THR80

Introduction to SAP
SuccessFactors Academy

COURSE OUTLINE

Course Version: 92
Course Duration:
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American English is the standard used in this handbook.
The following typographic conventions are also used.

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<tr>
<th>Typographic Convention</th>
<th>Example Text</th>
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<tr>
<td>This information is displayed in the instructor’s presentation</td>
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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