# S4102

## Document Management in SAP S/4HANA

COURSE OUTLINE

Course Version: 20
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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