

Document Management in SAP S/4HANA

COURSE OUTLINE

Course Version: 17 Course Duration:

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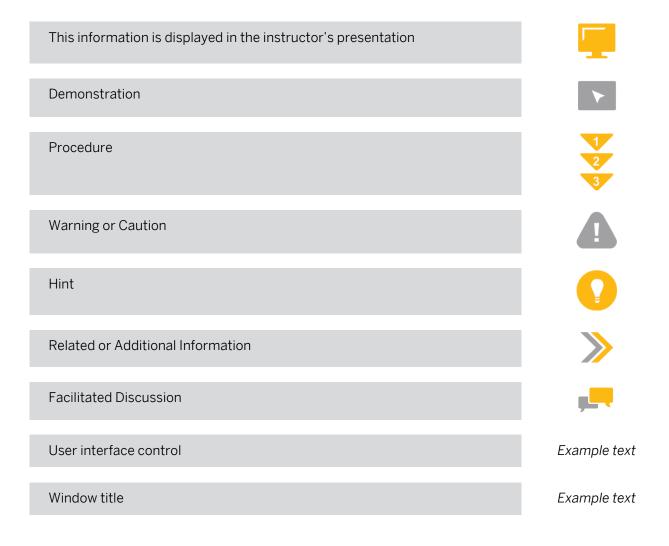
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Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.





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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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UNIT1 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

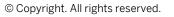


Lesson 1: Understanding Document Info Record

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





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



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



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



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



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

