THR80

SAP SuccessFactors Platform Introduction Academy

COURSE OUTLINE

Course Version: 2511
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*

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Contents

vii	Course Overview	
1	**Unit 1:**	**Introducing SAP SuccessFactors**
1		Lesson: Summarizing the SAP SuccessFactors History and Modules
1		Lesson: Accessing Provisioning and Instance
3	**Unit 2:**	**Setting Up SAP SuccessFactors Provisioning**
3		Lesson: Accessing the Provisioning Area
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: Validating the Configuration with Check Tool
9		Lesson: Modifying System Access Settings
9		Lesson: Defining Jobs in the Scheduled Job Manager
9		Lesson: Running the Execution Manager
9		Lesson: Using the Upgrade Center

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11	**Unit 6:**	**Configuring the 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
11		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: Implementing Translations
12		Lesson: Maintaining the Company Logo
13	**Unit 7:**	**Configuring People Profile in SAP SuccessFactors**
13		Lesson: Configuring Succession Data Model and Configure People Profile
13		Lesson: Managing Business Configuration
13		Lesson: Maintaining Picklists in the Picklist Center
13		Lesson: Managing the User Data File
15	**Unit 8:**	**Defining MDF and Business Rules in SAP SuccessFactors**
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
17	**Unit 9:**	**Succeeding as a Consultant**
17		Lesson: Locating Relevant Resources and Tools
17		Lesson: Explaining Release Updates and the What's New Viewer

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

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UNIT 1 Introducing SAP SuccessFactors

Lesson 1: Summarizing the SAP SuccessFactors History and Modules

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an overview of SAP SuccessFactors modules and Platform architecture.

Lesson 2: Accessing Provisioning and Instance

Lesson Objectives

After completing this lesson, you will be able to:

- Control access to instances and Provisioning.

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UNIT 2

Setting Up SAP SuccessFactors Provisioning

Lesson 1: Accessing the Provisioning Area

Lesson Objectives

After completing this lesson, you will be able to:

- Configure changes in Provisioning that will be reflected in the instance.

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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:

- 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 (Admin) Center.

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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).

Lesson 2: Using Proxy Management

Lesson Objectives

After completing this lesson, you will be able to:

- Manage Proxy and Proxy Settings.

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.

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UNIT 5 Performing Administrator Tasks in SAP SuccessFactors

Lesson 1: Using Admin Alerts

Lesson Objectives

After completing this lesson, you will be able to:

- Use Admin Alerts.

Lesson 2: Validating the Configuration with Check Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Verify that the configuration is valid by 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.

Lesson 4: Defining Jobs in the Scheduled Job Manager

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Scheduled 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

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After completing this lesson, you will be able to:

- Use navigation tools to access the Upgrade Center.

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UNIT 6 Configuring the User Experience in SAP SuccessFactors

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

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

- Modify Search and Navigation options.

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:

- 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:

- Manage mobile settings.

Lesson 6: Implementing E-mail Notifications

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

- Manage email templates and 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: Implementing Translations

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

- Provide an overview of the translation process.

Lesson 11: Maintaining the Company Logo

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

- Set up a company logo.

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UNIT 7 Configuring People Profile in SAP SuccessFactors

Lesson 1: Configuring Succession Data Model and Configure People Profile

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Succession Data Model and the People Profile to make changes in SAP SuccessFactors in Extensible Markup Language (XML) files.

Lesson 2: Managing Business Configuration

Lesson Objectives

After completing this lesson, you will be able to:

- Modify the People Profile with Manage Business Configuration.

Lesson 3: Maintaining Picklists in the Picklist Center

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain picklists by using the Picklist Center.

Lesson 4: Managing the User Data File

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain user data with the User Data File.

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UNIT 8 Defining MDF and Business Rules in SAP SuccessFactors

Lesson 1: Defining Metadata Framework (MDF) Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Metadata Framework and enable Permissions for MDF objects.

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 Configure Business Rules.

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UNIT 9 Succeeding as a Consultant

Lesson 1: Locating Relevant Resources and Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Access available resources and tools to support SAP SuccessFactors solutions.

Lesson 2: Explaining Release Updates and the What's New Viewer

Lesson Objectives

After completing this lesson, you will be able to:

- Stay current with the SAP SuccessFactors solutions.

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