

6-DAY EXAM CRAM

SFPass Study Pack

THR80 · SuccessFactors Platform + THR85 · Succession Management

Inside: 6-day plan · short notes with memory tricks · 15 answer-spotting tricks

Practice: 125 questions with answer key and explanations

Pass mark: 70% — practice to 80%+ so the real thing feels easy

MUST KNOW learn first, exam lives here

IMPORTANT second pass

LOW PRIORITY only if time allows

The 6-day plan

Day 1 — Platform foundations (THR80 core)

4–5 h

- Read all MUST KNOW notes for THR80 Units 1–4
- Burn in the big one: Provisioning vs Admin Center — who touches what
- Learn Role-Based Permissions vocabulary: role, group, granted user, target population
- Flashcards: Platform set, 2 passes

Done when: You can explain RBP to someone else in 60 seconds.

Day 2 — Platform tools & data (THR80 Units 5–8)

4–5 h

- Admin tools: Check Tool, Upgrade Center, Execution Manager, Proxy, Admin Alerts
- Data models: Succession Data Model, CSF, CDM, Business Configuration UI
- Picklist Center (legacy vs MDF), People Profile blocks, Home page tiles
- MDF: objects, fields, business rules, event types

Done when: Given any task, you name the right tool instantly.

Day 3 — Succession core (THR85 Units 1–5)

4–5 h

- Nomination methods and how each behaves — this is the heart of THR85
- Succession permissions, People Profile in succession, position model
- Talent Search and Talent Pools
- Flashcards: Succession set, 2 passes

Done when: You can list the nomination methods and one distinguishing fact for each.

Day 4 — Succession visuals & reporting (THR85 Units 6–11)

4–5 h

- Succession Org Chart, Position Tile View, Lineage Chart
- Matrix Grid Reports (9-box), Talent Cards, Presentations
- Imports and Calibration
- Take Mock Exam: THR85 — record your score

Done when: Every chart/report: what it shows, where it is configured, what permission it needs.

Day 5 — Mock exam day

5 h

- Mock Exam: THR80 (timed), then review EVERY explanation
- Mock Exam: THR85 (timed), then review EVERY explanation
- Re-read only the notes behind questions you missed
- Retake both — the questions reshuffle each time

Done when: Score 75%+ on both mocks.

Day 6 — Lock it in

3–4 h

- Read only MUST KNOW notes, both courses, one pass
- Read the Exam Tricks page twice
- One final Full Mock (mixed) — no notes, timed
- Stop studying 3 hours before bed. Sleep beats cramming.

Done when: Calm, rested, and fast at eliminating wrong options.

How to spot the right answer when you don't know

1. Count the correct answers — the question tells you

SAP questions state 'Choose the correct answer' (exactly 1) or 'There are 2 correct answers' / '3 correct answers'. There is no partial credit: you must pick exactly that many, all right. Never leave a multi-answer question with fewer boxes ticked than asked.

2. Absolutes are usually wrong

Options containing always, never, all, only, must, cannot, every, impossible are usually distractors. SAP systems are configurable, so sweeping statements rarely survive.

'Customers can never access Provisioning' is true in this course — but treat absolutes as suspects first, then verify.

3. Softeners are usually right

Options with can, may, typically, is used to, allows you to, optionally match how SAP documentation is written. When stuck, the flexible-sounding option is the safer bet.

4. The option that sounds like the course title wins

Distractors are often real features from a DIFFERENT SAP module. If an option mentions a product you never saw in THR80/THR85 (Payroll, Onboarding, Recruiting, Time Off), it is usually the wrong one — unless the question is about integration.

5. Match the verb to the place

'Enable' / 'switch on' / 'feature' → Provisioning (consultant only). 'Manage' / 'configure' / 'assign' / 'tool' → Admin Center (customer admin). 'Permission' → Role-Based Permissions. This single rule answers a surprising number of questions.

6. Longest, most specific option is often correct

Correct answers are lifted from documentation, so they carry qualifying detail. One-word or vague options ('It improves performance') are usually filler.

7. Two options that say the same thing are both wrong

If two choices are paraphrases of each other, neither can be the single correct answer — eliminate both and choose between the rest.

8. Opposite pair? The answer is usually one of them

When two options directly contradict each other, the exam writer is testing that exact distinction. The answer is very often one of that pair.

9. Use the stem's grammar

Singular/plural and 'a' vs 'an' in the question often rule out options. Also, an option that does not grammatically complete the sentence is almost never the key.

10. Answer bleed — later questions leak earlier answers

Terminology in one question often defines something you were unsure of earlier. Flag hard questions, finish the paper, then come back with the extra vocabulary you picked up.

11. Never leave anything blank

There is no negative marking. Eliminate what you can, then guess. A 50/50 guess beats a guaranteed zero.

12. Budget your time: ~1 minute per question

SAP C_THR80/C_THR85-style exams run roughly 80 questions in 180 minutes. If a question takes over 90 seconds, flag it and move on. Passing is about 65–70% — you can miss a quarter of the paper and still pass.

13. 'Which tool would you use' → pick the one named after the task

SAP names tools very literally: Check Tool checks configuration, Upgrade Center upgrades features, Execution Manager runs/monitors jobs, Manage Languages handles languages. When lost, choose the most literal name.

14. Process-order questions: follow the dependency chain

Enable in Provisioning → grant the permission in RBP → configure in Admin Center → use in the app. Any ordering question almost always follows that chain.

THR80 notes — SuccessFactors Platform

Unit 1 — Introducing SAP SuccessFactors **IMPORTANT**

What the product is, and the single biggest idea in the whole course: Provisioning vs Instance.

- SuccessFactors started in 2001 as cloud (SaaS) performance management software. SAP acquired it in February 2012 — that gave SAP a cloud HCM suite.
- INSTANCE = the front end that customers and employees see and use.
- PROVISIONING = the back end configuration tool. Only implementation partners, consultants and SAP support use it. Customers NEVER get access to Provisioning.
- Consultants use Provisioning to: enable/disable modules and features, create the first admin account, upload/download data model XML, enable language packs.
- Company ID uniquely identifies an instance. A consultant sees a list of all instances they may access after logging in to Provisioning.
- Manage Provisioning Access is an ADMIN CENTER tool: the customer admin can see and control who has Provisioning access to their instance. It is per instance (Dev, Test, Prod managed separately).
- Approving someone there does not instantly give access — SAP still verifies internally that the person is trained/certified.
- Platform capability groups: Administration, Technology, User Experience.

Memory trick: "PIP": Provisioning = Inside (back end, partners); Instance = In-front (users). If the question says 'the customer does it', the answer is never Provisioning.

Unit 2 — Setting up Provisioning **MUST KNOW**

Company Settings switches and the chicken-and-egg of the first admin account.

- Provisioning → Company Settings holds the feature switches. Use Ctrl+F to find a setting. You must click 'Save Feature' and re-type the Company ID to confirm.
- The FIRST administrator account can only be created in Provisioning (username, password — which must differ from username — tick the customer-approval box, enter the customer e-mail, click Create Admin).
- Why Provisioning? Admin Center RBP tools need an existing admin to grant permissions — so someone has to be created from the back end first.
- If 'single recipient e-mail' is configured, Create Admin can fail with an e-mail exception — temporarily disable that setting.
- Always create a backup administrator account in case the primary admin is locked out.

Memory trick: First admin is born in the back end. Everything after that is born in Admin Center.

Unit 3 — Administrator roles and Admin Center **MUST KNOW**

Who is who, and how admins find tools.

- Admin role types: System Owner/Advocate, System Administration, Super Administrator, Security Administrator, and plain Administrator (anyone with at least one admin permission).
- A brand-new Super Admin on first login sees only one link: 'Manage RBP Admin and Super Admin Access'.
- That tool's options: Allow Access to Manage Provisioning Access Page, Allow Access to This Page, Super Admin, View Group, View Role, Edit Group, Edit Role.
- Minimum to VIEW the RBP tools = View Group + View Role. To change them = Edit Group + Edit Role.
- A Super Admin cannot remove their own 'Allow Access to This Page' — this prevents total lockout. Keep at least two people with it.
- Admin Center is the central hub. There is NO single 'access Admin Center' permission — anyone with at least one admin permission can get in.
- Admin Center contains: Admin Homepage, Admin Tools, Tool Search, Admin Favorites (star tools, plus recently used), Upgrade Center, Execution Manager, Integration Center, Intelligent Services.
- TOOL SEARCH lives inside Admin Center and only finds admin tools. ACTION SEARCH is the global search at the top of the page and finds actions across the whole system — it is wider.
- Large RBP changes trigger double-confirmation popups and e-mail notifications when they exceed a configured threshold (for example 80% of employees affected).

Memory trick: Tool Search = Tools only. Action Search = Anything. 'T' is smaller than 'A'.

Unit 4 — Role-Based Permissions (RBP) **MUST KNOW**

The single most heavily tested topic in THR80. Learn this sentence: who can do what, to whom.

- RBP = Permission ROLES (what you can do) + Permission GROUPS (who you are / whom you can do it to).
- Order of work: 1) create groups, 2) create the permission role, 3) grant the role to a group and define the target population.
- GRANTED USERS = the people who receive the permission. TARGET POPULATION = the people they may act on.
- DYNAMIC groups are rule-based (People Pool criteria, max 4 People Pools per group) and update automatically as employee data changes.
- STATIC groups are a fixed list of named users and can only be CREATED by CSV import (Manage Permission Groups → Import Static Groups). Members can be edited in the UI afterwards.
- A 't' icon on a permission role means a target population still needs to be defined.
- Target population choices: Everyone; Granted User's Department / Division / Location / Manager / Peers / Self; or a specific permission group. There is also 'Exclude granted users from having permission access to themselves'.
- Relationships: HIERARCHICAL = manager, second/alternate manager (only one of each). NON-HIERARCHICAL = HR manager, matrix manager, custom manager (can be several).
- Copying a role copies only the PERMISSIONS. Groups, target populations and relationships must be re-assigned by hand.
- You can bulk activate/deactivate up to 30 role assignments at a time.
- Best practice: start with one generic 'All Employees' role; avoid overlapping/redundant roles (they slow the system); the stronger permission always wins when two roles conflict; recommended ceiling is about 1000 dynamic permission groups (static groups do not count).
- Use naming conventions such as 'Granted:' and 'Target:' prefixes.
- RBP Troubleshooting tool: User Role and Permission Search (can compare two users), Target Population Search, Compare Roles, User Group Search.
- The older User Role Search tool reached end of maintenance 14 Nov 2025 and is deleted 15 May 2026.
- RBP reports (via Change Audit Reports, which must first be switched on in Manage Audit Configuration): RBP User to Role, RBP Permission to User, RBP User to Group, Permission Roles Report, Dynamic Group Definition. Output as PDF, Excel, PPT or CSV.
- Change History of Permission Roles compares two versions and highlights only the permission changes.
- User Search Target Population permission controls the people search box; without it the global people search, Settings → Proxy and Settings → Groups are hidden.

Memory trick: "G.R.A.N.T." — Groups first, Roles second, Assign third, Nominate the Target last. And remember the exam sentence: WHO can do WHAT to WHOM.

Unit 4 — Proxy Management **IMPORTANT**

One person acting on behalf of another.

- Account holder = the person being acted for. Proxy = the person acting.
- Proxy can cover Goal Management, Career Development, Reports/Dashboards, Employee Central, Succession, Compensation and Recruiting. (Learning/LMS has its own separate proxy.)
- Several proxies can work at once; the last save wins. All proxy actions are recorded in an audit trail.
- Proxy assignments are time-based (start/end dates) and can be restricted by module and even by a specific form template.
- Proxy Import CSV columns: USERID, ASSIGNMENT_ID_USERID, PROXYID, ASSIGNMENT_ID_PROXYID, START_DATE, END_DATE (yyyy-MM-dd HH:mm), All, Remove All plus module columns. A pipe character | separates multiple proxy user IDs.
- Import errors = the whole file fails. Import warnings = the file loads but that one proxy relationship is not created.
- Company System and Logo Settings → 'Disable Proxy access for users without Proxy rights':
ticked = only admins assign proxies; unticked = users can self-serve via Name menu → Settings → Proxy.

Memory trick: Pipe | = 'plus more people'. Error kills the file, Warning kills only the row.

Unit 4 — Company System & Logo Settings / Platform Feature Settings **IMPORTANT**

Instance-wide switches that live in Admin Center, not Provisioning.

- Company System and Logo Settings holds instance-wide toggles: case-insensitive usernames (irreversible once on), fuzzy search, HTML e-mail notifications, screen-reader enhancements, hide the global navigation module picker, Outlook calendar integration, show custom relationships in the org chart, show inactive users in people search.
- Platform Feature Settings needs the 'Platform Feature Settings' permission under the Manage System Properties category. It contains: Enable Secondary Login, Enable Upgrade Center Permission, Hide Username in the UI, Enable Control on Employee Import.
- The Tenant Preferred Time Zone can be changed ONLY ONCE and cannot be reverted.
- Enabling case-insensitive usernames is also irreversible.

Memory trick: Two one-way doors: case-insensitive usernames and the tenant time zone. Once through, no going back.

Unit 5 — Administrator tasks and monitoring tools **MUST KNOW**

Name the tool for the task. Very commonly tested.

- ADMIN ALERTS = pending action items such as stalled workflows and data issues. Needs 'Admin Alerts → Configure Alert Types'. Some alert types can auto-acknowledge; acknowledgement can be retracted.
- CHECK TOOL = finds configuration and data problems. Three tabs: System Health (runs periodically, no input), Migration (feature migrations), Validation (you must supply parameters like a template or user).
- Check Tool timing: new checks run once, then at least monthly. If nobody opens the Check Tool for 90 DAYS, the periodic runs go inactive until it is reopened.
- Check Tool permissions: Access Check Tool, Allow Configuration Export, Allow Check Tool Quick Fix. Quick Fix is a 3-step wizard and exists only for certain Validation checks.
- Check Tool results: green = pass, yellow = warning with a proposed solution, red = serious, may need a Support ticket (copy the 'component' value into the ticket).
- EXECUTION MANAGER = dashboard of scheduled jobs and integrations (24-hour, 7-day, 15-day views). Logs are kept 15 DAYS then deleted. Tabs: Integration Center, Scheduled Job, Middleware Integrations, Pre-Delivered Integrations.
- UPGRADE CENTER = opt into new features, with details, prerequisites, videos, needed permissions, 'save for later', share by e-mail, and a one-click undo for recent upgrades.
- By default the Upgrade Center page is open to anyone who can reach Admin Center. To make it permission-controlled you must first enable it in Provisioning, then switch on 'Enable Upgrade Center Permission' in Platform Feature Settings.
- SCHEDULED JOB MANAGER is the Admin Center self-service for SUPPORTED job types. MANAGE SCHEDULED JOBS in Provisioning covers ALL job types and customers cannot reach it. You cannot kill a running job from Scheduled Job Manager.
- Password & Login Policy Settings (Provisioning, Company Settings): forgot-password by e-mail link and/or security questions; welcome/reset link expiry 1–30 days; password expiry for unused passwords; CAPTCHA threshold.
- Three password reset types: reset one user with a password you supply, reset one user with a system-generated password, reset a group of users with system-generated passwords.
- Locked accounts: Admin Center → Reset User Account → select users → Reset Selected Users. This only reactivates; it changes nothing else.

Memory trick: "CUE" the admin tools: Check (find problems) · Upgrade (add features) · Execution (watch jobs). Numbers to keep: Check Tool 90 days idle, Execution Manager 15 days of logs.

Unit 6 — User experience: search, home page, mobile, e-mail, languages **IMPORTANT**

Where each part of the look and feel is switched on.

- People Search does fuzzy matching (one character difference) and supports wildcards. It needs the User Search permission plus People Search enabled in Provisioning.
- Inactive users are excluded from People Search by default (a company-level setting). People Profile and Employee Directory use a separate RBP permission, 'Include Inactive Employees'.
- Action Search finds actions in natural language. Admins can add their own paraphrases in Admin Center → Company Settings → Manage Action Search (for example mapping 'RBP' to the permissions tools).
- Custom Navigation must be enabled in PROVISIONING first. You then define label, unique ID, link type, URL, menu location and permissions. Custom actions reached from Action Search always open in the same tab.
- Joule (the AI assistant) needs IAS plus the 'Access to Joule' permission under General User Permission. AI Services Administration needs its own permission plus a purchased AI units licence.
- Latest Home Page is enabled in Company System and Logo Settings and then needs no extra permission. Legacy home page: end of development 25 Nov 2025, deleted 13 Nov 2026.
- Home page limits: maximum 100 custom cards defined, maximum 16 cards visible to a user, maximum 16 Quick Actions visible (Favorites and Saved for Later are always shown).
- Custom card target types: popover, URL, e-mail, JavaScript URL, or a rule-based switch driven by a business rule.
- Mobile: switch features on with 'Enable Mobile Features', grant 'Mobile Access' under General User Permission, and use Manage Mobile User to export mobile users or deactivate devices. Users activate a device with an activation code under Settings → Mobile.
- E-mail notifications are managed in Admin Center → Company Settings → E-mail Notification Template Settings. They are either event-triggered (automatic) or administrator-triggered (such as Send Welcome Message). `[[SIGNATURE]]` is the signature variable.
- Manage Languages overrides UI labels per language. Limits: 10,000 overridden values per locale, CSV file maximum 10 MB. It needs language packs and the Manage Languages tool enabled in Provisioning plus the Text Replacement permission under Manage System Properties.
- Text Replacement swaps individual UI terms; Manage Languages replaces label sets for a whole locale.
- Four translation element types: default language pack, XML template translation, Admin Center translation, and in-app translation. SAP does not translate for you — the customer supplies translations; the consultant supplies the workbook and loads it into test first.
- Company logo: transparent JPG, about 210 x 40 px, RGB. Upload in Admin Center → Company Settings → Upload Company Logo, or set a URL in Company System and Logo Settings, or use Theme Manager.

Memory trick: Numbers for the home page: 100 built, 16 seen. Languages: 10,000 words, 10 MB.

Unit 7 — Data models and Manage Business Configuration **MUST KNOW**

The Succession Data Model is the backbone of the platform. Know what lives in it and how to change it.

- Four data models: Corporate Data Model (CDM), Country-specific CDM, SUCCESSION DATA MODEL (SDM), Country-specific SDM.
- The SDM is the core platform XML and is used by Employee Central, Succession and Performance.
- SDM element types: STANDARD elements (one value per person, shown in People Profile — includes custom01 to custom15), USERINFO elements, BACKGROUND elements (one-to-many, such as Previous Work Experience or Language Skills), TAB elements, HRIS elements (Employee Central), and CUSTOM FILTERS (turn custom fields into search filters).
- You can edit the SDM two ways: download/edit/upload the XML in Provisioning (Import/Export Data Model), or use Manage Business Configuration (BCUI) in Admin Center with no XML at all.
- Provisioning keeps up to 100 backup versions of a data model, with a comment per upload. It does NOT record changes made through Manage Business Configuration.
- Exporting the SDM from Admin Center needs the 'Export Succession Data Model' permission.
- XML vocabulary: well-formed = correct syntax; valid = well-formed AND follows the DTD.
- To enable Manage Business Configuration: upload the SDM in Provisioning, tick 'Enable Generic Objects' and 'Enable Business Configuration in Admin Tools', then run the one-time Provisioning job 'Synchronize Business Configuration'. After that first sync, changes flow automatically.
- In Manage Business Configuration you can change labels and translations, enable fields, set display order and visibility, make fields required, add custom fields, attach rules, and LINK an existing picklist to a standard element — but you cannot CREATE a picklist there (that is Picklist Center).
- Disabling a standard element in Manage Business Configuration removes it from the SDM completely — test before doing it in production.

Memory trick: SDM = the skeleton. Provisioning uploads the whole skeleton; BCUI reshapes one bone at a time. BCUI links picklists, Picklist Center builds them.

Unit 7 — People Profile, picklists and the User Data File **MUST KNOW**

How the employee profile is built, and how users and dropdowns get into the system.

- People Profile structure, biggest to smallest: HEADER → SECTIONS → SUBSECTIONS → BLOCKS. Most blocks take one column of a two-column subsection; Badges and Skills take the full width.
- Configure People Profile (Admin Center) arranges the LAYOUT. The Succession Data Model defines the FIELDS. You need the 'Manage Employee Files' permission under Manage System Properties.
- Header can show photo, name, username, title, department, division, location, time zone, local time, e-mail, two phone numbers, social links and up to three custom fields. Intro text is limited to 500 characters.
- Photos: JPG/JPEG/PNG, maximum 2 MB, 3:4 aspect ratio recommended. Batch photo upload runs as a Provisioning scheduled job, JPEG only, maximum 5,000 photos per pass, CSV named employee_photos_yymmdd.csv with Username and Filename columns.
- PICKLIST CENTER manages MDF picklists and needs the Picklist Management permission. Picklists support parent-child (cascading) values, for example Country → State.
- Picklists, picklist versions and picklist values can NEVER be deleted — only deactivated.
- Picklist import: CSV import is incremental only and cannot do a Full Purge; use a ZIP import for a full purge.
- USER DATA FILE (UDF) is the CSV used for bulk user add/change. Only rows that changed are processed; a user ID missing from the file is simply left alone.
- Required UDF fields: STATUS, USERID, USERNAME, FIRSTNAME, LASTNAME, GENDER, EMAIL, MANAGER (or NO_MANAGER), HR (or NO_HR), DEPARTMENT, TIMEZONE.
- USERID is immutable — it can never be changed. A new USERID creates a new user. STATUS = inactive freezes the account.
- Standard filter fields are DEPARTMENT, DIVISION and LOCATION, plus optional job code and the 15 custom fields.
- The Employee Import tool only exists in systems WITHOUT Employee Central. With EC, user data comes through Import Employee Data / ESS / MSS.
- Manage Users is for quick one-off changes (manager transfer, status, name). A later UDF import will overwrite them if the file is not updated too.

Memory trick: Profile = H-S-S-B (Header, Section, Subsection, Block). Picklists: you can put them to sleep but you can never kill them. USERID is for life.

Unit 8 — MDF and Generic Objects **MUST KNOW**

The framework that lets you build your own objects.

- MDF = Metadata Framework. It extends the suite with GENERIC OBJECTS and plugs into workflow, rules, reporting, import/export and RBP.
- Default limit is 250 custom MDF objects, raisable to 400 in Provisioning.
- Layers: object definition → business rules → data (Manage Data) → configuration UI.
- Enable in Provisioning with 'Enable Generic Objects' and 'Enable the Attachment Manager'.
- Key permissions sit under the Metadata Framework category: Configure Object Definitions, Manage Data, Configure Business Rules, Access to Business Rule Execution Log, Manage Sequence, Import Permission on Metadata Framework.
- Custom object codes are automatically prefixed with cust_.
- EFFECTIVE DATING options: None, Basic (one record per date), Multiple Changes Per Day, and From Parent (the child follows the parent and cannot exist alone).
- ASSOCIATIONS — know these three: VALID WHEN (independent objects, used for filtering, e.g. show only divisions valid for the chosen business unit); COMPOSITE (true parent-child, child cannot exist without the parent, child dating must be 'From Parent', only one parent); JOIN BY COLUMN (one-to-one match on column values — and it is NOT allowed for custom MDF objects).
- SECURITY: every NEW custom MDF object must be Secured = Yes, and switching an object from No to Yes is irreversible. Reaching a non-secured object needs the 'Access to Non-RBP Secured Objects' permission.
- API Sub Version V1.1 is recommended for new objects (it hides technical fields); V1.0 exposes them.
- Field data types include String, Translatable, Number, Decimal, Auto Number (must be read-only), Boolean, Picklist, Generic Object, Foundation Object, User, Date, DateTime, Time and Attachment.
- Default maximum lengths: 255 for String/Translatable, 38 for Number, 21 for Decimal.
- An object cannot be set to Inactive while records exist or while an active object references it.
- A custom MDF block can be shown in People Profile by building a Configuration UI for the object and dragging the 'Live Profile MDF Information' block into a subsection. The object's externalCode must be of data type User.

Memory trick: Associations: Valid When = 'filter me', Composite = 'can't live without you', Join by Column = 'twins' (and twins are banned for custom objects). Secured = Yes is a one-way door.

Unit 8 — Business Rules **MUST KNOW**

IF / THEN / ELSE logic attached to objects and fields.

- A rule has: name, unique rule ID, start date (default 01/01/1900), optional rule type, description, and a BASE OBJECT. The base object is the data source and decides which fields you can use.
- Logic is IF (condition) → THEN (action if true) → ELSE (action if false). Actions include raising an error message, setting a field value and creating data.
- Comparison operators: 'is equal to' / 'is not equal to' for everything; >, <, >=, <= for numbers and decimals; 'is before' / 'is on or before' / 'is after' / 'is on or after' for dates.
- A rule does NOTHING until it is ASSIGNED. Assign it at object level or at field level in Configure Object Definitions.
- Field-level rule assignment supports only the onChange event.
- A rule that is assigned somewhere cannot be deleted until it is unassigned. The green tick icon means assigned; grey means not assigned.
- Collection filters let you pick one record out of a child list, for example 'select the job relationship where the relationship type is HR Manager'.
- Business Rule Execution Log: needs the 'Access to Business Rule Execution Log' permission, a trace can cover a maximum period of 2 DAYS, and the log file caps at 5 MB — after that nothing more is logged until you delete the file.

Memory trick: A rule not assigned is a rule that never runs. Rule log numbers: 2 days, 5 MB.

Unit 9 — Succeeding as a consultant **LOW PRIORITY**

Resources, releases and security. Skim this — a couple of questions at most.

- Consultants must be certified to get Provisioning access to customer instances.
- Release model: 'one service for all customers' — everyone runs the same version. Critical problems get emergency fixes; other fixes ship in weekly patches. There is a restricted test period before the general availability date.
- WHAT'S NEW VIEWER gives the complete overview of new features for each release.
- Other resources: SAP Help Portal, SAP Roadmap Explorer, SAP Partner Portal (configuration workbook templates), SAP Support Portal, the HCM Customer Community, and SAP Implementation Design Principles.
- SAP Universal ID links your S-user and P-user accounts into one login.
- Identity Authentication Service (IAS) is the modern sign-on, supporting risk-based authentication, two-factor and social sign-on. The old HCM Suite SSO certificate expired 2 June 2025 and basic authentication reached end of maintenance the same day (deleted 1 Nov 2026). Migration runs through the Upgrade Center.
- Business Beyond Bias = features that help detect and remove bias in HR processes. Data protection features allow personal data reporting and country-level purge rules; adopting them is the customer's responsibility.

Memory trick: One service for all customers = nobody gets a private version.

THR85 notes — Succession Management

Unit 1 — Introducing & Configuring Succession **MUST KNOW**

Where you switch Succession on, and the permissions that decide who can SEE vs who can NOMINATE.

- Succession is configured in BOTH Provisioning and Admin Center. Some things (org chart icons, gradients) only exist as XML in Provisioning.
- Provisioning switches to enable: Live Profile, Succession Planning, Succession Management (needs Generic Objects + Attachment Manager), Matrix Grid Report (9-box), How vs What Report, Succession Talent Search, True Position Hierarchy, Succession Lineage Report.
- The Succession Nomination Method (Role-Person / Position / MDF Position) is chosen in Provisioning → Company Settings.
- Two key permissions people confuse: 'Succession Management and Matrix Report Permissions' = SEE successors. 'Succession Planning Permission' = ADD successors (Add Successor button).
- 'Succession Org Chart Permission' = access to the org chart, lineage chart and Succession menu.
- To see PENDING nominations you need BOTH the visibility permission AND the planning (or approval) permission.
- Formless nomination approval workflow is switched on in Provisioning. Off = nominations are instantly approved. On = nominations sit as Pending until approved.
- Only ONE approver has to approve, even if several people can. A user who is planner AND approver auto-approves their own nomination.
- Turning the approval process OFF in Provisioning DELETES all pending nominations (approved ones are kept).
- The Check Tool verifies that the Readiness rating scale in Admin Center matches the org chart XML.
- 'Send Pending Nomination Emails' is scheduled in Provisioning; the template must keep the token [PENDING_NOMINATIONS_LIST]; the 'Additional E-mail Recipients' field is ignored.

Memory trick: MATRIX = My eyes (see). PLANNING = My pen (nominate). Pending needs eyes + pen.
'Disable approval = delete pending' — DAD.

Unit 2 — People Profile & the Succession Data Model **IMPORTANT**

Where the talent data lives, and the XML file that defines it.

- Succession Data Model (SDM) = the XML that defines fields and portlets shared by People Profile, Compensation, Recruiting and EC. It is validated against sf-form.dtd.
- Edit the SDM in Provisioning (Import/Export Data Model) or, more safely, in Admin Center via Business Configuration (BCUI).
- Career Profile = résumé-like (experience, education, goals). Talent Profile = talent flags + performance/potential ratings used for nominations.
- Talent Flags (a.k.a. Org Chart Flags): Risk of Loss, Impact of Loss, Reason for Leaving, New to Position.
- Data types: Personal Information (one value), Trend Data (overall ratings — performance, potential, competency, objective, custom), Background Data (many values — education, languages).
- Nomination Portlet = positions/pools this person is nominated INTO. Successor Portlet = who is nominated to succeed THIS person.
- Three Talent Card types: Succession, Presentation, Calibration.
- Latest People Profile does NOT support the Talent Information block — stay on Legacy if you use talent flags.

Memory trick: PTB = Personal (1), Trend (ratings), Background (many). 'Nomination = where I'm going, Successor = who's coming for me.'

Unit 3 — Nomination Methods & Positions **MUST KNOW**

The three ways of attaching successors. This is the single most-tested unit.

- **ROLE-PERSON** (incumbent-based): successor tied to job code + user. No positions to maintain. Simplest. Cannot handle vacancies (no To-Be-Hired). Plans are LOST if the incumbent leaves.
- **LEGACY POSITION**: successor tied to a Position Code. Supports TBH (vacant) positions. Plans survive incumbent changes. Small fixed set of position attributes.
- **MDF POSITION**: positions are MDF generic objects — custom fields, effective-dated history, permissions based on position attributes, no placeholder user needed. Required for Position Tile View. Needs RBP + Metadata Framework (NOT an EC licence).
- Legacy → MDF has an automated migration tool. Role-Person → MDF does not.
- With Employee Central Position Management on, you must use MDF Position; the incumbent comes from Job Information → Position.
- positionCriticality = MDF field. criticality / keyPosition = Legacy field. Don't mix them.
- Two ways to maintain positions — pick ONE: (1) Sync Position Model with Employee Data, (2) Import Position Data (EC customers must use import).
- Position sync triggers: employee leaves, employee joins, manager changes. Needs True Position Hierarchy enabled.
- Update Position Attributes maps up to 10 user fields (e.g. Department, Division) onto position fields so data survives when the position is vacant. Not available when EC is enabled.
- MDF position permissions (Planning, Management & Matrix, Approval) need a position-level target population with at least 'View Current'.
- 'Exclude Granted Users...' options stop people nominating to / seeing their own position.

Memory trick: R-P-M: Role-person = Rough (loses plans), Position = Placeholder-friendly (TBH), MDF = Modern & Flexible. Only MDF gives Position Tiles. '10 attributes' — count your fingers.

Unit 4 — Talent Search **IMPORTANT**

Finding people. Watch the search logic and the keyword-search setup.

- Talent Search Access = the tab. Talent Search Fields (an RBP category) = which fields a role can search. Talent Search Export Permission = the export button.
- Keyword search takes 3 steps: (1) grant read permission to the 'Everyone' role on the fields in the SDM, (2) SAP Cloud Product Support builds the search index (ticket required — not self-service), (3) tick 'Enable keyword search' in Talent Search Settings.
- Default logic across basic criteria is OR. Tick 'Exact Match' on the results screen to get AND.
- 'Meet Any Criteria for a Background Information Category' only affects multiple values in the SAME background category or competencies.
- Results toolbar: Add to pool, Export (xlsx; over 20 results becomes a background job found under Reporting → View Schedules), Compare (min 2 people), Nominate (bulk to one position).
- Six rating types: Competency, Objective, Performance, Potential, Custom 1, Custom 2. After Talent Intelligence Hub migration the section is renamed 'Ratings & Attributes'.
- Quirk: Talent Search IGNORES visibility="none" on background fields and shows them anyway — People Profile respects it.
- Including inactive users needs both an RBP field permission and a checkbox in settings.

Memory trick: OR by default, tick EXACT for AND. Keyword search = 'ask SAP' (support ticket).

Unit 5 — Talent Pools **IMPORTANT**

Groups of successors instead of one-by-one nominations.

- Enable prerequisites: RBP, Generic Objects, Attachment Manager, then the Provisioning switch 'New MDF Pool-based Succession Planning'.
- The Talent Pool is an MDF object — configure it in Configure Object Definitions and secure it with Miscellaneous Permissions.
- Required fields: Code, Status, Effective Start Date. Owner and Type are informational ONLY — they change no behaviour.
- Permissions: View Talent Pool nominations is the prerequisite for Add/Edit/Delete and Approve/Reject.
- Target population on the pool object controls access to the POOLS, not to the people inside them.
- Pending statuses: Pending, Change Pending, Deletion Pending. Maximum 1,000 pending nominees can be approved/rejected at once.
- A pool that ever had a nomination cannot simply be deleted — purge it with Data Retention Management → Purge Non-Sensitive MDF Business Data.
- Filters only support picklist, string, Boolean and date fields. Add columns via Manage Talent Pool Field Settings.
- Pools must be associated with a Job Role to be used in planning. With Job Profile Builder MANY pools can map to one role; with legacy JDM only ONE pool per role.

Memory trick: 'Owner and Type are only decoration.' 1,000 pending max. JPB = many, JDM = one.

Unit 6 — Succession Org Chart (SOC) **MUST KNOW**

The main working screen. Expect lots of questions here, including XML details.

- SOC v12 is the Fiori-based hierarchy tool with position cards and talent cards built in.
- Bench Strength = taken from the HIGHEST readiness among that position's nominated successors. It only shows if configured and successors exist.
- Bench Strength needs three things: the benchStrength element + picklist in the SDM, picklist minValues matching the readiness scores, and a gradientOption of type 'titlegradient' in the org chart XML.
- Readiness scale is defined in the org chart XML with gradientOption key='readiness'; it must match the Admin Center rating scale (Check Tool validates this).
- Talent icons: maximum 12 on SOC v12. Configured with iconSetOption + icon blocks. Picklist values map on Min Value, so minVal must be made editable in Configure Object Definitions.
- The target attribute ('both' or 'successor') works for iconSetOption and textOption only — it is ignored for gradientOption.
- The org chart XML has NO import/export — you copy and paste it in Provisioning → Edit Org Chart Configuration.
- Nominations Setup (Admin Center) holds options like ranking of successors, hiding pending nominations, emergency cover labelling, excluding nominees from seeing themselves, and nominating external candidates.
- Pending nominations appear with an orange asterisk unless hidden.
- External successors come from Recruiting and can even be created from the SOC; their pending nominations are NOT included in the pending-nomination e-mail.
- Nomination History records nomination, removal, readiness change, ranking change, status change, note change. The 'hide entries prior to date' setting only filters the display — data is kept.
- Position Criticality is an MDF picklist; external codes must be numeric and best practice starts at 0 = Not Critical.
- The Development Goals shown on the position card are hardcoded — name and status only, not configurable, not removable.

Memory trick: BENCH = Best readiness. 12 icons max (a dozen flags). XML = copy/paste only, no import/export.

Unit 7 — Position Tile View & Lineage Chart **IMPORTANT**

Two extra views. Remember what each one requires.

- Position Tile View works with MDF Positions ONLY. It complements, never replaces, the org chart — no hierarchy navigation, you filter and group instead.
- Enable it with the Provisioning switch 'Position Tile View' plus succession planner access and position (Miscellaneous) permissions.
- Tile filters are added in Configure Object Definitions → Position → Searchable Fields. Picklist fields need the .label suffix (e.g. positionCriticality.label).
- Position Title and Code are default filters and cannot be removed.
- Lineage Chart shows succession coverage down the line from an incumbent/position, unlimited levels, downloadable as PDF or image.
- Lineage Chart needs the Succession Lineage Report switch plus the Succession Org Chart Permission.
- Watch out: the Lineage Chart does NOT apply Employee Profile field permissions to talent flags — every configured flag shows for everyone.

Memory trick: TILES = MDF only. Picklist filter = add '.label'. Lineage leaks flags.

Unit 8 — Matrix Grid (9-Box) Reports **MUST KNOW**

Performance-Potential and How vs What. Numbers and precedence rules get tested.

- Two reports: Performance-Potential and Objective-Competency (How vs What). Each has its own Provisioning switch.
- It is only a '9-box' if both axes use 3-point scales — the number of boxes is scale × scale.
- 'Matrix Report Permission' grants BOTH reports together — you cannot grant only one.
- Rating sources: sysOverallPerformance, sysOverallPotential, sysOverallCompetency, sysOverallObjective, sysOverallCustom1/2. The custom ones can only be imported, typed into People Profile, and shown on the grid — never used on forms or org chart nodes.
- Maximum scale size is 20. Maximum users per cell is 5,000. Maximum 8 icon sets (4 or fewer recommended).
- Performance FORM ratings always beat Succession Data ratings, regardless of which was changed last.
- Ratings on a different scale are automatically normalised on a 0–100% basis. Normalisation cannot be turned off — but Custom Weights can change the distribution.
- A rating exactly on a border falls into the LOWER tier.
- Custom weights are NOT respected by the org chart or by drag-and-drop in Calibration — so the combination is discouraged.
- Custom matrix filters need matrix-filter="true" on the element AND registration in the sysUserDirectorySetting view-template. Default filters are Department, Division, Location.
- Retirement Eligibility is calculated from Date of Birth + Hire Date — both must exist in the SDM.
- Matrix icons are configured in the Matrix Classifier XML (Provisioning) and shared by both reports. They do not affect org chart icons.
- Placement history portlets need background elements matrix1placement (133) and matrix2placement (134) plus the 'Regenerate Matrix Placement History' job.

Memory trick: 20 scale / 5,000 per cell / 8 icons. FORMS FIRST (forms beat succession data). Border falls DOWN.

Unit 9 — Talent Cards & Presentations **IMPORTANT**

The mini profile, and the executive slide tool.

- Three talent card types — Succession (org chart, tiles, lineage, pools, matrix), Presentation (slides), Calibration (sessions). One configuration per type per instance.
- Layout is fixed and vertical; you can only change the content. Configure via Manage Talent Card.
- Field-level visibility on the card is driven by Employee Data RBP permissions — users must log out and back in after a change.
- The Nominations section on the card is controlled by VIEW permission on the Nomination Portlet, which also affects People Profile.
- Presentations are enabled in the UPGRADE CENTER, not Provisioning: turn on the feature, accept the EULA once for the company, grant the 'Manage Presentations' permission.
- Presentations do NOT require a Succession licence.
- Live slide types include Analytics, Compensation Review, Matrix Grid, People Grid, People Profile, Performance History, Position Tile, Succession Org Chart, Talent Pools, Team View.
- You can hide individual people/positions only on Succession Org Chart and Team View slides.
- Hotspots link areas of a static slide to a talent card or URL; the purple boxes only show in edit mode.
- Custom Profile Slides cannot be edited after creation — delete and recreate. Keep the population to about 200 people.

Memory trick: 3 cards: SPC (Succession, Presentation, Calibration). Presentations = Upgrade Center + EULA, no licence needed.

Unit 10 — Importing Successors & Calibration **IMPORTANT**

The CSV import, and the small slice of Calibration you need.

- Import Successors is 3 steps: export the template, fill it in, import it. The template is generated dynamically based on the active nomination method.
- Four ACTION values: ADD, TRANSFER, UPDATE, DELETE. A blank ACTION behaves like ADD/UPDATE (update if it exists, otherwise create).
- READINESS in the file uses the numeric Score, not the label text.
- SUCCESSOR_USERID is required for ADD and UPDATE. Leaving it blank on TRANSFER/DELETE affects ALL successors of that position.
- External successors CANNOT be imported.
- Calibration pulls ratings from the same sysOverall... background elements; the rating dates must fall inside the calibration template's date range.
- Only three talent flags are editable in Calibration: Risk of Loss, Impact of Loss, Reason for Leaving.

Memory trick: ATUD = Add, Transfer, Update, Delete. Score not label. External = never imported.

Unit 11 — Succeeding as a Consultant LOW PRIORITY

Resources and housekeeping. A couple of easy marks, don't over-study.

- Certification is required before an implementation consultant gets Provisioning access.
- A SAP Universal ID links your S/P user accounts and is needed for community and help content.
- Identity Authentication Service (IAS) replaces legacy partial SSO; migrate through the Upgrade Center.
- Key dates: SSO certificate and basic authentication end of maintenance 2 June 2025; deletion 1 November 2026.
- Business Beyond Bias = features to reduce bias in talent processes. Data Protection & Privacy adoption is the customer's responsibility.
- Useful sources: SAP Help Portal, What's New Viewer, Roadmap Explorer, SAP Notes/KBAs, Partner Portal, Implementation Design Principles.

Memory trick: Certify → Provisioning. Universal ID = one key for SAP sites.

THR80 practice questions

1. Who has access to Provisioning?
 - A. Any customer administrator with the Super Admin permission
 - B. Every user with access to Admin Center
 - C. Only the employee flagged as System Owner
 - D. Implementation partners, consultants and SAP support only
2. Which tool lets a customer administrator see and control who has Provisioning access to their instance?
 - A. Manage Provisioning Access in Admin Center
 - B. Company Settings in Provisioning
 - C. The Check Tool
 - D. Manage Permission Roles
3. Why must the very first administrator account be created in Provisioning?
 - A. Because Role-Based Permissions cannot create users
 - B. Because the Admin Center permission tools require an existing administrator to grant permissions
 - C. Because Admin Center is not available until a data model is uploaded
 - D. Because administrator accounts consume a licence that is counted in Provisioning
4. What is the difference between Tool Search and Action Search?
 - A. They return identical results but Tool Search is faster
 - B. Tool Search is for end users and Action Search is for administrators
 - C. Tool Search only returns Admin Center tools; Action Search searches actions across the whole system
 - D. Action Search only returns Admin Center tools; Tool Search searches everything
5. Which two permissions are the minimum needed to VIEW the Role-Based Permission tools? (*multiple answers*)
 - A. View Role
 - B. Edit Role
 - C. Super Admin
 - D. View Group
6. What does a newly created Super Administrator see on first login?
 - A. Only the link 'Manage RBP Admin and Super Admin Access'
 - B. The full Admin Center with all tools
 - C. Provisioning Company Settings
 - D. An empty home page with no navigation
7. In Role-Based Permissions, what do permission GROUPS define?
 - A. The workflow approval chain
 - B. Who the granted users are and who the target population is
 - C. Which functions and data a user can access
 - D. The order in which permissions are evaluated

8. How can a STATIC permission group be created?

- A. Through the Check Tool
- B. By copying a dynamic group and freezing it
- C. Only by importing a CSV file of named users
- D. By defining People Pool criteria

9. What does the 't' icon next to a permission role indicate?

- A. The role is temporary and will expire
- B. The role has been translated
- C. The role is a template and cannot be edited
- D. A target population still needs to be defined

10. You copy a permission role. What is copied?

- A. Only the permissions
- B. Permissions and group assignments
- C. Permissions, groups and target populations
- D. Everything including the role name

11. How many role assignments can be activated or deactivated in one bulk action?

- A. Unlimited
- B. 30
- C. 10
- D. 100

12. Which are HIERARCHICAL relationships in RBP? *(multiple answers)*

- A. Matrix manager
- B. HR manager
- C. Manager
- D. Second or alternate manager

13. What is the recommended maximum number of DYNAMIC permission groups for performance?

- A. About 100
- B. About 250
- C. There is no guidance
- D. About 1000

14. Two permission roles give the same user conflicting access. What happens?

- A. The stronger permission wins
- B. The weaker permission wins
- C. Access is denied until the conflict is resolved
- D. The role created most recently wins

15. In the proxy import file, what does the pipe character | do?

- A. Separates the date from the time
- B. Separates multiple proxy user IDs
- C. Marks a row as a deletion
- D. Escapes special characters

- 16.** During a proxy import, what is the difference between an error and a warning?
- A. Both stop the file
 - B. Both are informational only
 - C. An error stops the whole file from loading; a warning loads the file but skips that relationship
 - D. A warning stops the file; an error skips the row
- 17.** Where do you stop users from assigning their own proxies?
- A. Provisioning — Manage Scheduled Jobs
 - B. Proxy Import
 - C. Platform Feature Settings
 - D. Company System and Logo Settings — 'Disable Proxy access for users without Proxy rights'
- 18.** Which settings can be changed only once and never reverted? (*multiple answers*)
- A. Enable case-insensitive usernames
 - B. Tenant preferred time zone
 - C. Company logo URL
 - D. Enable HTML e-mail notifications
- 19.** What happens if nobody opens the Check Tool for 90 days?
- A. Nothing — checks continue indefinitely
 - B. The periodic check runs become inactive until the tool is opened again
 - C. All check results are deleted
 - D. A support ticket is opened automatically
- 20.** Which Check Tool tab requires you to enter parameters such as a template or a user?
- A. Migration
 - B. Quick Fix
 - C. Validation
 - D. System Health
- 21.** A Check Tool result is red. What does that mean?
- A. A warning with a proposed solution you can apply yourself
 - B. The check passed
 - C. The check could not run because of missing parameters
 - D. A serious issue that may require a support ticket quoting the component value
- 22.** How long are Execution Manager logs retained by default?
- A. 15 days
 - B. 7 days
 - C. 30 days
 - D. 90 days
- 23.** By default, who can open the Upgrade Center page?
- A. Nobody — it must be enabled per user in Provisioning
 - B. Anyone who can access Admin Center, because it is not permission-controlled by default
 - C. Only Super Administrators
 - D. Only users with the Upgrade Center permission role

24. Which statement about job scheduling is correct?

- A. Customers can terminate a running job from Scheduled Job Manager
- B. Both tools are available to customer administrators
- C. Scheduled Job Manager in Admin Center covers supported job types; Manage Scheduled Jobs in Provisioning covers all job types
- D. Scheduled Job Manager covers all job types and Provisioning covers only integrations

25. Which are valid password reset options for an administrator? *(multiple answers)*

- A. Reset one user with a system-generated password
- B. Reset a group of users with system-generated passwords
- C. Reset a group of users with one shared password the administrator supplies
- D. Reset one user with a password the administrator supplies

26. Which data model is the core platform model used by Employee Central, Succession and Performance?

- A. Succession Data Model
- B. Corporate Data Model
- C. Country-specific Corporate Data Model
- D. Country-specific Succession Data Model

27. Which element type in the Succession Data Model holds one-to-many data such as previous work experience?

- A. Custom filters
- B. Background elements
- C. Standard elements
- D. Userinfo elements

28. How many backup versions of a data model does Provisioning keep?

- A. 25
- B. Unlimited
- C. 100
- D. 10

29. Which task can NOT be done in Manage Business Configuration?

- A. Renaming a field label
- B. Making a field required
- C. Adding a custom field
- D. Creating a new picklist

30. Which steps are needed to enable Manage Business Configuration? *(multiple answers)*

- A. Enable Generic Objects in Provisioning
- B. Enable Business Configuration in Admin Tools in Provisioning
- C. Run the one-time Synchronize Business Configuration job
- D. Grant the Upgrade Center permission

- 31.** What is the correct structure of People Profile, from largest to smallest?
- A. Tabs, portlets, blocks, fields
 - B. Header, sections, subsections, blocks
 - C. Header, blocks, sections, subsections
 - D. Sections, blocks, tabs, fields
- 32.** Which permission is needed to use the Configure People Profile tool?
- A. Manage System Properties only
 - B. Picklist Management
 - C. Manage Employee Files
 - D. Export Succession Data Model
- 33.** What is the maximum size of a user-uploaded profile photo?
- A. 5 MB
 - B. 500 KB
 - C. 10 MB
 - D. 2 MB
- 34.** What can you do with a picklist value that is no longer needed?
- A. Deactivate it
 - B. Delete it permanently
 - C. Archive it to a separate table
 - D. Rename it to DELETED
- 35.** Which import method must be used to perform a full purge of picklist data?
- A. Extended user information import
 - B. ZIP import
 - C. CSV import
 - D. Employee import
- 36.** Which fields are required in the User Data File? *(multiple answers)*
- A. TIMEZONE
 - B. DIVISION
 - C. STATUS
 - D. USERID
- 37.** An existing user's USERID is not present in an imported user data file. What happens to that user?
- A. The user is set to inactive
 - B. The user is deleted
 - C. The import fails
 - D. Nothing — the record is left unchanged
- 38.** Which statement about USERID is correct?
- A. It is immutable and can never be changed
 - B. It can be changed through Manage Users
 - C. It is regenerated at every import
 - D. It must match the e-mail address

- 39.** In which situation is the Employee Import tool NOT available?
- A. When Manage Business Configuration is enabled
 - B. When Employee Central is enabled
 - C. When Role-Based Permissions are enabled
 - D. When the instance has more than 5,000 users
- 40.** What is the default maximum number of custom MDF objects, and what can it be raised to?
- A. 400, raisable to 1000
 - B. 50, raisable to 100
 - C. 250, raisable to 400
 - D. 100, raisable to 250
- 41.** Which association type means the child record cannot exist without its parent?
- A. Valid When
 - B. Join by Column
 - C. One to many
 - D. Composite
- 42.** Which association type is NOT allowed for custom MDF objects?
- A. Join by Column
 - B. Composite
 - C. Valid When
 - D. All three are allowed
- 43.** What is true about the Secured setting on a new custom MDF object?
- A. It only applies to objects with attachments
 - B. It must be set to Yes, and changing from No to Yes cannot be reversed
 - C. It defaults to No and should stay No for performance
 - D. It can be toggled freely at any time
- 44.** Which effective dating option makes a child object follow its parent's dates?
- A. Multiple Changes Per Day
 - B. None
 - C. From Parent
 - D. Basic
- 45.** An MDF field uses the Auto Number data type. What must also be true?
- A. The field must be required
 - B. The field must be secured
 - C. The field must have a picklist attached
 - D. The field must be read-only
- 46.** A business rule has been created but nothing happens in the system. What is the most likely reason?
- A. The rule has not been assigned to an object, field or process
 - B. The rule has no description
 - C. The base object has not been secured
 - D. The rule ID contains a space

47. Which event type is supported when a rule is assigned at FIELD level?

- A. onView
- B. onChange
- C. onSave
- D. onInit

48. What are the limits of the Business Rule Execution Log? *(multiple answers)*

- A. Only 10 rules can be traced at once
- B. Logs are kept for 90 days
- C. A trace can cover a maximum of 2 days
- D. The log file is capped at 5 MB

49. What does the BASE OBJECT of a business rule determine?

- A. Who is allowed to run the rule
- B. The order in which rules execute
- C. The effective date of the rule
- D. Which fields are available in the rule expressions

50. What are the home page card limits?

- A. Maximum 100 custom cards defined and 16 cards visible per user
- B. Maximum 16 custom cards defined and 100 visible
- C. Maximum 50 custom cards and 10 visible
- D. There are no limits

51. What are the limits of the Manage Languages tool? *(multiple answers)*

- A. 100 labels per upload
- B. 10,000 overridden values per locale
- C. A CSV file of maximum 10 MB
- D. 3 languages per instance

52. Custom Navigation menu items can be created after which prerequisite?

- A. Manage Business Configuration is synchronised
- B. The Check Tool has been run
- C. Custom Navigation is enabled in Provisioning
- D. The Upgrade Center permission is granted

53. Which statement about People Search is correct?

- A. Inactive users are always shown
- B. Fuzzy search requires no Provisioning setting
- C. People Search ignores Role-Based Permissions
- D. Inactive users are excluded by default and a separate permission controls them in People Profile and the Employee Directory

54. Which variable inserts the signature into an e-mail notification template?

- A. [[SIGNATURE]]
- B. {SIGNATURE}
- C. %SIGNATURE%
- D. <SIGNATURE>

- 55.** What does the SAP cloud release model 'one service for all customers' mean?
- A. Only Preview customers receive patches
 - B. Every customer runs the same version, with critical fixes delivered as emergency fixes and others in weekly patches
 - C. Each customer chooses when to upgrade to a new version
 - D. Customers can stay on an older version for up to two years
- 56.** Which resource gives the complete overview of new features in each release?
- A. Check Tool
 - B. Upgrade Center
 - C. What's New Viewer
 - D. SAP Roadmap Explorer
- 57.** What are Admin Alerts used for?
- A. Sending marketing announcements to all employees
 - B. Recording every permission change
 - C. Monitoring integration run times
 - D. Showing pending action items such as stalled workflows and data issues
- 58.** Which tool would you use to find out why a specific user can see a specific employee's data?
- A. RBP Troubleshooting — User Role and Permission Search
 - B. Check Tool — System Health
 - C. Execution Manager
 - D. Manage Audit Configuration
- 59.** Which API sub version is recommended for new MDF objects?
- A. V2.0
 - B. V1.1
 - C. V1.0
 - D. No Selection
- 60.** A custom MDF object should appear as a block in People Profile. What is required? *(multiple answers)*
- A. The object must be non-secured
 - B. The object must use Basic effective dating
 - C. A Configuration UI is built for the object
 - D. The object's externalCode field is of data type User

THR80 answer key

1. B — Provisioning is the back end. Customers never have access to it; only certified implementers, consultants and SAP support use it.
2. A — Manage Provisioning Access is an Admin Center tool, and it is managed separately for each instance.
3. D — It is a chicken-and-egg problem: someone must already be an admin before RBP can grant anything, so the first account is created from the back end.
4. C — Tool Search is narrower — it is limited to Admin Center items. Action Search is the global search in the header.
5. B, C — View Group plus View Role gives read access to Manage Permission Groups, Manage Permission Roles and RBP Troubleshooting. Editing requires Edit Group plus Edit Role.
6. A — The first Super Admin login shows only that one link, which is used to grant RBP administration to others.
7. D — Groups answer 'who'. Roles answer 'what'. Together they answer: who can do what, to whom.
8. C — Static groups can only be created through Manage Permission Groups → Import Static Groups. Members can be edited in the UI afterwards.
9. B — The 't' flag marks roles that contain permissions requiring a target population.
10. A — Copying carries the permissions across only. Groups, target populations and relationships must be re-assigned manually.
11. D — The Assignments tab allows bulk activation or deactivation of up to 30 assignments at a time.
12. C, D — Manager and second/alternate manager are hierarchical and a user has only one of each. HR manager, matrix manager and custom manager are non-hierarchical and can be multiple.
13. B — Roughly 1000 dynamic groups is the performance guidance. Static groups do not count towards it.
14. A — RBP is additive — the strongest permission the user receives from any role applies. That is why overlapping roles should be avoided.
15. D — A pipe separates several proxy user IDs within the same field.
16. C — Errors fail the upload. Warnings let the file through but the affected proxy relationship is not created.
17. B — That checkbox in Company System and Logo Settings restricts proxy assignment to administrators.
18. A, B — Case-insensitive usernames and the tenant preferred time zone are both one-way changes.
19. D — Periodic runs go inactive after 90 days without the tool being opened. Initial release runs are not affected.
20. C — System Health checks run periodically with no input. Validation checks need input parameters.
21. B — Green = pass, yellow = warning with a suggested fix, red = serious, potentially a Support case.
22. A — Execution Manager keeps logs for 15 days and then deletes them automatically.
23. D — Upgrade Center access becomes permission-controlled only after it is enabled in Provisioning and 'Enable Upgrade Center Permission' is switched on in Platform Feature Settings.
24. C — Admin Center self-service is limited to supported job types, Provisioning has them all, and customers cannot reach Provisioning. Running jobs cannot be interrupted from Scheduled Job Manager.
25. B, C, D — There are three reset types. A group reset always uses system-generated passwords.
26. A — The Succession Data Model (SDM) is the central platform XML despite the name.
27. D — Background elements store multiple entries per person. Standard elements hold a single value.
28. C — Provisioning keeps up to 100 versions, each with the comment entered at upload. Changes made in Manage Business Configuration are not versioned there.
29. B — Business Configuration can LINK an existing picklist to a field, but picklists are created in Picklist Center.

- 30. A, B, C** — Both Provisioning switches plus the one-time synchronisation job are required. After the first sync, changes flow automatically.
- 31. D** — Header first, then sections, then subsections, then blocks inside them.
- 32. C** — Manage Employee Files, under the Manage System Properties category, controls the Configure People Profile tool.
- 33. B** — Photos are JPG, JPEG or PNG, maximum 2 MB, with a 3:4 aspect ratio recommended.
- 34. A** — Picklists, versions and values can never be deleted — only made inactive.
- 35. D** — CSV import is incremental only; a full purge through CSV is not allowed because it would cause data loss. Use a ZIP import.
- 36. A, C, D** — Required fields include STATUS, USERID, USERNAME, FIRSTNAME, LASTNAME, GENDER, EMAIL, MANAGER, HR, DEPARTMENT and TIMEZONE. DIVISION is a standard filter field but not required.
- 37. B** — Only rows present in the file are processed. Absent users are untouched.
- 38. A** — USERID is the permanent key. Importing a new USERID creates a new user.
- 39. D** — With Employee Central, user data comes through Import Employee Data, ESS and MSS instead.
- 40. C** — The default cap is 250 custom objects and it can be increased to 400 in Provisioning.
- 41. B** — A composite association is a true parent-child relationship; the child's effective dating must be set to From Parent and it can have only one parent.
- 42. A** — Join by Column is a one-to-one match on column values and is not permitted for custom MDF objects.
- 43. D** — All new custom MDF objects must be secured, and the change from non-secured to secured is irreversible.
- 44. C** — From Parent ties the child's dating to the parent, which is required for composite associations.
- 45. B** — Auto Number fields are generated by the system and therefore must be read-only.
- 46. A** — Rules only run once assigned. An unassigned rule shows a grey icon and does nothing.
- 47. D** — Field-level assignment in Configure Object Definitions supports only the onChange event.
- 48. C, D** — Traces are limited to a two-day period and logging stops once the 5 MB file cap is reached, until the file is deleted.
- 49. B** — The base object is the data source and therefore defines the available fields.
- 50. A** — Up to 100 custom cards can exist in Manage Home Page; a user sees a maximum of 16.
- 51. A, D** — Manage Languages allows up to 10,000 overridden values per locale and CSV files up to 10 MB.
- 52. C** — Custom Navigation must be switched on in Provisioning before the Admin Center tool can be used.
- 53. B** — A company-level setting excludes inactive users from People Search; the 'Include Inactive Employees' RBP permission covers People Profile and the Employee Directory.
- 54. A** — Double square brackets are used for notification template variables.
- 55. D** — All customers are on the same version — there is no private release per customer.
- 56. C** — The What's New Viewer lists new features per production release. Upgrade Center is where you opt in to some of them.
- 57. B** — Admin Alerts surface items needing administrator attention. Execution Manager monitors job and integration runs.
- 58. A** — The RBP Troubleshooting tool searches a user's roles and permissions and can compare two users or examine target populations.
- 59. D** — V1.1 is recommended for new objects because it hides technical fields; V1.0 exposes them in OData.
- 60. C, D** — You build the block UI with Manage Configuration UI and the object's externalCode must be a User field; then drag the Live Profile MDF Information block into a subsection.

THR85 practice questions

1. Which permission allows a user to SEE nominated successors in the Succession Org Chart?
 - A. Succession Planning Permission
 - B. Succession Org Chart Permission
 - C. Succession Approval Permission
 - D. Succession Management and Matrix Report Permissions
2. Which permission enables the 'Add Successor' option?
 - A. Succession Planning Permission
 - B. Succession Approval Permission
 - C. Matrix Report Permission
 - D. Talent Search Access
3. What happens to pending nominations if the approval process is disabled in Provisioning?
 - A. They remain pending
 - B. They are deleted
 - C. They are automatically approved
 - D. They are archived for 90 days
4. How many approvers must approve a nomination when several are eligible?
 - A. A majority
 - B. Two
 - C. One
 - D. All of them
5. Which token must remain in the Succession Email Approver Notification template?
 - A. [SUCCESSOR_LIST]
 - B. [NOMINATION_TABLE]
 - C. [APPROVER_NAME]
 - D. [PENDING_NOMINATIONS_LIST]
6. Which tool validates that the readiness rating scale matches the org chart configuration?
 - A. Check Tool
 - B. Upgrade Center
 - C. Admin Alerts
 - D. Data Inspector
7. Select the prerequisites for enabling Succession Management in Provisioning. (Choose 2) (*multiple answers*)
 - A. Enable Onboarding
 - B. Enable Generic Objects
 - C. Enable the Attachment Manager
 - D. Enable Recruiting Marketing

8. Which file is used to validate the Succession Data Model XML?

- A. succession.dtd
- B. profile-schema.xml
- C. sf-form.dtd
- D. sdm.xsd

9. Which are the three types of Talent Card? (Choose 3) *(multiple answers)*

- A. Presentation
- B. Calibration
- C. Recruiting
- D. Succession

10. Which portlet shows the positions and pools an employee has been nominated INTO?

- A. Nomination portlet
- B. Successor portlet
- C. Trend portlet
- D. Background portlet

11. Which data type holds multiple values such as education and languages?

- A. Standard elements
- B. Background data
- C. Trend data
- D. Personal information

12. Which talent flags are standard org chart flags? (Choose 3) *(multiple answers)*

- A. New to Position
- B. Bench Strength
- C. Risk of Loss
- D. Impact of Loss

13. Which nomination method does NOT support to-be-hired (vacant) positions?

- A. Legacy Position
- B. MDF Position
- C. All support TBH
- D. Role-Person

14. Which nomination method is required for the Position Tile View?

- A. MDF Position
- B. Legacy Position
- C. Role-Person
- D. Any method

15. What happens to a Role-Person succession plan when the incumbent leaves?

- A. Nothing changes
- B. The plan is lost
- C. The plan transfers to the new incumbent
- D. The plan is archived

16. Which are benefits of MDF Positions? (Choose 3) *(multiple answers)*

- A. Permissions based on position attributes
- B. No need for Role-Based Permissions
- C. Custom fields on the position
- D. Effective-dated position history

17. How many user fields can be mapped with Update Position Attributes?

- A. 5
- B. 15
- C. 20
- D. 10

18. Which position maintenance options exist? (Choose 2) *(multiple answers)*

- A. Sync Position Model with Employee Data
- B. Import Position Data
- C. Auto-generate from org chart
- D. Copy from Recruiting

19. Which events trigger the position sync?

- A. Daily at midnight only
- B. Employee leaves, employee joins, manager changes
- C. Any profile update
- D. Nomination added

20. With Employee Central Position Management enabled, which nomination method must be used?

- A. Role-Person
- B. Any
- C. MDF Position
- D. Legacy Position

21. What is the default search logic across basic information criteria?

- A. AND
- B. NOT
- C. Exact match
- D. OR

22. What is required to enable keyword search?

- A. A Cloud Product Support ticket to build the search index
- B. Only a checkbox in Talent Search Settings
- C. A Provisioning switch only
- D. An MDF object definition

23. Above how many results does an export become a background job?

- A. 500
- B. 20
- C. 50
- D. 100

24. How does Talent Search treat a background field set to visibility="none"?

- A. It errors
- B. It greys the field out
- C. It still displays the field
- D. It hides the field

25. Minimum number of employees needed to use Compare?

- A. 1
- B. 3
- C. 5
- D. 2

26. Which Talent Pool fields are informational only? (Choose 2) *(multiple answers)*

- A. Owner
- B. Type
- C. Code
- D. Status

27. Maximum number of pending pool nominations that can be approved at once?

- A. 5,000
- B. 1,000
- C. 100
- D. 500

28. How do you remove a Talent Pool that has had nominations?

- A. Set status to Inactive only
- B. It cannot be removed at all
- C. Purge it via Data Retention Management
- D. Delete it in Configure Object Definitions

29. Which field types can be used as Talent Pool filters? (Choose 3) *(multiple answers)*

- A. String
- B. Boolean
- C. Attachment
- D. Picklist

30. With Job Profile Builder, how many talent pools can map to one job role?

- A. Multiple
- B. One
- C. Two
- D. None

31. Which Provisioning switch enables pools?

- A. True Position Hierarchy
- B. New MDF Pool-based Succession Planning
- C. Talent Pool Reporting
- D. Succession Talent Search

32. How is Bench Strength calculated?

- A. From the number of successors
- B. From the incumbent's performance rating
- C. From the highest readiness among nominated successors
- D. From the average readiness of successors

33. Maximum number of talent icons displayed on SOC v12?

- A. 8
- B. 10
- C. 20
- D. 12

34. Which XML element type is used for Bench Strength?

- A. gradientOption of type titlegradient
- B. iconSetOption
- C. textOption
- D. keyPositionOption

35. The 'target' attribute applies to which options? (Choose 2) (*multiple answers*)

- A. keyPositionOption
- B. iconSetOption
- C. textOption
- D. gradientOption

36. How do you move org chart XML between instances?

- A. Use the Check Tool
- B. Use Instance Sync only
- C. Copy and paste it manually
- D. Use Import/Export Data Model

37. How are pending nominations shown when not hidden?

- A. In red text
- B. In a separate tab
- C. With a lock icon
- D. With an orange asterisk

38. Which statement about the Development Goals section on the position card is true?

- A. It is hardcoded and shows name and status only
- B. It is fully configurable
- C. It can be removed in Nominations Setup
- D. It shows goal progress percentages

39. What must picklist options have for talent icons to display?

- A. A parent picklist
- B. A Min Value matching the XML value
- C. An external code of 0
- D. A translation in every locale

40. External candidate nominations in pending status are...

- A. Auto-approved
- B. Rejected after 30 days
- C. Not included in the pending nomination e-mail
- D. Included in the pending nomination e-mail

41. Which filters cannot be removed from the Position Tile View?

- A. Department
- B. Job Level
- C. Criticality
- D. Position Title and Code

42. Which suffix is required when adding a picklist field as a tile filter?

- A. .label
- B. .value
- C. .code
- D. .id

43. Which statement about talent flags on the Lineage Chart is true?

- A. Only the incumbent's flags show
- B. Employee Profile field permissions are not applied
- C. Flags respect field-level permissions
- D. Flags are never displayed

44. The Matrix Report Permission grants access to...

- A. Only the How vs What report
- B. Whichever report you select
- C. Both matrix reports together
- D. Only the Performance-Potential report

45. Maximum matrix grid scale size?

- A. 9
- B. 10
- C. 15
- D. 20

46. Maximum users displayed per cell?

- A. 5,000
- B. 1,000
- C. 500
- D. 10,000

47. Which rating source takes precedence?

- A. Calibration ratings
- B. Performance form ratings
- C. Succession data ratings
- D. The most recently modified

48. Can rating normalisation be turned off?

- A. Yes, in Provisioning
- B. Only for custom scales
- C. No, but custom weights can adjust it
- D. Yes, in Matrix Grid Report Settings

49. A rating that falls exactly on a tier border is placed in...

- A. The upper tier
- B. Unrated
- C. Too new to rate
- D. The lower tier

50. Maximum number of matrix report icon sets?

- A. 8
- B. 12
- C. 4
- D. 6

51. What is required to add a custom matrix filter? (Choose 2) *(multiple answers)*

- A. Raise a support ticket
- B. Set matrix-filter="true" on the element
- C. Register the field in the sysUserDirectorySetting template
- D. Create an MDF object

52. Retirement eligibility is calculated from which fields?

- A. Hire Date only
- B. Performance and Potential
- C. Date of Birth and Hire Date
- D. Age and Job Level

53. How many boxes does a grid with a 5-point and a 3-point axis have?

- A. 9
- B. 8
- C. 25
- D. 15

54. How many configurations exist per Talent Card type in an instance?

- A. One
- B. One per role
- C. Three
- D. Unlimited

55. Where are Presentations enabled?

- A. Manage Talent Cards
- B. Upgrade Center
- C. Provisioning
- D. Configure Object Definitions

56. Do Presentations require a Succession licence?

- A. Only for live slides
- B. Only for org chart slides
- C. No
- D. Yes

57. On which slide types can you hide individual people or positions? (Choose 2) *(multiple answers)*

- A. Team View
- B. Matrix Grid Report
- C. Analytics
- D. Succession Org Chart

58. Custom Profile Slides after creation are...

- A. Not editable — delete and recreate
- B. Fully editable
- C. Editable only by the owner
- D. Editable for 24 hours

59. Which ACTION values are valid in the Import Successors file? (Choose 3) *(multiple answers)*

- A. MERGE
- B. ADD
- C. TRANSFER
- D. DELETE

60. What value goes into the READINESS column?

- A. The picklist external code
- B. A percentage
- C. The numeric score
- D. The label text

61. Which successors cannot be imported?

- A. Inactive users
- B. Pool nominees
- C. Ranked successors
- D. External candidates

62. Leaving SUCCESSOR_USERID blank on a DELETE action affects...

- A. All existing and pending successors of the position
- B. Nothing — the row is skipped
- C. Only the first successor
- D. Only pending successors

63. Which talent flags can be edited in Calibration? (Choose 3) *(multiple answers)*

- A. New to Position
- B. Risk of Loss
- C. Impact of Loss
- D. Reason for Leaving

64. What must an implementation consultant have before getting Provisioning access?

- A. An S-user only
- B. Partner Portal access
- C. SAP SuccessFactors certification
- D. A customer e-mail address

65. What links your S-user and P-user accounts across SAP sites?

- A. Company ID
- B. Provisioning ID
- C. IAS tenant
- D. SAP Universal ID

THR85 answer key

1. B — Management & Matrix Report Permissions = visibility of successors. Planning = ability to nominate.
2. A — Planning permission grants nomination ability.
3. D — Pending nominations are deleted; approved ones are retained.
4. C — Only one approval is required.
5. B — The job replaces this token with the pending list.
6. A — The Check Tool flags mismatched combination settings.
7. A, D — Generic Objects and Attachment Manager are prerequisites.
8. C — The SDM is validated against sf-form.dtd.
9. B, C, D — Succession, Presentation and Calibration cards.
10. A — Nomination portlet = where the person is nominated to.
11. D — Background data is many-valued.
12. A, C, D — Bench strength is calculated, not a talent flag.
13. B — Role-Person is incumbent-based so vacancies cannot be planned.
14. A — Position Tile View works only with MDF Positions.
15. D — Plans are tied to the incumbent and job code.
16. A, C, D — MDF requires RBP; it does not remove it.
17. B — Up to 10 fields from the user entity.
18. A, B — Pick one of the two — never combine them.
19. D — Three sequential triggers.
20. C — EC and Succession share the same MDF position object.
21. B — Default is OR; tick Exact Match for AND.
22. A — Support must build the index — it is not self-service.
23. D — Over 20 results triggers a scheduled job.
24. C — Talent Search ignores visibility=none, unlike People Profile.
25. B — Compare needs at least two people.
26. A, B — Code and Status are required functional fields.
27. D — 1,000 pending nominees at a time.
28. C — Purge Non-Sensitive MDF Business Data.
29. B, C, D — Picklist, string, Boolean and date only.
30. A — JPB allows many; legacy JDM allows only one.
31. D — Requires RBP, Generic Objects and Attachment Manager first.
32. C — Highest readiness wins.
33. B — 12 icons maximum.
34. A — Bench strength uses a titlegradient gradientOption.
35. A, D — It is ignored for gradientOption.
36. C — Edit Org Chart Configuration has no import/export.

- 37. B — Orange asterisk marks pending.
- 38. A — Hardcoded, not configurable, not removable.
- 39. D — minVal must be made editable and set.
- 40. C — They are excluded from that notification job.
- 41. B — Title and Code are defaults.
- 42. A — e.g. positionCriticality.label.
- 43. D — All configured flags show for all employees.
- 44. C — You cannot grant the reports separately.
- 45. B — Scale size maximum is 20.
- 46. A — System maximum user limit per cell is 5,000.
- 47. D — Form ratings always win over succession data.
- 48. C — Normalisation is always on; weights change distribution.
- 49. B — Border cases go down.
- 50. A — 8 maximum, 4 or fewer recommended.
- 51. A, D — Both steps are required together.
- 52. C — Both must be defined in the SDM.
- 53. B — Boxes = scale × scale.
- 54. A — One configuration per type, instance-wide.
- 55. D — Upgrade Center, then accept the EULA and grant permission.
- 56. C — Presentations are not dependent on the Succession module.
- 57. B, C — Hiding works only on SOC and Team View slides.
- 58. A — They must be recreated to change.
- 59. A, B, D — ADD, TRANSFER, UPDATE, DELETE.
- 60. C — Score number, not the label.
- 61. B — External successors cannot be imported.
- 62. A — Blank user ID applies the action to all successors.
- 63. A, B, D — New to Position is not editable in Calibration.
- 64. C — Certification is the prerequisite.
- 65. B — Universal ID.