S4102

Document Management in SAP S/4HANA

COURSE OUTLINE

Course Version: 17
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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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Project Manager
- Application Consultant
- Development Consultant
- Technology Consultant
- Support Consultant
- Super / Key / Power User
- Business User

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UNIT 1 Overview of SAP Document Management

Lesson 1: Introducing SAP Document Management

Lesson Objectives

After completing this lesson, you will be able to:

- Give an overview of SAP Document Management
- Explain the connection between SAP document management and SAP Lifecycle Data Management

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UNIT 2 Document Info Record

Lesson 1: Understanding Document Info Record

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the elements of the document key in the document info record
- Create the basic data on a document info record
- Determine object links
- Work with the document browser
- Classify a document info record
- Search for document info records
- Manage Documents
- Display document info records and their dependent objects with the product structure browser

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UNIT 3 Originals and Applications

Lesson 1: Handling Originals

Lesson Objectives

After completing this lesson, you will be able to:

- Use SAP document management to integrate external files
- Check in external files in an SAP secure storage area
- Process and reset files in an SAP secure storage area

Lesson 2: Using Integrated Viewer and Office Integration

Lesson Objectives

After completing this lesson, you will be able to:

- Use the integrated Visual Enterprise Viewer
- Use SAP Microsoft Office integration

Lesson 3: Introducing Change Management

Lesson Objectives

After completing this lesson, you will be able to:

- Work with the Engineering Change Management inside documents

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UNIT 4 User-specific Settings

Lesson 1: Understanding Control Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create a new document type
- Define a status network
- Assign object links

Lesson 2: Working with General Data

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the meaning of “Frontend Type”
- Check the Knowledge Provider settings

Lesson 3: Managing Workstation Applications

Lesson Objectives

After completing this lesson, you will be able to:

- Make the workstation settings required for a new file type
- Assign the viewers
- Define the settings relevant for the Office Integration
- Set user profiles

Lesson 4: Introducing Authorization Control

Lesson Objectives

After completing this lesson, you will be able to:

- Define roles
- Use the authorization objects

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UNIT 5 Interfaces

Lesson 1: Understanding PLM Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Use the SAP PLM interface to move external CAD files simply and conveniently into the SAP system

Lesson 2: Engineering Control Center

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the advantages of the Engineering Control Center

Lesson 3: Using ArchiveLink

Lesson Objectives

After completing this lesson, you will be able to:

- Give an overview of the SAP ArchiveLink scenario
- Explain the connection between SAP ArchiveLink and SAP document management

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UNIT 6 Distribution

Lesson 1: Using ALE Distribution

Lesson Objectives

After completing this lesson, you will be able to:

- Use the product structure browser to gain a cross-system overview of the product
- Use the SAP Application Link Enabling (ALE) scenario to distribute document info records and their originals from an engineering system to a production system

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UNIT 7 Appendix

Lesson 1: Working with the Document Center

Lesson Objectives

After completing this lesson, you will be able to:

- Work with the Document Center

Lesson 2: Appendix KPRO

Lesson Objectives

After completing this lesson, you will be able to:

- Give an overview on Knowledge Provider and their functionalities

Lesson 3: Appendix: Glossary

Lesson Objectives

After completing this lesson, you will be able to:

- Explain several terms of DMS

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