Using Extended ECM for SAP SuccessFactors for Employees Training

Duration: **1 Day**

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This course is designed to introduce employees to the **Extended ECM for SAP SuccessFactors** solution.

Participants explore the different components of the solution and learn how employees can use Extended ECM for SAP SuccessFactors to complete HR-related tasks.

The training combines explanation with hands-on exercises, helping learners transfer the knowledge gained during the course into their day-to-day working environment.

By the end of the training, participants should be better prepared to use and manage their **digital employee file** throughout their lifecycle with the organisation.

Prerequisites

There are no prerequisites for this course.

Training Outline

- Using VIM Fiori Apps
- Working with the Validation Client
- Resolving invoice exceptions
- Indexing documents in the DP Dashboard
- Monitoring inbound invoices
- Approving invoices
- Configuring the Chart of Authority (COA) for approvals
- Recognising the different user interfaces available for processing
- Navigating an Employee Workspace
- Generating employee documents