



SAP® based Document Management

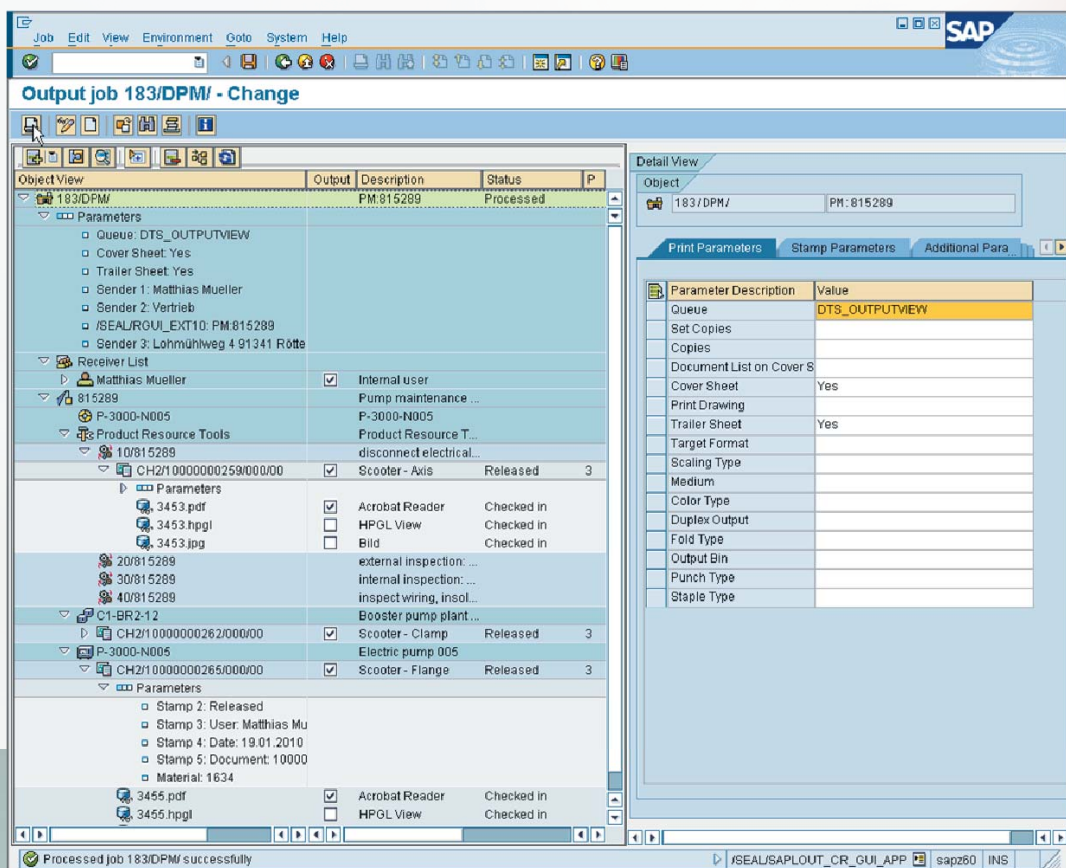
➔ **MODULES FOR LOADING OF DOCUMENTS IN SAP DMS, CONVERSION OF DOCUMENTS AND AUTOMATED DOCUMENT DISTRIBUTION FOR SEVERAL SAP OBJECTS**

Document collection for SAP objects

This software package of SAP integration modules enables the structured loading of mass data for SAP DMS. Additionally it provides functions for retrieval and output of documents for several SAP objects. It also offers several conversion methods.

☘ BENEFITS AT A GLANCE

- Digital Paper for the secure storage of application and scan data
- Safe money and time by direct printing instead of repro services
- Optimize your organisation: Use the whole SAP functionality as an integrated process
- Fast and visible project results for the whole enterprise through standardized software
- Fast and secure data migration from existing archives
- Fully integration into the business processes
- Integrated output of complete paper sets (Production, Purchase, Maintenance order, ...)



SAP based Document Management

::: DMS LOADER

Migrate your documents in SAP DMS with the DMS Loader Structured mass data migration for SAP DMS

The DMS Loader can easily import data and files into SAP DMS in batch mode. Document **info records** are created with standard meta data, document classification, object links to other objects and loading of the document info record. The only requirement which is needed for the migration is a **csv file** which contains file name, object link, document status, classification data etc. DMS Loader is fast, flexible and transparent.

::: DOCUMENT DISTRIBUTION FOR SAP OBJECTS

For example: Production order, sales order etc.

The shop papers which describe these business processes are usually **SAP forms**. Often additional documents (eg drawings, technical specifications etc.) are also required.

The SAP standard procedure is to print/release the SAP forms and to search the documents. This manual process is time consuming and can be erroneous because the user might get the wrong document or version.

An integration in the SAP objects enables the user to create a **document list** which is based on the structure of SAP DMS. This integration merges the SAP forms and documents and distributes them as a hardcopy on paper or on a **digital output** device like email, fax etc.. The result of this integration is a stack of paper or PDF file which contains the shop papers and all required documents.

The output is done **automatically** by using default standard processes or by using a dialog after displaying a document list. The document list can also be edited or completed in dialog mode.

::: DMS AND PLM CONVERSION SERVER

Conversions of documents

A document management system also guarantees a longterm access to your documents. This can not be achieved when the documents are only archived in their native applications (WORD, EXCEL, AutoCAD). A neutral format like **PDF** or **PDF/A** is necessary.

The conversion process should be started by a status change of the document. Thus the conversion runs as a batch job. The big advantage of document conversion is that the documents can not be edited, are **accessible** in the **long-run** and the viewers for PDF and PDF/A are available for free. Twenty different input formats can be converted into a neutral format. A **dashboard** enables simple administration of the conversion processes.

