

S41200

Document Management System in SAP S/4HANA

COURSE OUTLINE

Course Version: 26

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	<i>Example text</i>
Window title	<i>Example text</i>

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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

Lesson 1: Introducing SAP Document Management

Lesson Objectives

After completing this lesson, you will be able to:

- identify the focus and functions of SAP Document Management.

Lesson 1: Using the Document Info Record

Lesson Objectives

After completing this lesson, you will be able to:

- create the basic data of a Document Info Record.

Lesson 2: Classifying Documents

Lesson Objectives

After completing this lesson, you will be able to:

- classify a document info record.

Lesson 3: Managing Documents

Lesson Objectives

After completing this lesson, you will be able to:

- work with the Manage Documents app.

Lesson 4: Finding Documents

Lesson Objectives

After completing this lesson, you will be able to:

- find documents with the classic document search, the HANA search and the use of the product structure browser.

Lesson 1: Handling Originals

Lesson Objectives

After completing this lesson, you will be able to:

- use SAP document management to integrate, check in, process, and reset external files.

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 and 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.

Lesson 1: Customizing Control Data

Lesson Objectives

After completing this lesson, you will be able to:

- create a new document type, status network, and assign object links.

Lesson 2: Working with General Data

Lesson Objectives

After completing this lesson, you will be able to:

- understand the Frontend Type and check the Knowledge Provider settings.

Lesson 3: Managing Workstation Applications

Lesson Objectives

After completing this lesson, you will be able to:

- apply the workstation application settings required for a new file type.

Lesson 4: Introducing Authorization Control

Lesson Objectives

After completing this lesson, you will be able to:

- define roles and set the authorization objects.

Lesson 1: Navigating the Product Lifecycle Management (PLM) Interface

Lesson Objectives

After completing this lesson, you will be able to:

- discuss the benefits of the SAP PLM Interface.

Lesson 2: Using the Engineering Control Center

Lesson Objectives

After completing this lesson, you will be able to:

- describe the advantages of the Engineering Control Center.

Lesson 1: Using Application Link Enabling (ALE) Distribution

Lesson Objectives

After completing this lesson, you will be able to:

- Work with product data distribution in a multi SAP system landscape.