

# HR800

## SAP SuccessFactors Platform Administration

### COURSE OUTLINE

Course Version: 2505

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

*Example text*

Window title

*Example text*

# Contents

## vii Course Overview

### 1 Unit 1: Introducing the Administration Course

1 Lesson: Exploring the Administration Course

### 3 Unit 2: Introducing SAP SuccessFactors

3 Lesson: Summarizing the SAP SuccessFactors History and Modules

3 Lesson: Accessing Provisioning and Instance

### 5 Unit 3: Describing SAP SuccessFactors Administrator and Admin Center

5 Lesson: Getting Started with Administration

5 Lesson: Navigating Admin Center, Tiles, and Favorites

### 7 Unit 4: Setting Up Permissions and System Wide Features in SAP SuccessFactors

7 Lesson: Managing Security Using SAP SuccessFactors Role-Based Permissions (RBP)

7 Lesson: Using Proxy Management

7 Lesson: Managing Company System and Logo Settings and Platform Feature Settings

### 9 Unit 5: Performing Administrator Tasks in SAP SuccessFactors

9 Lesson: Using Admin Alerts

9 Lesson: Using Check Tool to Validate Configuration

9 Lesson: Modifying System Access Settings

9 Lesson: Defining Jobs in the Schedule Job Manager

9 Lesson: Running the Execution Manager

9 Lesson: Using the Upgrade Center

### 11 Unit 6: Configuring User Experience in SAP SuccessFactors

11 Lesson: Using Action Search, Other Searches, and Custom Navigation

11 Lesson: Using the Org Chart

11 Lesson: Accessing Built-In Support

11 Lesson: Customizing the Home Page

11 Lesson: Managing Mobile Settings

12 Lesson: Implementing E-mail Notifications

12 Lesson: Customizing the SAP SuccessFactors Instance

12 Lesson: Creating Text Replacements

12 Lesson: Using the Manage Languages Tool

12 Lesson: Maintaining the Company Logo

<b>13</b>	<b>Unit 7:</b>	<b>Configuring People Profile in SAP SuccessFactors</b>
13		Lesson: Configuring People Profile
13		Lesson: Managing Business Configuration
13		Lesson: Maintaining Picklists in the Picklist Center
<b>15</b>	<b>Unit 8:</b>	<b>Defining MDF and Business Rules in SAP SuccessFactors</b>
15		Lesson: Defining Metadata Framework (MDF) Objects
15		Lesson: Configuring MDF Objects
15		Lesson: Managing the Succession Data Model with the Business Configuration Tool and MDF Blocks
15		Lesson: Creating and Triggering Business Rules
<b>17</b>	<b>Unit 9:</b>	<b>Optional: Managing Competencies and Job Roles with the Legacy System or Job Profile Builder</b>
17		Lesson: Managing Competencies and Competency Libraries with Job Description Manager (JDM or JDM 1.0)
17		Lesson: Managing Job Families and Job Roles with Job Description Manager (JDM or JDM 1.0)
17		Lesson: Migrating from Job Description Manager (JDM or JDM 1.0) to Job Profile Builder (JPB or JDM 2.0)
17		Lesson: Using the Job Profile Builder (JPB or JDM 2.0) and the Center of Capabilities
<b>19</b>	<b>Unit 10:</b>	<b>Optional: Introducing Talent Intelligence Hub in SAP SuccessFactors</b>
19		Lesson: Understanding Talent Intelligence Hub
19		Lesson: Describing the Growth Portfolio
19		Lesson: Exploring Integrations with Talent Intelligence Hub
<b>21</b>	<b>Unit 11:</b>	<b>Optional: Using Opportunity Marketplace in SAP SuccessFactors</b>
21		Lesson: Describing the Opportunity Marketplace
21		Lesson: Explaining the Prerequisites, Dependencies, and Permissions
21		Lesson: Using Opportunity Marketplace as an End User
<b>23</b>	<b>Unit 12:</b>	<b>Planning Next Steps</b>
23		Lesson: Earning SAP SuccessFactors Expert (SFX) Accreditation
23		Lesson: Reviewing Additional Resources

# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Systems Architect



# UNIT 1

# Introducing the Administration Course

## Lesson 1: Exploring the Administration Course

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe general information about the course.



## Lesson 1: Summarizing the SAP SuccessFactors History and Modules

### Lesson Objectives

After completing this lesson, you will be able to:

- Download the Course Files.
- Provide a brief history of SAP SuccessFactors.
- Provide an overview of SAP SuccessFactors modules.
- Describe SAP SuccessFactors Platform architecture.

## Lesson 2: Accessing Provisioning and Instance

### Lesson Objectives

After completing this lesson, you will be able to:

- Access an instance.
- Access Provisioning.
- Control access to instances and Provisioning.
- Configure changes in Provisioning that will be reflected in the instance.
- Log into an SAP SuccessFactors instance.



## UNIT 3

# Describing SAP SuccessFactors Administrator and Admin Center

### Lesson 1: Getting Started with Administration

#### Lesson Objectives

After completing this lesson, you will be able to:

- Access administrator permissions.
- Identify administrator tasks.
- Outline Manage Support Access.
- Ensure that consultants and customers use the same SAP SuccessFactors common terms.
- Maintain super admin, security admin, and module admins.

### Lesson 2: Navigating Admin Center, Tiles, and Favorites

#### Lesson Objectives

After completing this lesson, you will be able to:

- Access the Administration Center.



## UNIT 4

# Setting Up Permissions and System Wide Features in SAP SuccessFactors

### Lesson 1: Managing Security Using SAP SuccessFactors Role-Based Permissions (RBP)

#### Lesson Objectives

After completing this lesson, you will be able to:

- Manage security with SAP SuccessFactors Role-Based Permissions (RBP).
- Create Permission Groups.
- Describe SAP SuccessFactors Permission Roles.
- Verify the roles that grant a permission with User Role Search.

### Lesson 2: Using Proxy Management

#### Lesson Objectives

After completing this lesson, you will be able to:

- Act as a proxy in SAP SuccessFactors.
- Use Proxy Tools to assign and remove proxies.

### Lesson 3: Managing Company System and Logo Settings and Platform Feature Settings

#### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Company System Settings in the Admin Center.



## Lesson 1: Using Admin Alerts

### Lesson Objectives

After completing this lesson, you will be able to:

- Use Admin Alerts.

## Lesson 2: Using Check Tool to Validate Configuration

### Lesson Objectives

After completing this lesson, you will be able to:

- Verify that the configuration is valid using the Check Tool.

## Lesson 3: Modifying System Access Settings

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify password and login policy settings.
- Manage Login Accounts.

## Lesson 4: Defining Jobs in the Schedule Job Manager

### Lesson Objectives

After completing this lesson, you will be able to:

- Work with Schedule Job Manager.

## Lesson 5: Running the Execution Manager

### Lesson Objectives

After completing this lesson, you will be able to:

- Deploy the Execution Manager.

## Lesson 6: Using the Upgrade Center

## Lesson Objectives

After completing this lesson, you will be able to:

- Use Navigation tools to access the Upgrade Center.

## Lesson 1: Using Action Search, Other Searches, and Custom Navigation

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify People Search and Action Search.
- Maintain Custom Navigations.

## Lesson 2: Using the Org Chart

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure Org Chart settings by using Org Chart Configuration.

## Lesson 3: Accessing Built-In Support

### Lesson Objectives

After completing this lesson, you will be able to:

- Use Built-In Support.

## Lesson 4: Customizing the Home Page

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Home Page.
- Use the Manage Home Page feature to customize the Home Page.

## Lesson 5: Managing Mobile Settings

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable mobile functionality.

- Manage mobile settings.

## **Lesson 6: Implementing E-mail Notifications**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Make changes to email templates.
- Manage communications in SAP SuccessFactors with triggered email notifications.

## **Lesson 7: Customizing the SAP SuccessFactors Instance**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Customize SAP SuccessFactors themes.

## **Lesson 8: Creating Text Replacements**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Replace system text with the Text Replacement tool.

## **Lesson 9: Using the Manage Languages Tool**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Replace System Text with Manage Languages.

## **Lesson 10: Maintaining the Company Logo**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Set up a Company Logo.

## Lesson 1: Configuring People Profile

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage the People Profile by using the Configure People Profile tool.
- Maintain the People Profile by using header settings.
- Hide, show, and upload a photo into People Profile.
- Run Batch Upload and Batch Export processes.

## Lesson 2: Managing Business Configuration

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Business Configuration.
- Update the People Profile with BCUI.
- Modify the People Profile.

## Lesson 3: Maintaining Picklists in the Picklist Center

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain picklists using the Picklist Center.



## Lesson 1: Defining Metadata Framework (MDF) Objects

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand the Metadata Framework (MDF) to maintain objects.
- Assign permissions for access.

## Lesson 2: Configuring MDF Objects

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe options for configuring MDF objects.

## Lesson 3: Managing the Succession Data Model with the Business Configuration Tool and MDF Blocks

### Lesson Objectives

After completing this lesson, you will be able to:

- Customize People Profile with MDF blocks.

## Lesson 4: Creating and Triggering Business Rules

### Lesson Objectives

After completing this lesson, you will be able to:

- Create business rules by using the Rules Engine.
- Identify use cases for configuring business rules by using the Rules Engine.
- Define when rules are triggered.



## UNIT 9

# Optional: Managing Competencies and Job Roles with the Legacy System or Job Profile Builder

### **Lesson 1: Managing Competencies and Competency Libraries with Job Description Manager (JDM or JDM 1.0)**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the concept and the usage of competencies in SAP SuccessFactors.
- Identify competency library components.

### **Lesson 2: Managing Job Families and Job Roles with Job Description Manager (JDM or JDM 1.0)**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create job families.
- Create job roles.
- Add job codes.
- Map competencies to job roles.

### **Lesson 3: Migrating from Job Description Manager (JDM or JDM 1.0) to Job Profile Builder (JPB or JDM 2.0)**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Identify the two options to manage competencies, families and roles.
- Describe the migration process from the legacy system to Job Profile Builder.

### **Lesson 4: Using the Job Profile Builder (JPB or JDM 2.0) and the Center of Capabilities**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe Job Profile Builder.

- Describe the Center of Capabilities.
- Set up the permissions for Job Profile Builder.
- Create Job Profile Content.
- Add Job Families and Roles.
- Map Roles with Job Codes and Competencies.
- Create and Customize Job Profile Templates.
- Create Job Profiles.
- Use Job Profile Builder Workflow to Create and Approve Job Profile.
- View the Job Profile as an end user from People Profile.
- Locate the Competencies from the Center of Capabilities.

## Lesson 1: Understanding Talent Intelligence Hub

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up Talent Intelligence Hub.

## Lesson 2: Describing the Growth Portfolio

### Lesson Objectives

After completing this lesson, you will be able to:

- Explore and use Growth Portfolio capabilities

## Lesson 3: Exploring Integrations with Talent Intelligence Hub

### Lesson Objectives

After completing this lesson, you will be able to:

- AI Capabilities in Talent Intelligence Hub
- Explain the architecture and integration for Talent Management.
- Explore the integration points between Talent Intelligence Hub and other solutions.



## Lesson 1: Describing the Opportunity Marketplace

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Opportunity Marketplace.

## Lesson 2: Explaining the Prerequisites, Dependencies, and Permissions

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand that Job Profile Builder is a prerequisite.

## Lesson 3: Using Opportunity Marketplace as an End User

### Lesson Objectives

After completing this lesson, you will be able to:

- use the Opportunity Marketplace as an end user.



## **Lesson 1: Earning SAP SuccessFactors Expert (SFX) Accreditation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the SFX Accreditation program.

## **Lesson 2: Reviewing Additional Resources**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Review additional resources after completing this course.