

# THR80

## Introduction to SAP SuccessFactors Academy

### COURSE OUTLINE

Course Version: 93

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 Access 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