

THR80

Introduction to SAP SuccessFactors Academy

COURSE OUTLINE

Course Version: 92

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

Lesson 1: Getting Started with SAP SuccessFactors HCM

Lesson Objectives

After completing this lesson, you will be able to:

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

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

Lesson Objectives

After completing this lesson, you will be able to:

- Describe an instance
- Describe Provisioning
- Provisioning 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
- 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

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
- Enable the Show Me Tool
- Utilize Action Search
- Configure custom navigations

Lesson 2: Managing Company Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Manage Company System Settings
- Enable 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 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: Using MDF to Manage Employee Files

Lesson Objectives

After completing this lesson, you will be able to:

- Metadata Framework
- Business Configuration UI

Lesson 1: Instance Sync

Lesson Objectives

After completing this lesson, you will be able to:

- Instance Sync

Lesson 2: Configuration Check Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Configuration Check Tool

Lesson 1: Managing Language Packs

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 Performance Management
- Implement translations in Employee Profile
- Describe the Localization Process

Lesson 2: Intelligent Services

Lesson Objectives

After completing this lesson, you will be able to:

- Intelligent Services

Lesson 1: Reporting Tools Overview

Lesson Objectives

After completing this lesson, you will be able to:

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

Lesson 2: Enabling Report Center and Assigning Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Enable the Report Center in an Instance
- 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