Resources Available to You

Lesson 2: Configuring SAP SuccessFactors: Instance and Provisioning Access Management

Lesson Objectives
After completing this lesson, you will be able to:

- Describe an instance
- Describe Provisioning
- Provision Access Management
- Describe how an instance relates to Provisioning

Lesson 3: Navigating and Accessing Tools and Support in SAP SuccessFactors

Lesson Objectives
After completing this lesson, you will be able to:

- Log in to SAP SuccessFactors
- Describe the SAP SuccessFactors Home Page
- Define People and Action Search
- Access the Administration Center

Lesson 4: Administrator Basics

Lesson Objectives
After completing this lesson, you will be able to:

- Identify Administrator Tasks
• Troubleshoot User Login Issues
• Describe SAP Cloud Identity Authentication Service (IAS)
Lesson 1: Managing Security Using SAP SuccessFactors Role Based Permissions (RBP)

Lesson Objectives
After completing this lesson, you will be able to:

- Manage User Control in SAP SuccessFactors using Role-Based Permission (RBP)
- Create a permission group
- Create permission roles

Lesson 2: Managing Proxies

Lesson Objectives
After completing this lesson, you will be able to:

- Using Proxy in SAP SuccessFactors
- Assign and Remove Proxies
Lesson 1: Customizing the SAP SuccessFactors Instance

Lesson Objectives
After completing this lesson, you will be able to:

- Customize Themes
- Manage the Home Page
- Set a Company Logo
- Customize Resources, Help, and Tutorials
- Configure custom navigations

Lesson 2: Managing Company Settings and Texts

Lesson Objectives
After completing this lesson, you will be able to:

- Manage Company System Settings
- Configure the V12 Org Chart
- Modify Password and Login Policy Settings
- Customize the System Language

Lesson 3: Managing Mobile Settings

Lesson Objectives
After completing this lesson, you will be able to:

- Manage mobile settings

Lesson 4: Managing User Data

Lesson Objectives
After completing this lesson, you will be able to:

- Manage Employee Import
- Manage the User Data File (UDF)
Lesson 5: Email Notifications

Lesson Objectives
After completing this lesson, you will be able to:

- Communicate with Users
Lesson 1: Using XML in SAP SuccessFactors

Lesson Objectives
After completing this lesson, you will be able to:

- Describe Extensible Markup Language (XML) and its purpose
- Explain the relationship between Extensible Markup Language (XML) and a Document Type Definition (DTD) file
- Identify the components of well-formed Extensible Markup Language (XML)
- Define the key Extensible Markup Language (XML) terms

Lesson 2: Configuring People Profile

Lesson Objectives
After completing this lesson, you will be able to:

- Describe People Profile
- Examine the Configuration Process
- Configure Standard Elements
- Configure Custom Fields and Filtering
- Configure the People Profile Layout

Lesson 3: Picklists

Lesson Objectives
After completing this lesson, you will be able to:

- Describe Picklists in SAP SuccessFactors
Lesson 1: MDF Overview

Lesson Objectives
After completing this lesson, you will be able to:

- Define Metadata Framework (MDF)
- Activate and permission MDF

Lesson 2: MDF Object Configuration

Lesson Objectives
After completing this lesson, you will be able to:

- Configure options for MDF objects

Lesson 3: Business Rules

Lesson Objectives
After completing this lesson, you will be able to:

- Define Business Rules
- Identify use cases for Configuring Business Rules using the Rules Engine

Lesson 4: Using MDF to Manage Employee Files

Lesson Objectives
After completing this lesson, you will be able to:

- Define Business Configuration UI
- Activate and permission BCUI
- Use BCUI
Lesson 1: Instance Sync
Lesson Objectives
After completing this lesson, you will be able to:
• Explain Instance Sync

Lesson 2: Configuration Check Tool
Lesson Objectives
After completing this lesson, you will be able to:
• Understand Configuration Check Tool
Lesson 1: Implement Translations

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the translation process
- Collect requirements in the translation workbook
- Set up languages in Provisioning
- XML Template
- Implement translations in People Profile
- Describe the Localization Process
Lesson 1: People Analytics Tools Overview

Lesson Objectives
After completing this lesson, you will be able to:

- Identify Self-Service Reporting Tools
- Identify Custom Reporting Tools

Lesson 2: Introduction to the Report Center - The Gateway to All the Other Reporting Tools

Lesson Objectives
After completing this lesson, you will be able to:

- Permission Report Center Administrators and Users

Lesson 3: Using Report Center

Lesson Objectives
After completing this lesson, you will be able to:

- Describe Functions of Report Center