



CIAL_EUM_DMS_DOCUMENTATION

PREPARED BY



ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date

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1. Create Document (Note)

Overview

Trigger:

This procedure will be used to create a request for approval via DMS for general note and to store business document.

Business Process Description Overview
This transaction will be used to create a DMS request for approval document.

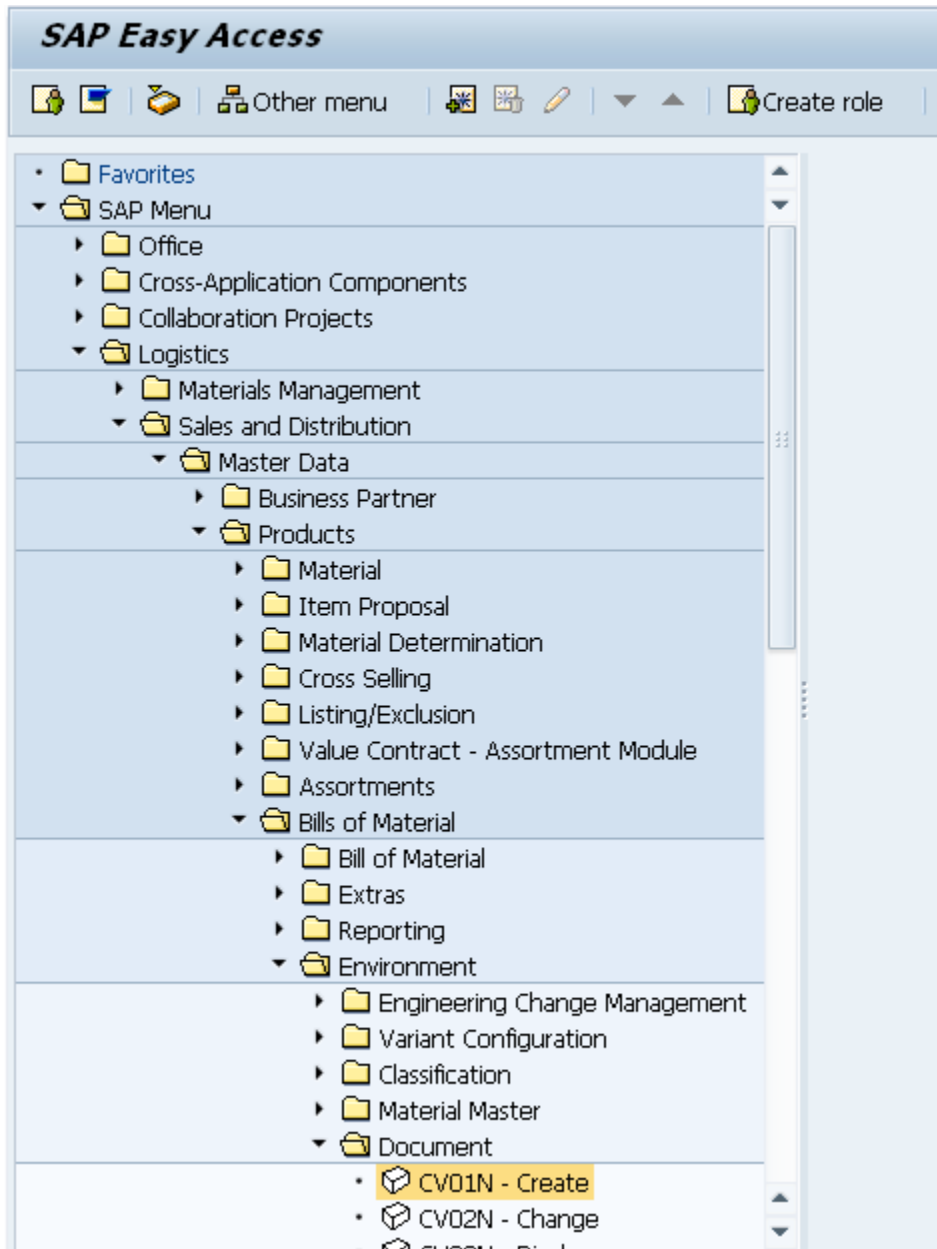
Input - Required Fields	Field Value / Comments
Document Type	APD Office – A01 Civil Dept – C01 DFS Dept – D02 Electrical – E01 Finance – F01 Cargo dept – G01 HR Dept –H01 ICT dept – I01 KIAS Dept – K01 Marketing Dept – P01 MD Office – M01 Commercial Dept- N01 Operation Dept –O01 Secretarial – T01 Security dept –S01 Fire Dept – R01

Output - Results	Comments
Document C01 10000000179 000 00 created	
Version C01 10000000179 000 01 Created	

Procedural Steps

1.1. Access the transaction by:

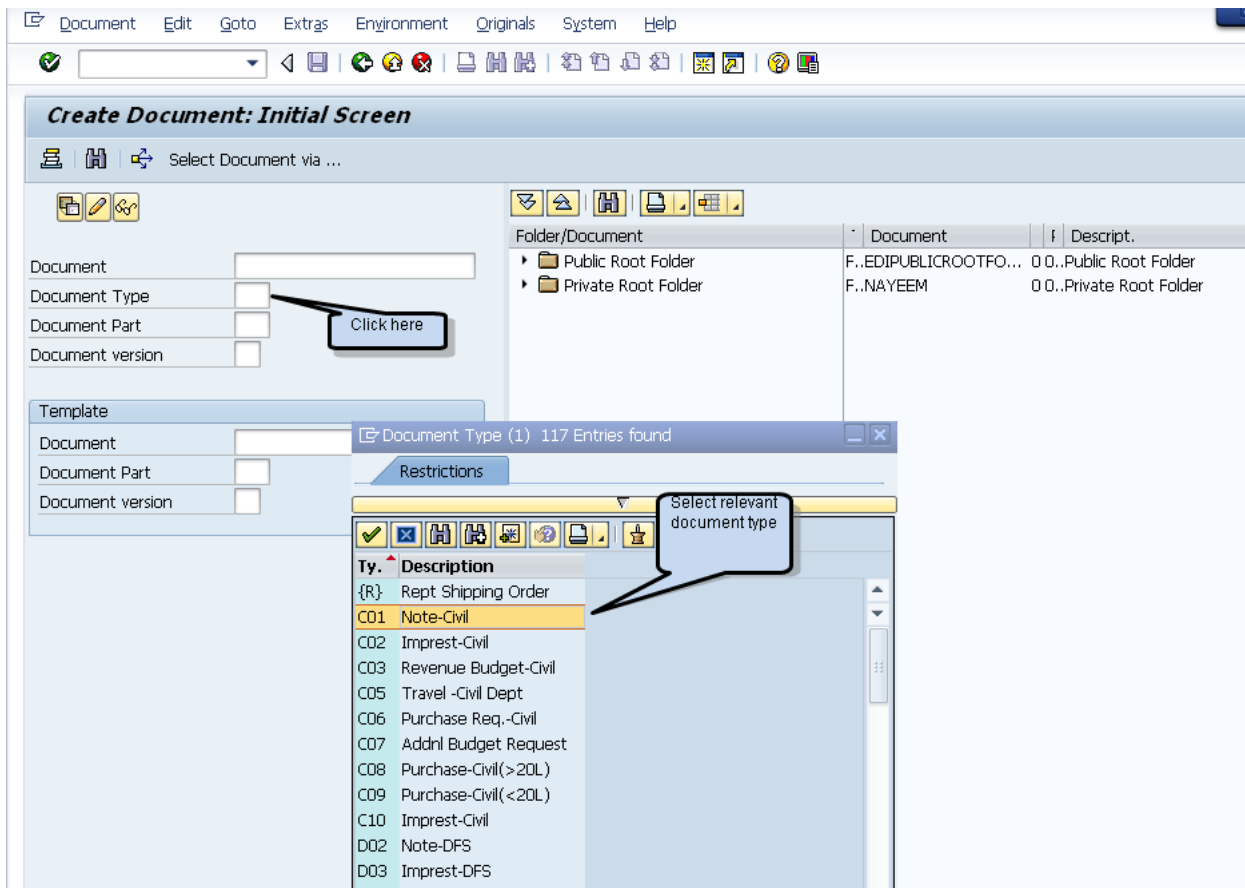
Via Menus	SAP Easy Access → Logistics → Plant Maintenance→ Management of Technical Objects→Functional Location→Measurement Document→Create
Via Transaction Code	CV01N



a) Enter following details in the below screen

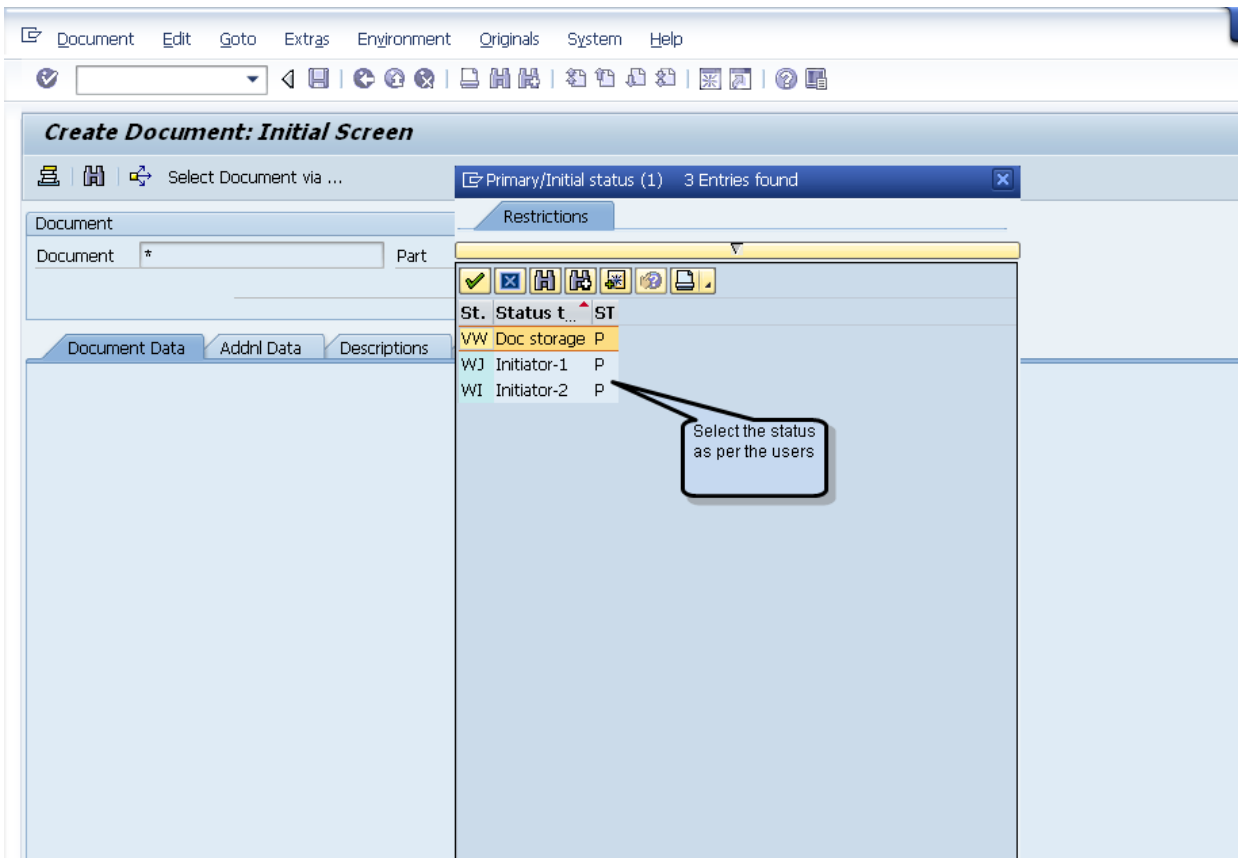
Document type : C01

Then press Enter



Select Document status: Initiator 1 “WJ”

Then press Enter



b) Enter following details in opened screen

Document description: “Note for test ”

Click Open original to attach document from system and **“Save “**

Document Edit Goto Extras Environment Originals System Help

Save

Create Document: Basic Data - Civil (C01)

Classification

Document

Document * Part 000 Version 00

Deletion Flag Document Structure

Document Data Descriptions Remarks Object Links Originals Document Browser Authorizations

Document Data

Description Note for testing

Document Status WJ Initiator-1 Not Released

User NAYEEM Rahman Nayeemur

Enter the description

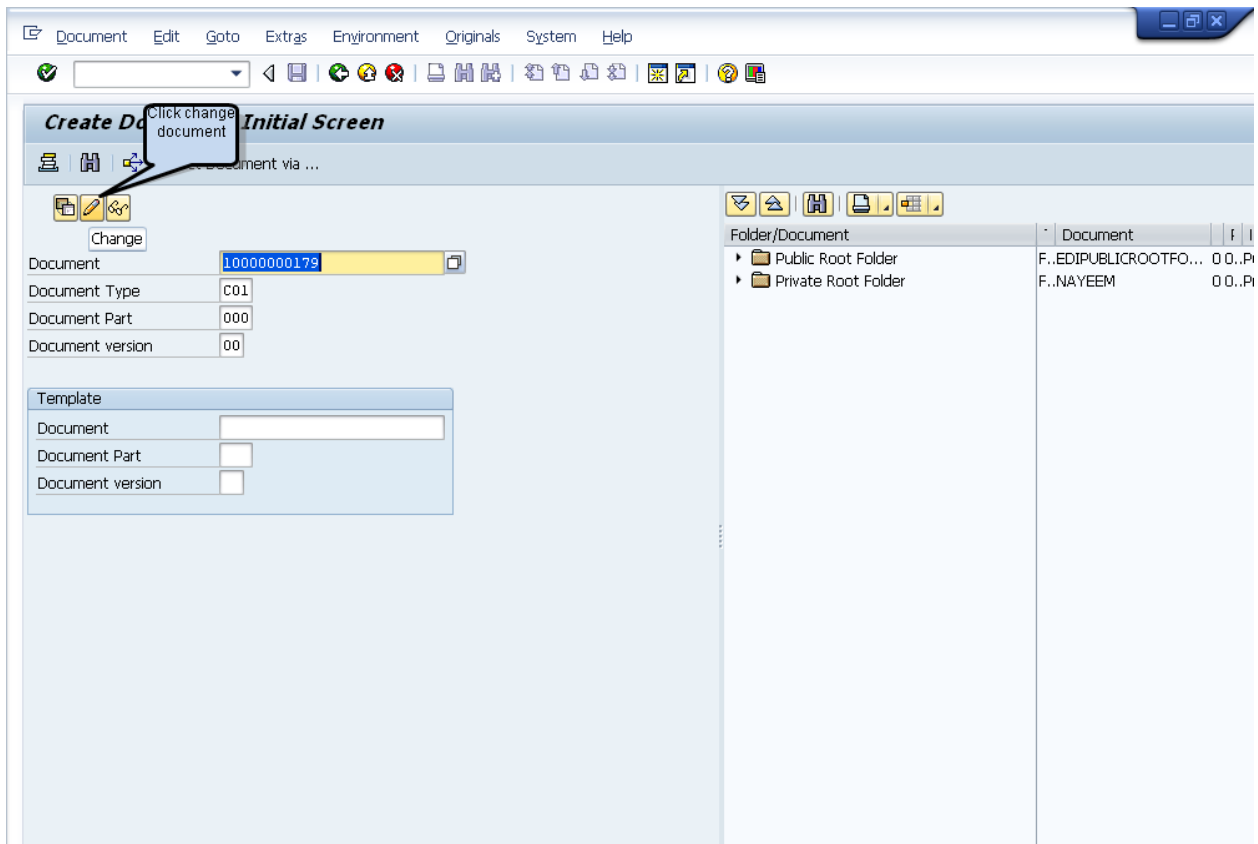
Originals

Appl.	Application	Storage Cat.	File Name

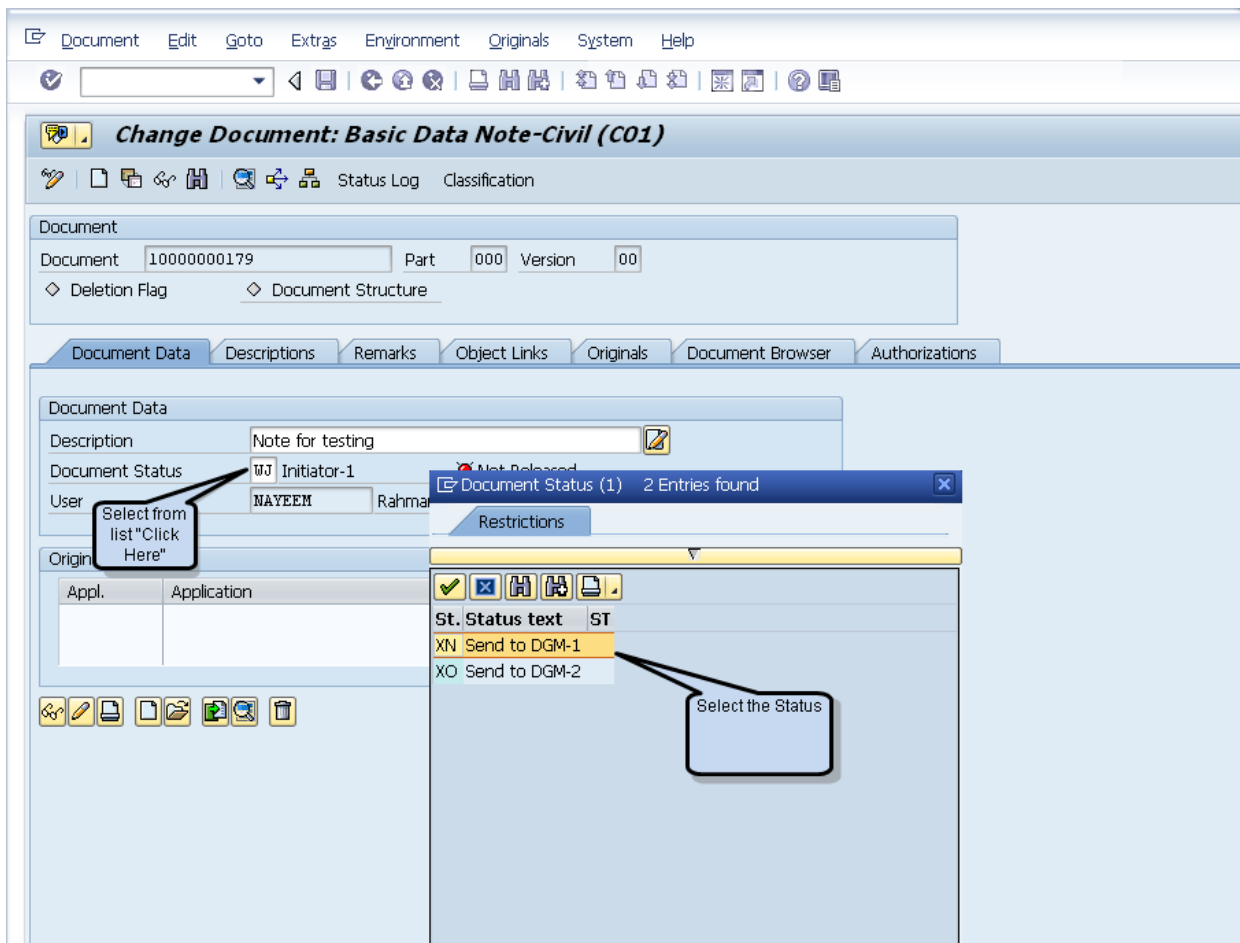
Click here to attach the document

c) Click save button after entering the details. System will create document number.

Click Change Icon to change document and enter the comments from the initiator.



Change the document status “Select the relevant document status”.



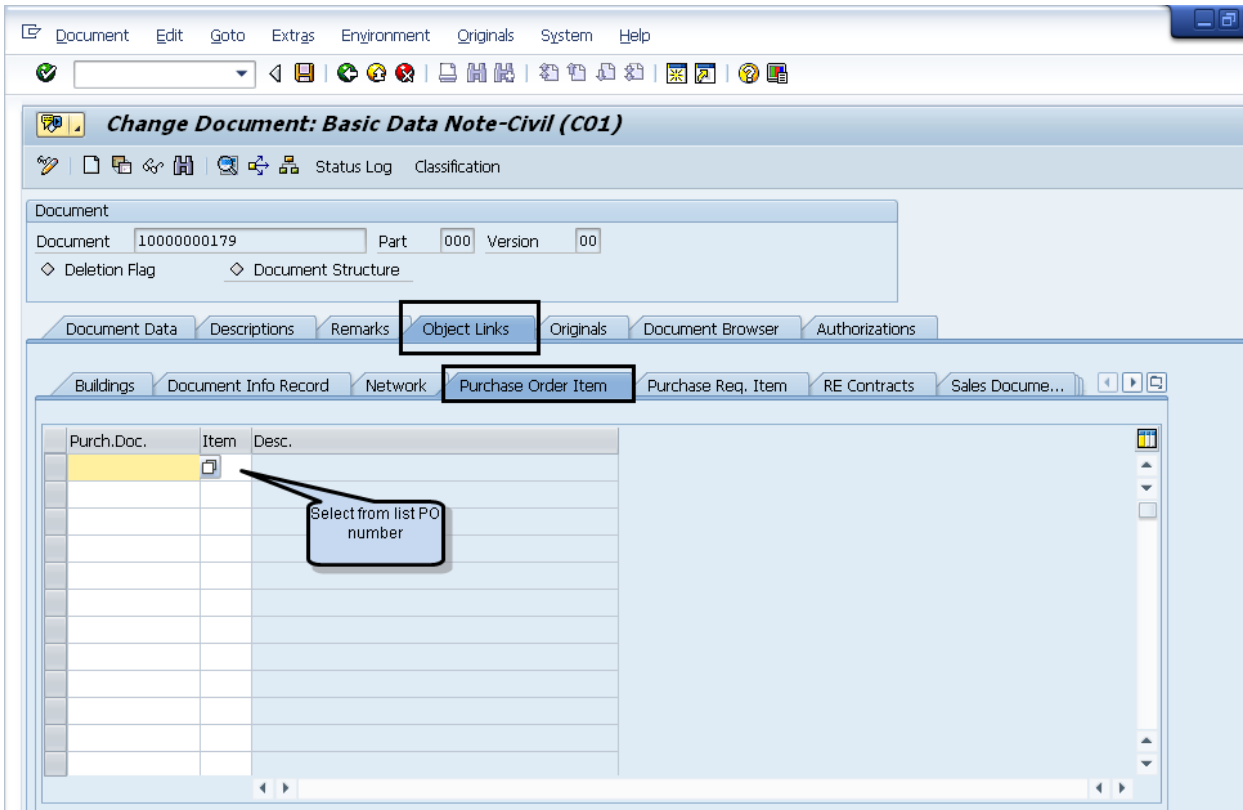
Enter comments as shown .

The screenshot shows the SAP 'Change Document: Basic Data Note-Civil (C01)' interface. The 'Remarks' tab is selected and highlighted with a black box. A callout bubble points to the 'Enter Remarks (If any)' text area. Below the text area is a table with columns: SAP User, Name, Date of Entry, Time of Entry, and Comments. The table has one row with the text 'Li 1, Co 1' and 'Ln 1 - Ln 1 of 1 lines'.

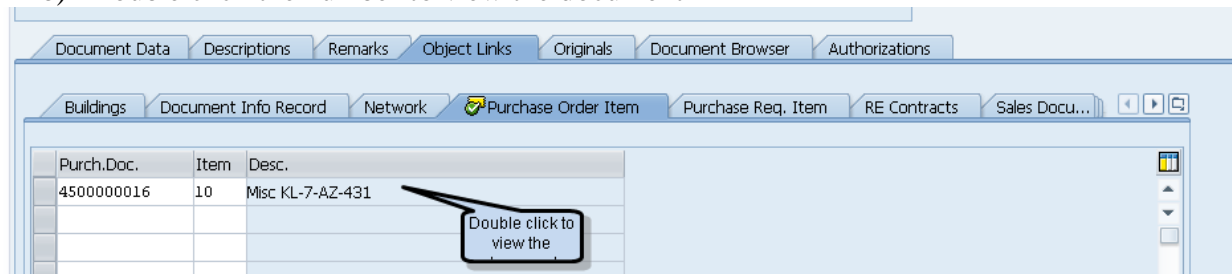
SAP User	Name	Date of Entry	Time of Entry	Comments
				Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

2. Creation of object link / Link to other document

- a) Link PO / Document / other object as shown (If any).

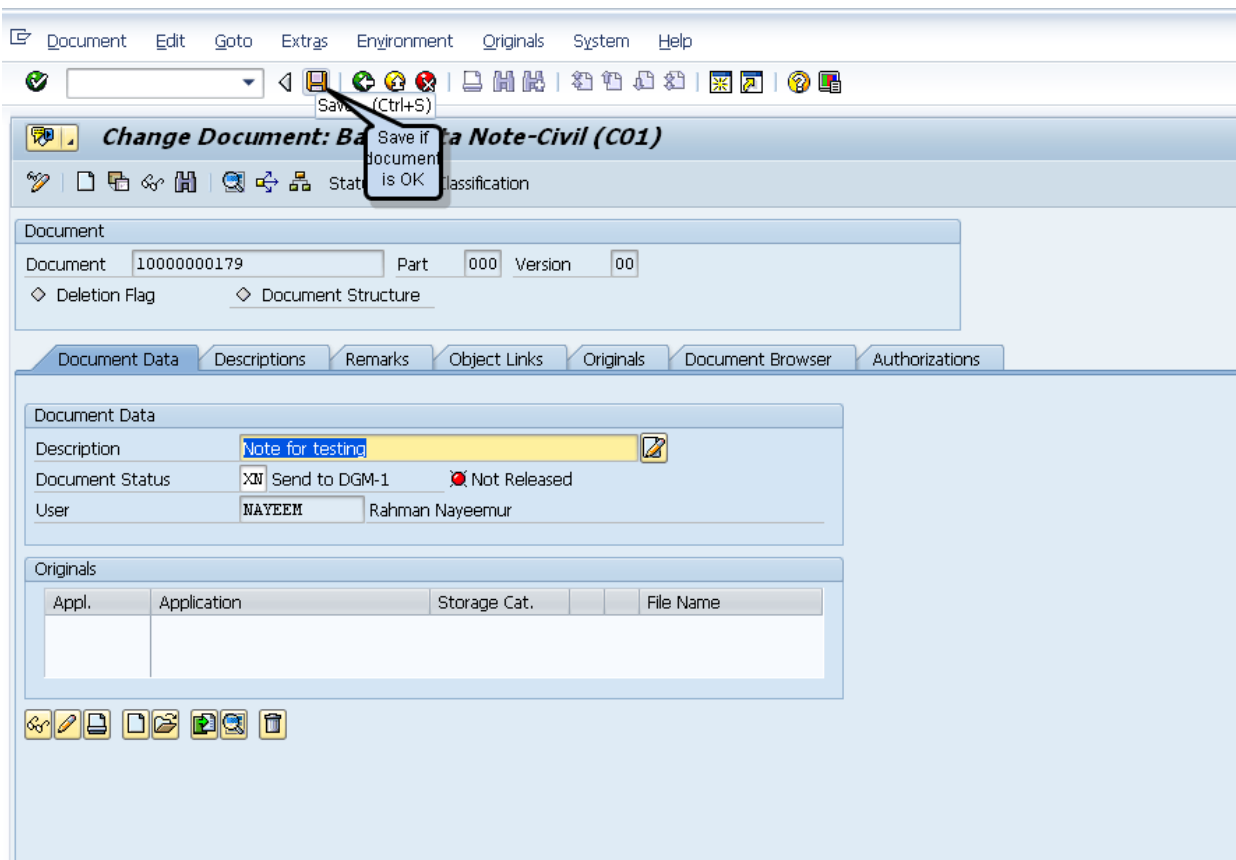


b) Double click the number to view the document



c) Save the document “System will trigger workflow to next user”





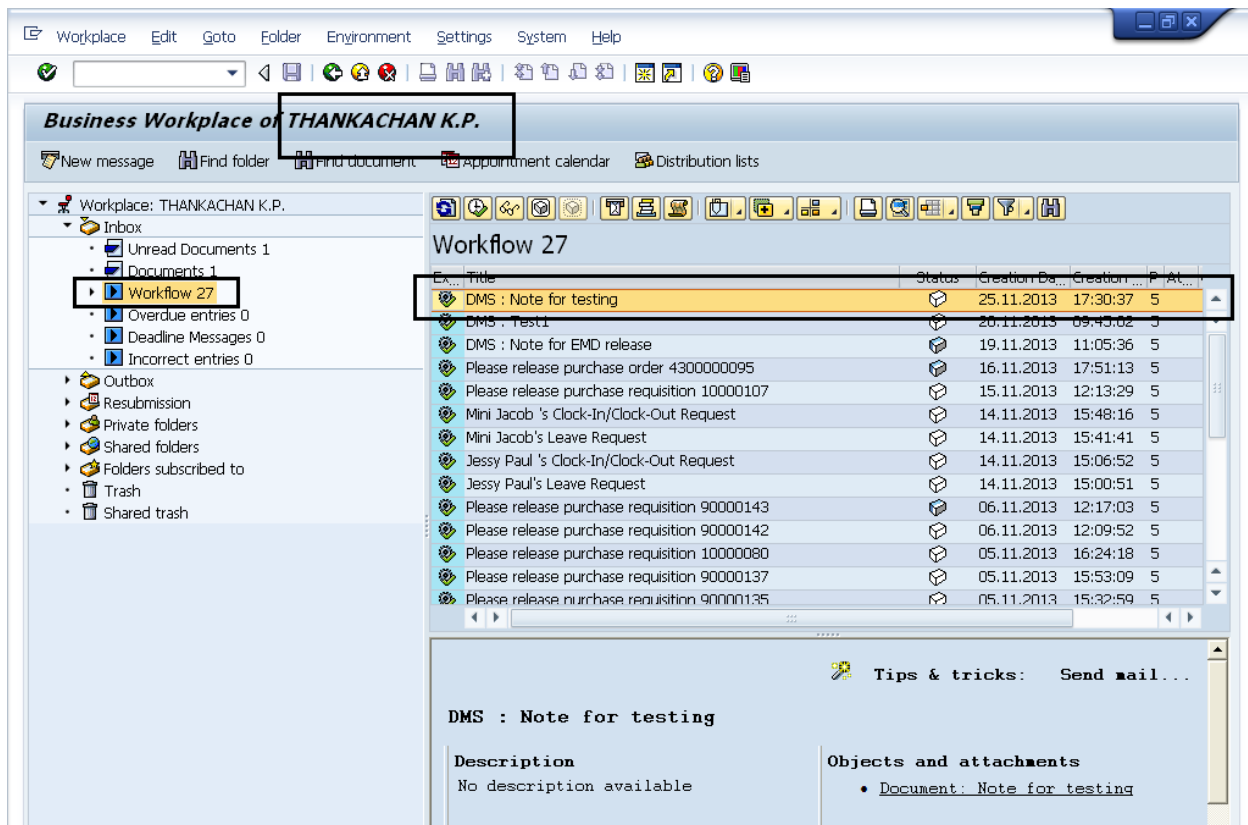
3. Approval of DMS Document

Procedural Steps

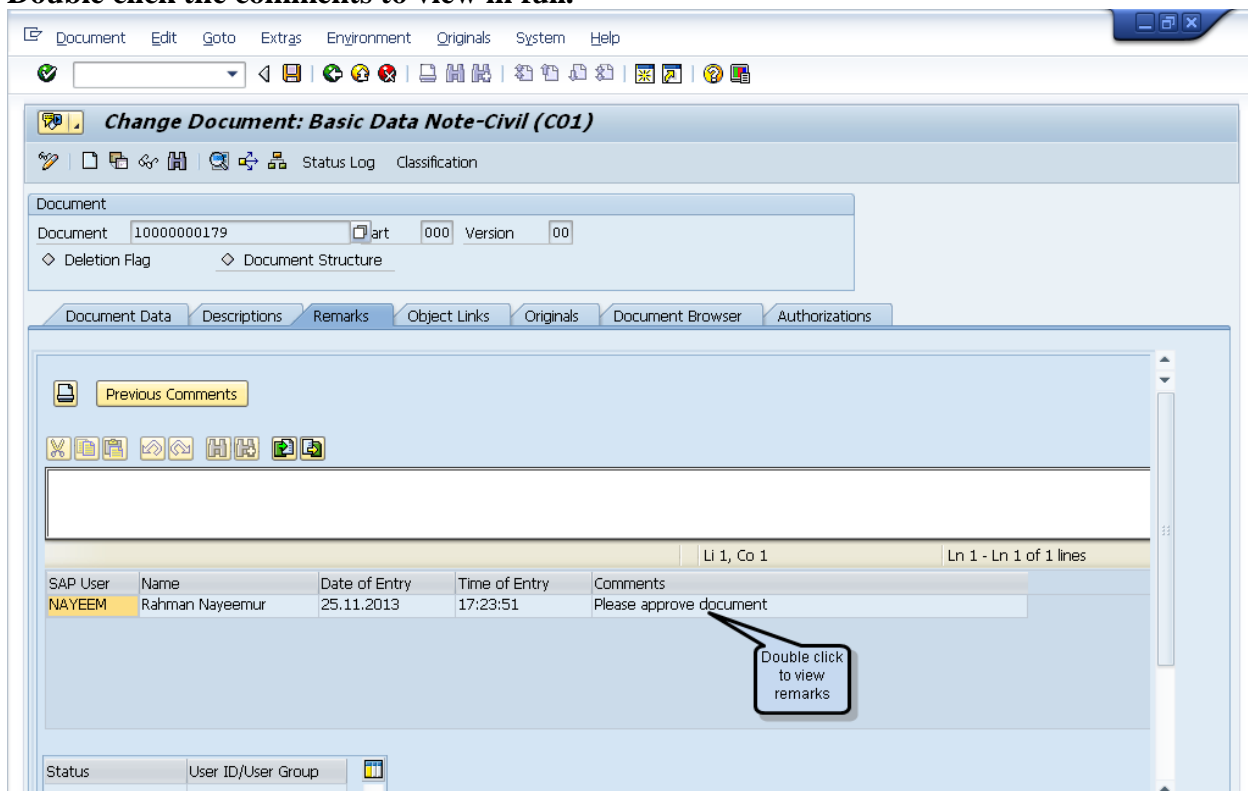
3.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP business work place ->inbox-> Workflow
Via Transaction Code	SBWP

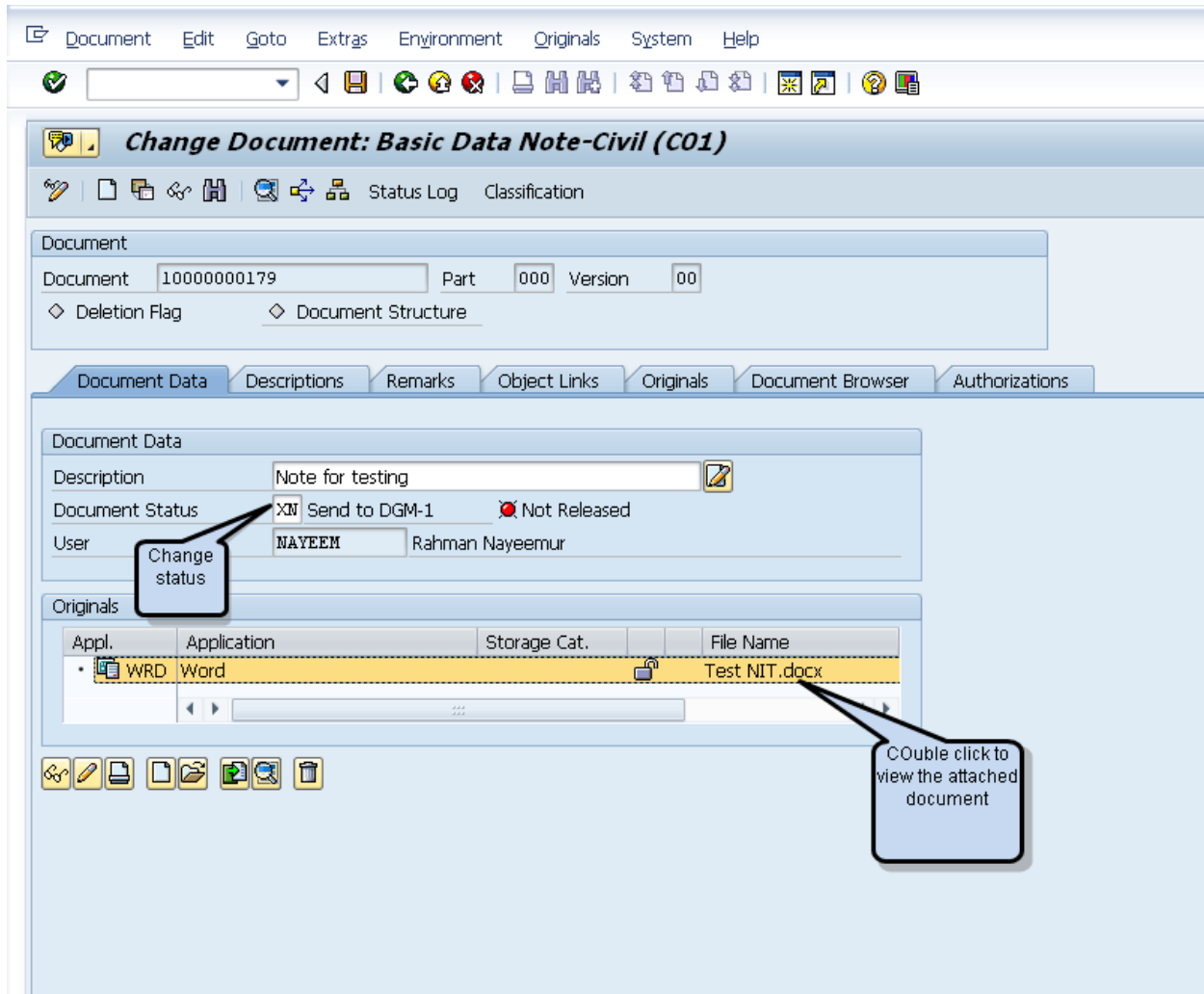
a) Double click the workflow item as shown



b) Double click the comments to view in full.



c) Change the status as action fo the document.



4. Review of document.

a) Select the review status to review from any.

Document Edit Goto Extras Environment Originals System Help

Change Document: Basic Data Note-Civil (C01)

Document Status (1) 3 Entries found

Restrictions

Document: 10000000179 Part: 000 Version: 1

Deletion Flag Document Structure

Document Data

Description: Note for testing

Document Status: ☒ Send to DGM-1 ☐ Not Released

User: NAYEEM Rahman Nayeemur

Originals

Appl. Application Storage Cat.

• WRD Word

S.	Status text	ST
RJ	Rejected	S
XP	Review(DGM-1)	S
XR	Send to ED Engg	S

3 Entries found

If approver wants to review document select the status (Review)

b) Enter the SAP user ID / Select from list. And save

Document: 10000000179 Part: 000 Version: 00

Deletion Flag: Document Structure

Document Data | Descriptions | **Remarks** | Object Links | Originals | Document Browser | Authorizations

Previous Comments

Enter Comments

Please review the document

* Li 1, Co 27 Ln 1 - Ln 1 of 1 lines

SAP User	Name	Date of Entry	Time of Entry	Comments
NAYEEM	Rahman Nayeemur	25.11.2013	17:23:51	Please approve document

Status: Review(DGM-1) User ID/User Group: 18

Enter SAP ID/ Select from list

c) Document in reviewer inbox.

Business Workplace of T I BINI

Workflow 25

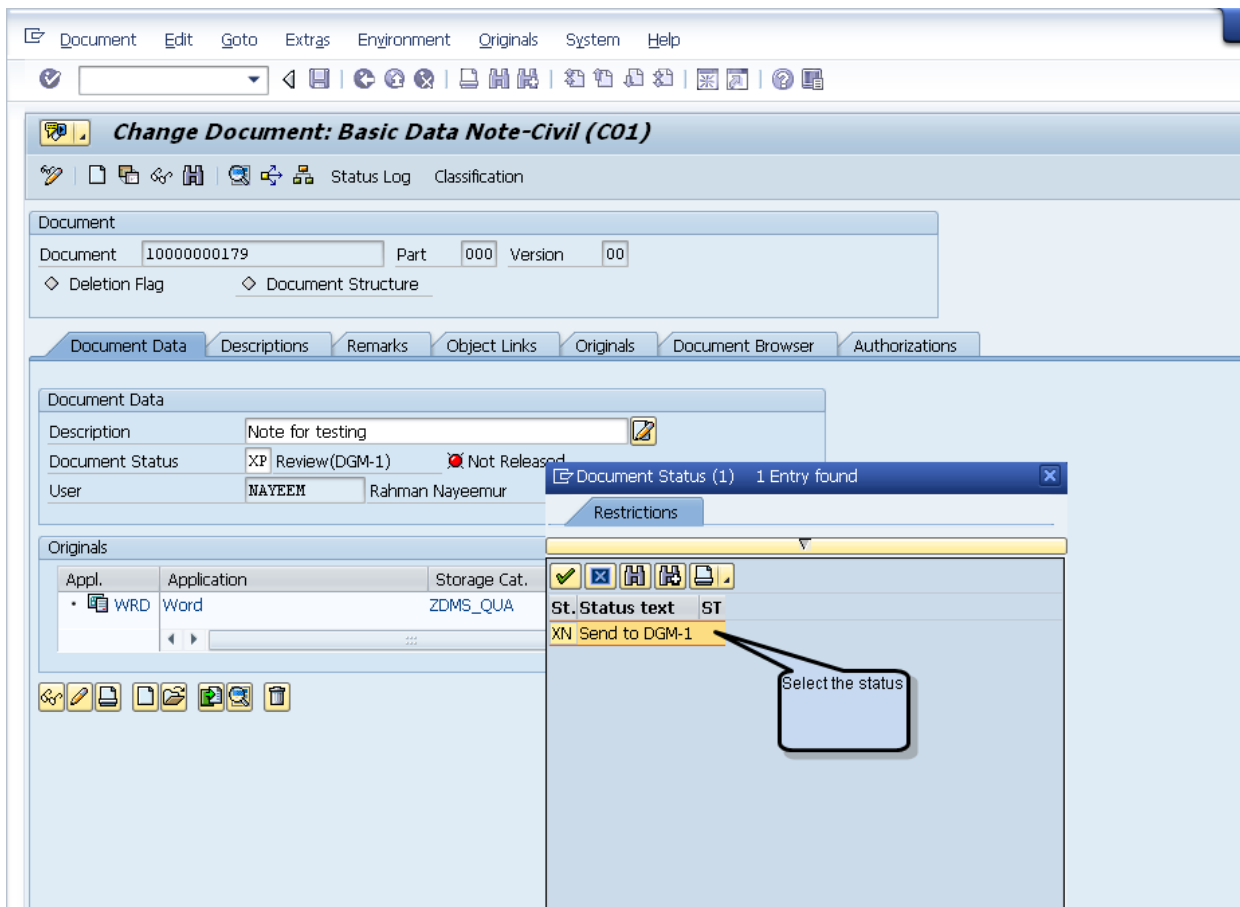
Ex...	Title	Status	Creation Da...	Creation ...	P	At...
	DMS : Note for testing		25.11.2013	17:36:04	5	
	DMS : Final extension of time		14.11.2013	16:41:16	5	
	Purchase order 4500001059 released		14.11.2013	16:36:15	5	
	Purchase order 4500001059 released		14.11.2013	16:35:54	5	
	Purchase order 4500001059 released		14.11.2013	15:57:48	5	
	Purchase order 4500001059 released		14.11.2013	15:56:54	5	
	Purchase order 4500001059 released		13.11.2013	16:51:54	5	
	Purchase order 4500001059 released		13.11.2013	16:50:10	5	
	Purchase order 4500001059 released		13.11.2013	16:19:16	5	
	Purchase order 4500001059 released		13.11.2013	16:15:56	5	
	Purchase order 4500001059 released		13.11.2013	16:13:54	5	
	Purchase order 4500001059 released		05.11.2013	13:19:11	5	
	Purchase order 4500001059 released		05.11.2013	12:48:34	5	
	Purchase order 43000000033 released		05.11.2013	12:30:11	5	

Tips & tricks: Display Other Columns...

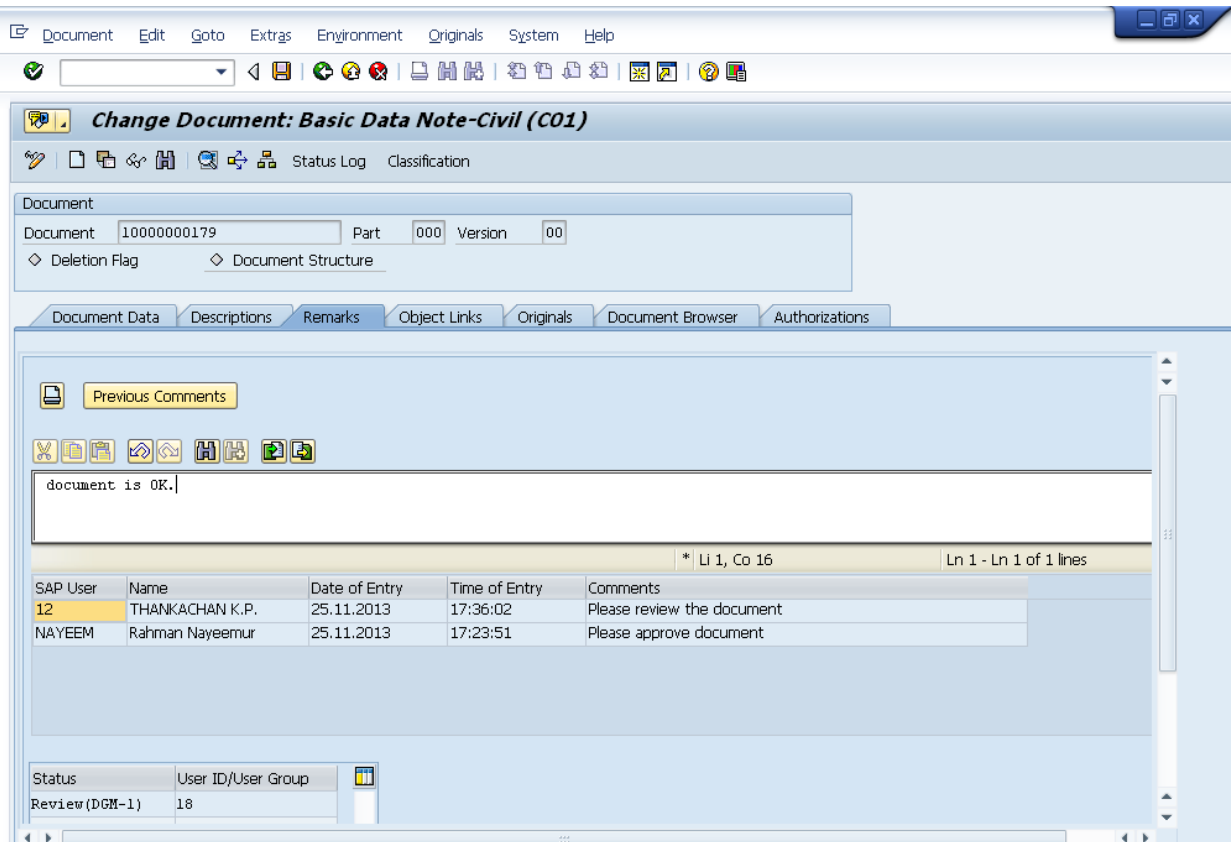
DMS : Note for testing

Description	Objects and attachments
No description available	<ul style="list-style-type: none"> Document: Note for testing

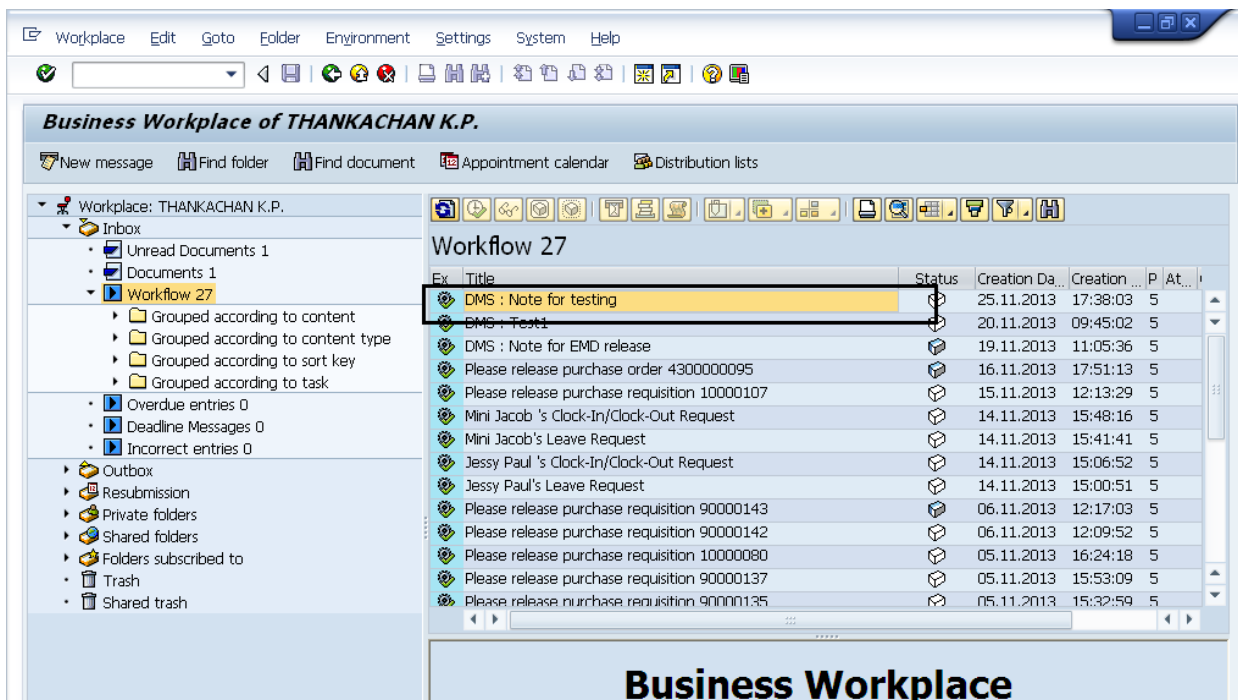
d) Change the status as shown



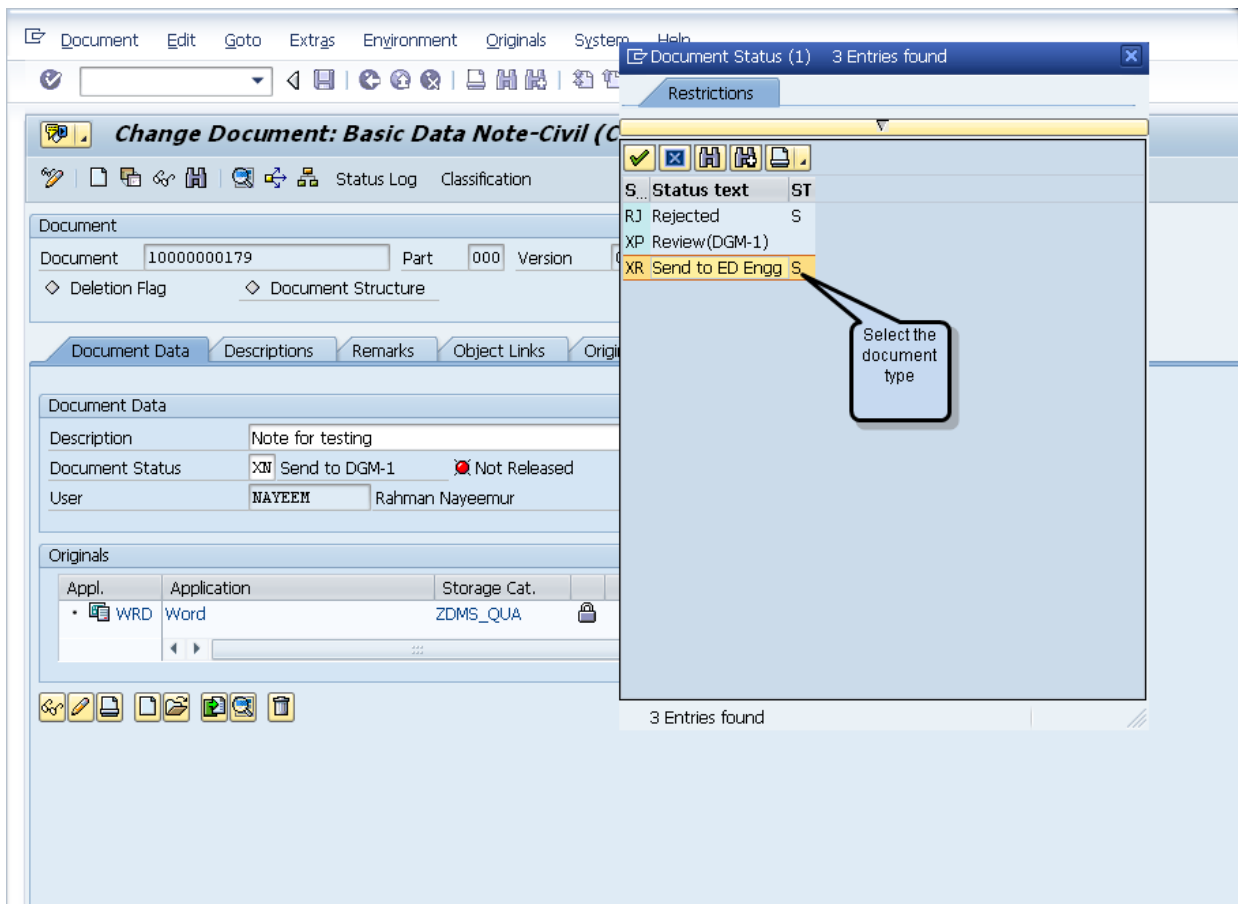
e) Give remarks if required and **save**.



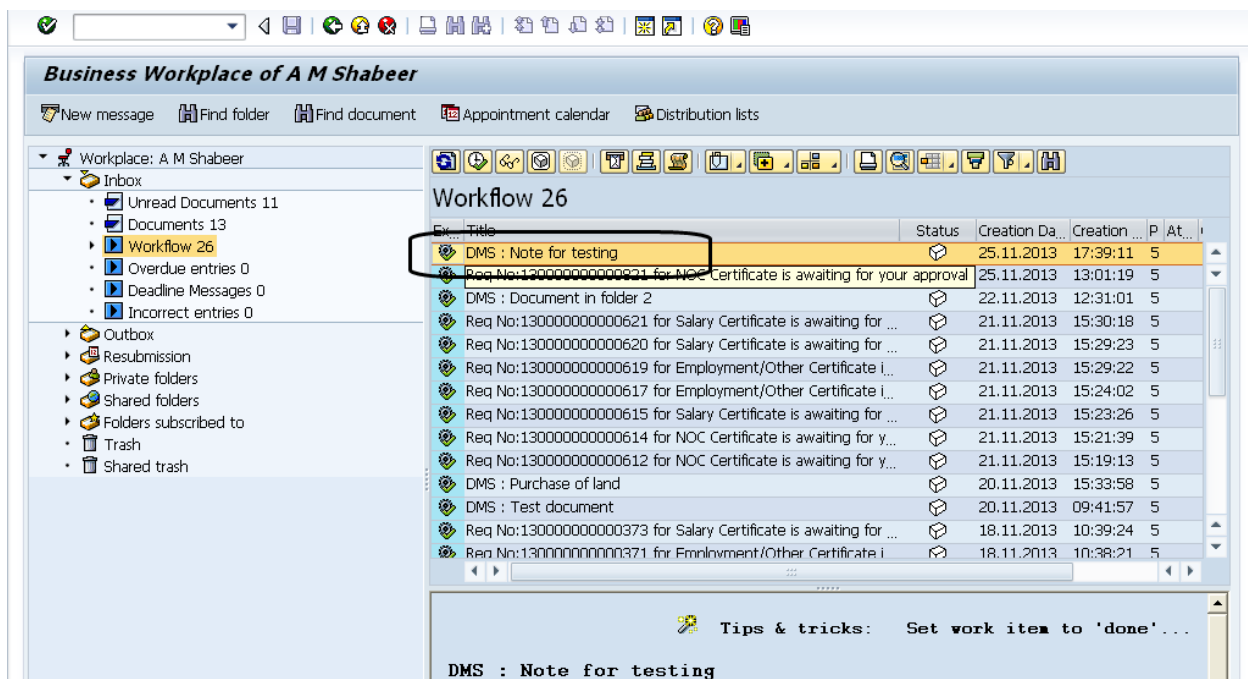
f) Document in sender inbox.



g) Action can be taken based on the reviewer comments. By changing the status as shown.



h) Document will be found in the next approver inbox as shown



- i) Change the document status as action for the document.

5. Rejection of document

- a) Document found in next approver inbox.

The screenshot displays the 'Business Workplace of Lenny Sebastian' interface. The left sidebar shows a folder tree with 'Inbox' expanded, containing 'Workflow 13'. The main area shows 'Workflow 13' with a table of tasks. The first task, 'DMS : Note for testing', is highlighted. Below the table, there is a section for 'Tips & tricks: Overdue Work Items...' and a description of the selected task.

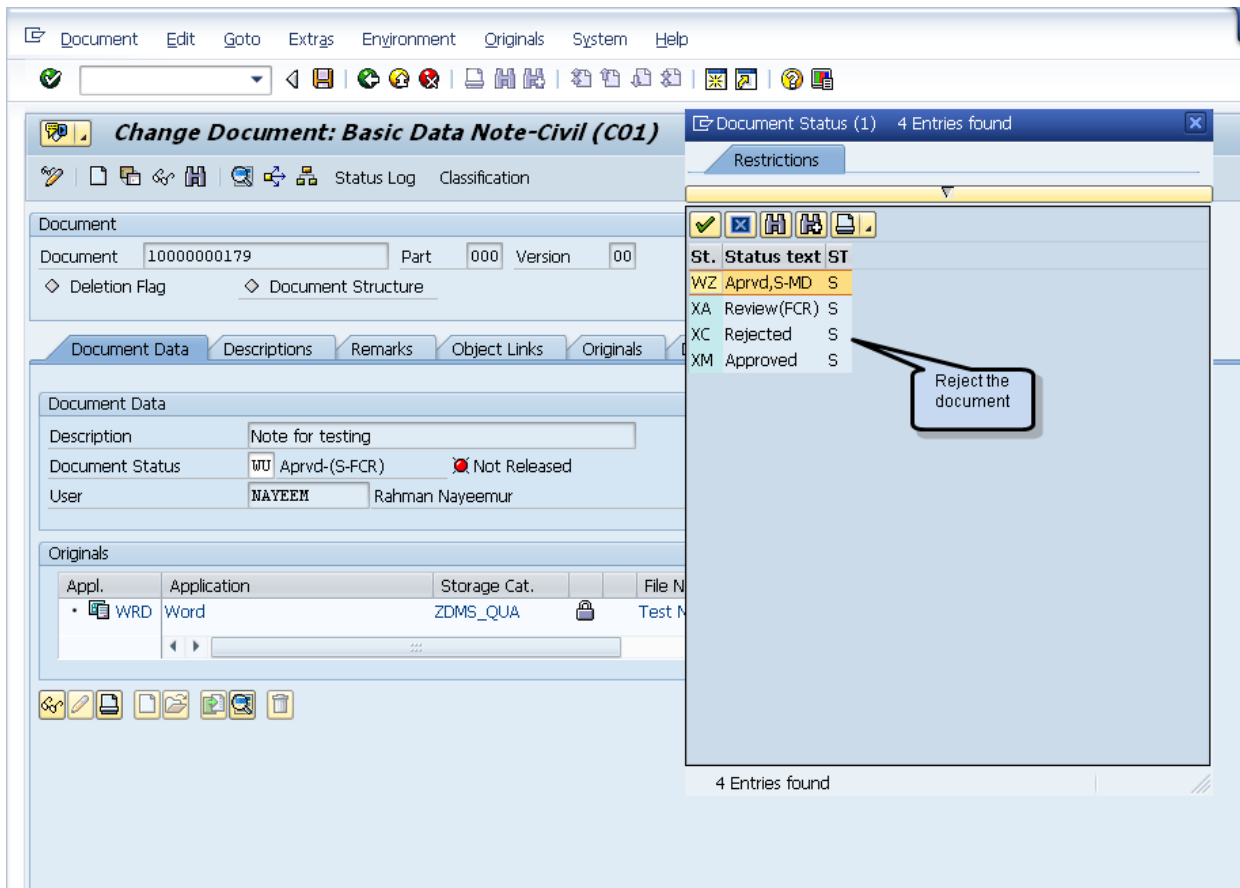
EX...	Title	Status	Creation Da...	Creation ...	P	At...	Co...
	DMS : Note for testing		25.11.2013	17:40:25	5		
	Please release purchase requisition 10000138		25.11.2013	12:43:17	5		
	NEW Abstract Request: 109 is awaiting for your approval		25.11.2013	09:42:38	5		
	NEW Abstract Request: 108 is awaiting for your approval		22.11.2013	16:36:35	5		
	NEW Abstract Request: 107 is awaiting for your approval		22.11.2013	16:35:02	5		
	Please release purchase order 4500001078		22.11.2013	16:06:09	5		
	Please release purchase order 4300000087		22.11.2013	16:04:18	5		
	Please release purchase order 4300000121		22.11.2013	16:00:31	5		
	DMS : test		19.11.2013	16:57:44	5		
	NEW Abstract Request: 106 is awaiting for your approval		19.11.2013	12:39:14	5		
	Approval for IT Declarations Requests		15.11.2013	15:48:29	5		
	Approval for IT Declarations Requests		15.11.2013	15:46:24	5		
	DMS : test		13.11.2013	11:37:00	5		

Tips & tricks: Overdue Work Items...

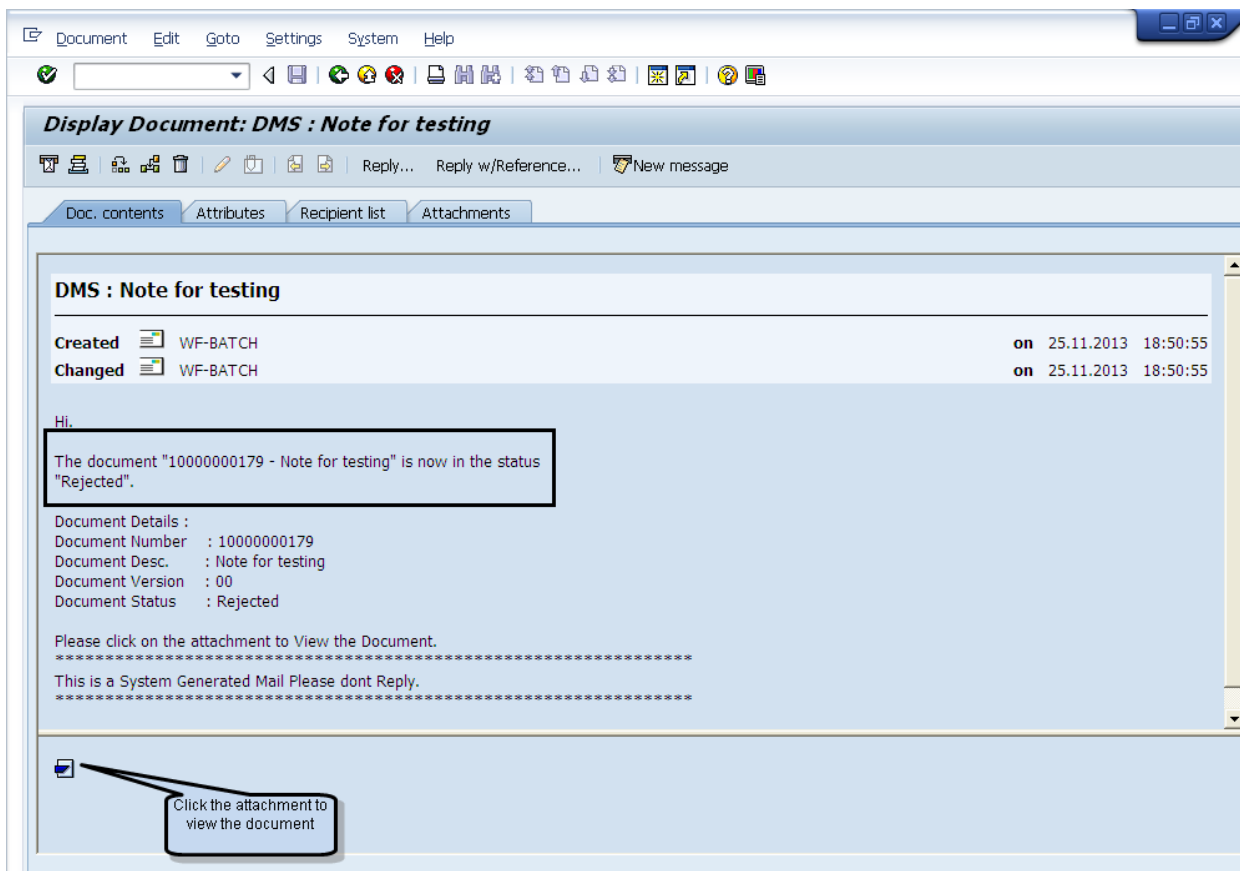
DMS : Note for testing

Description	Objects and attachments
-------------	-------------------------

- b) Action taken as "Reject" the document as shown



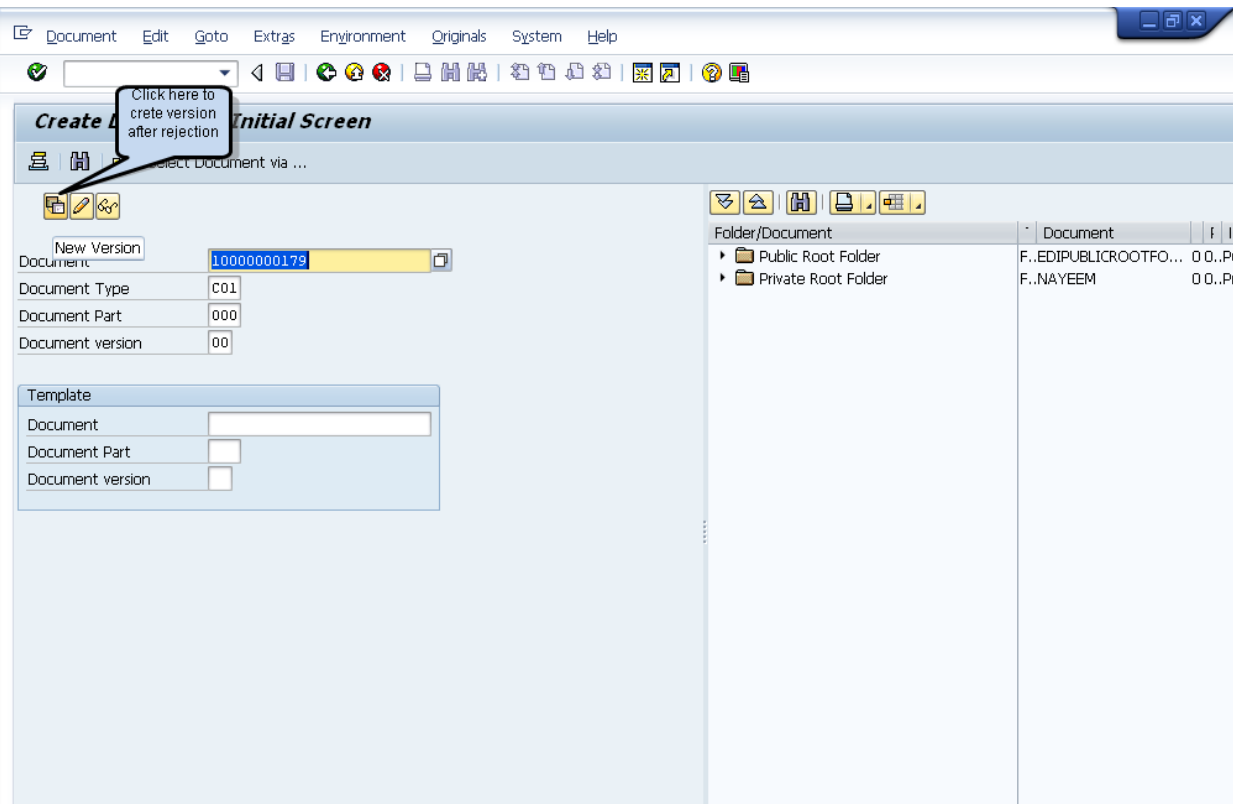
c) Intimation to all previous approvers and to initiator will be given as shown.



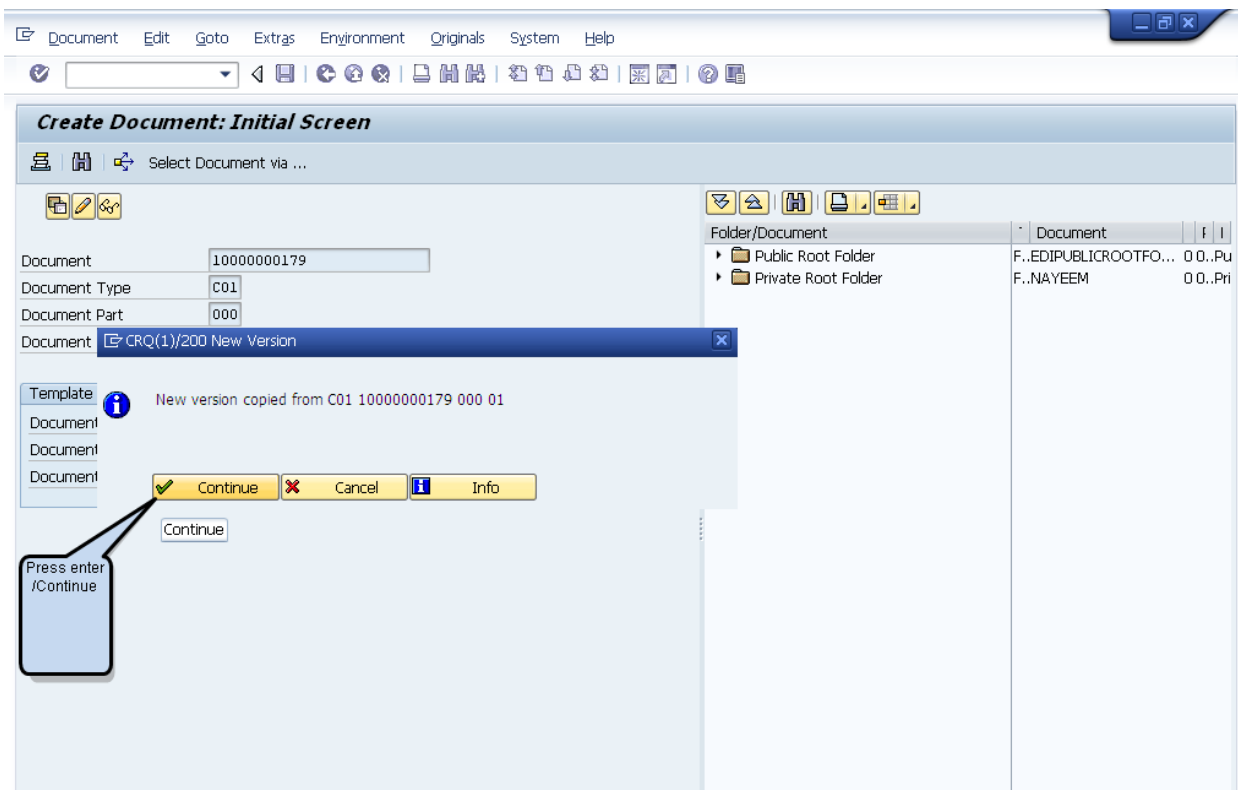
6. Initiate after rejection / Create document Version.

Via Menus	SAP Easy Access → Logistics → Plant Maintenance→ Management of Technical Objects→Functional Location→Measurement Document→Create
Via Transaction Code	CV01N

- a) Select the rejected document.and click new version as shown.



b) Press enter/ click continue to create version.



c) Copy the purchase order link created from previous document (if required).

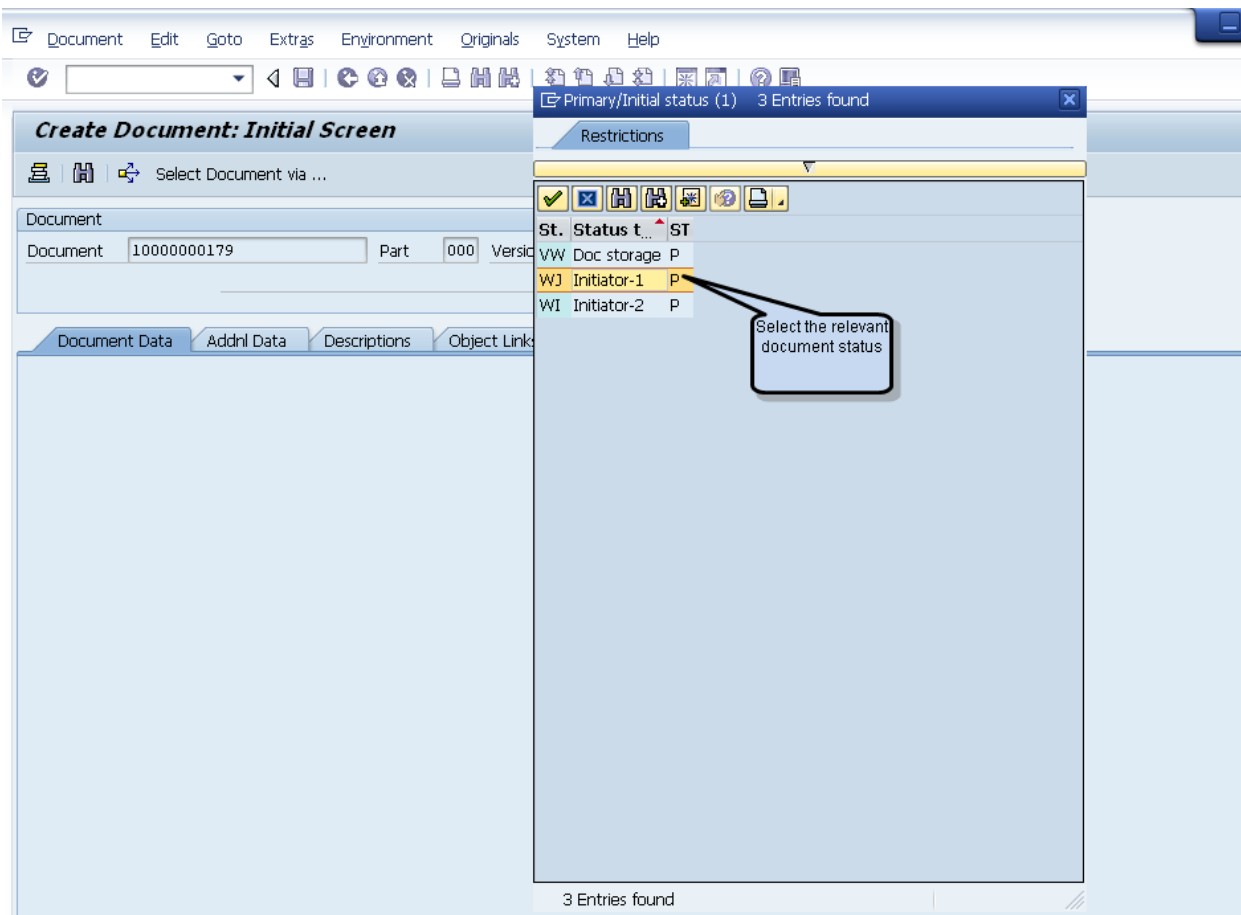
The screenshot displays the SAP 'Create Document: Initial Screen'. The main window has a menu bar (Document, Edit, Goto, Extras, Environment, Originals, System, Help) and a toolbar. Below the title bar, there are icons for document management and a 'Select Document via ...' button. The main area contains input fields for document details:

Document	10000000179
Document Type	C01
Document Part	000
Document version	*

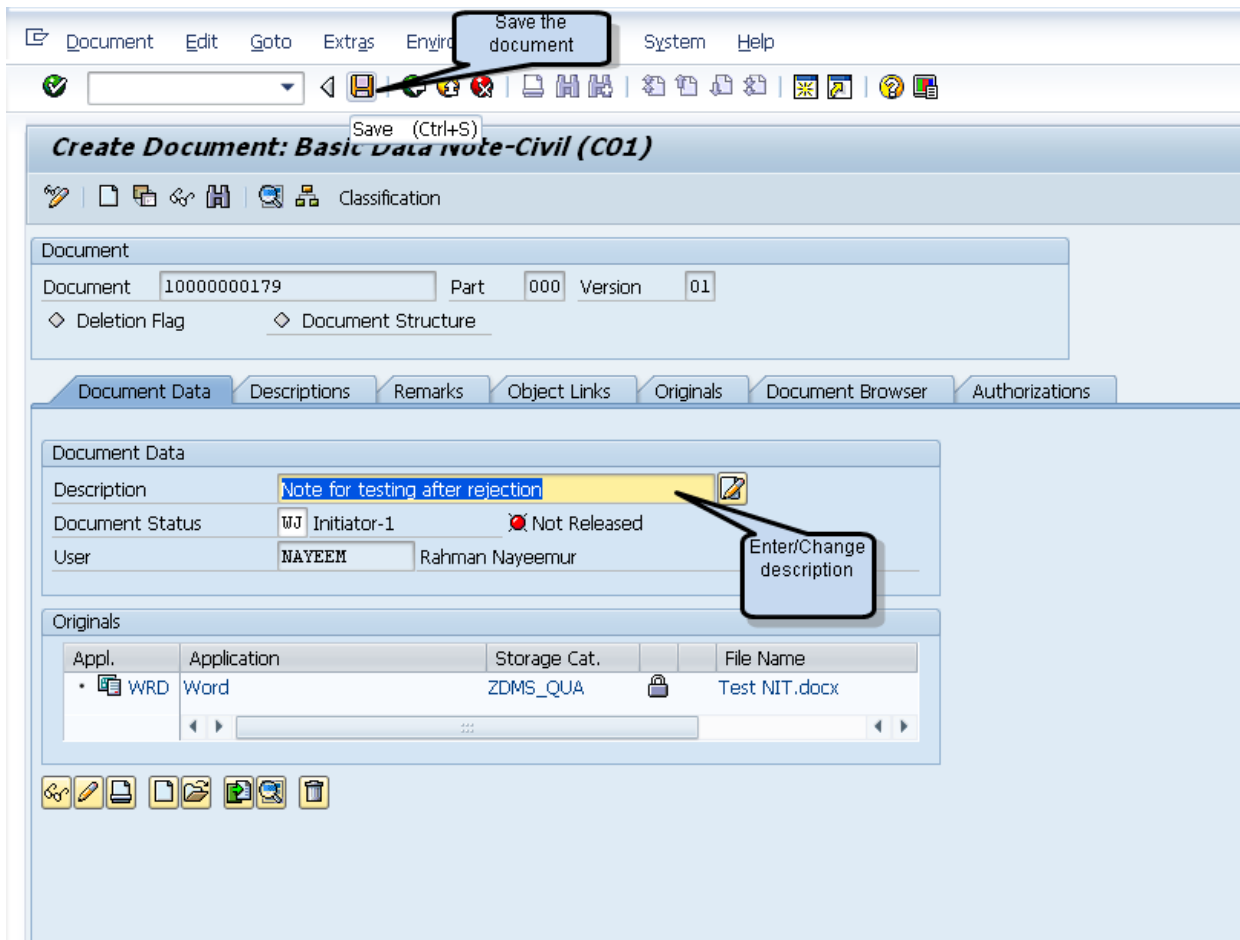
Below these fields, a blue dialog box titled 'CRQ(1)/200 Object Selection' is open. It contains the text 'Select objects whose links you want to copy:' and a list of objects. The 'Purchase Order Item' is selected and highlighted in orange. The dialog also has a close button (X) and a list of other objects (partially visible).

At the bottom of the main window, there are icons for saving, printing, and other actions, along with the SAP logo.

d) Initiate the process Again for approval.

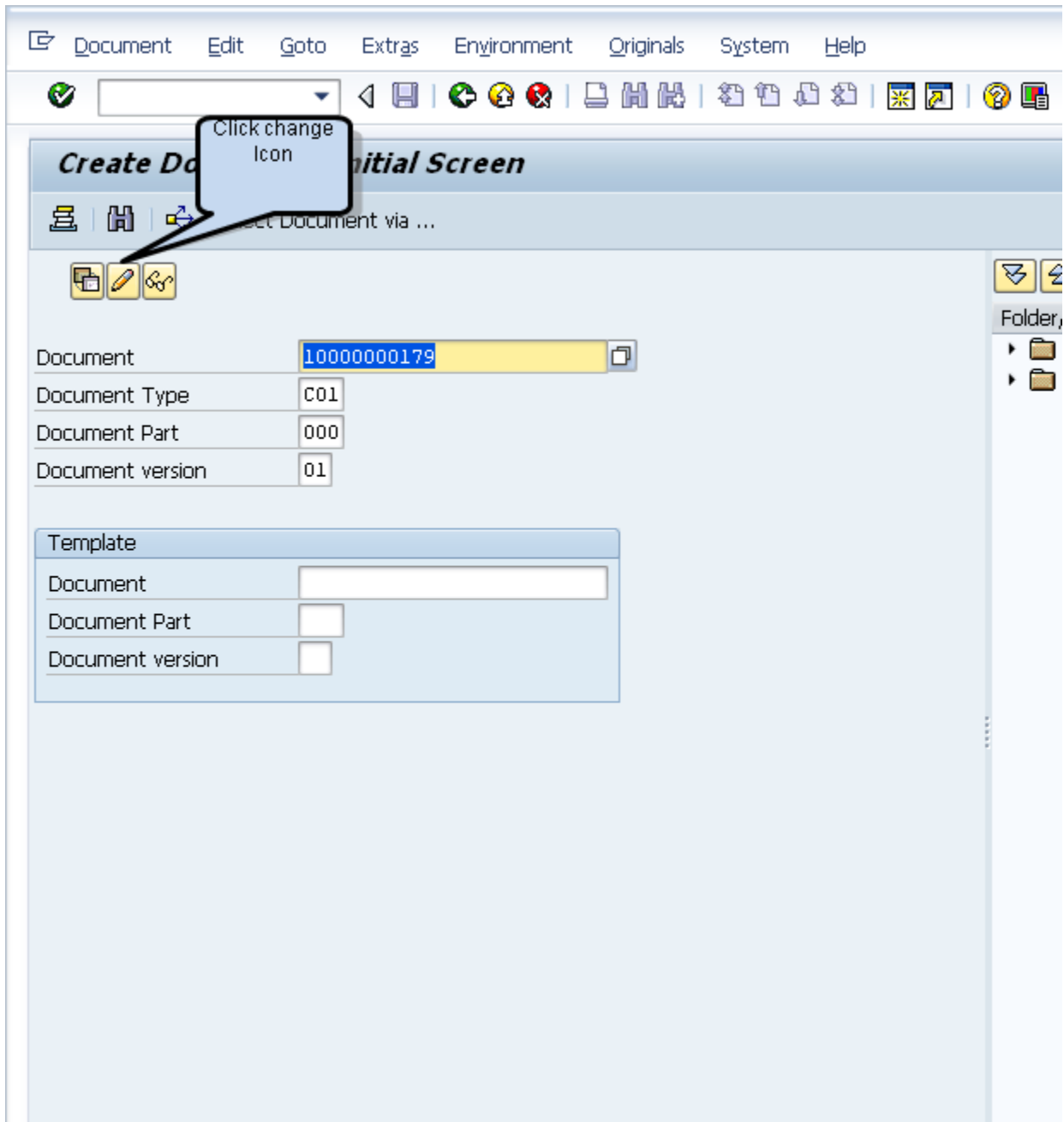


e) Change the description if required.

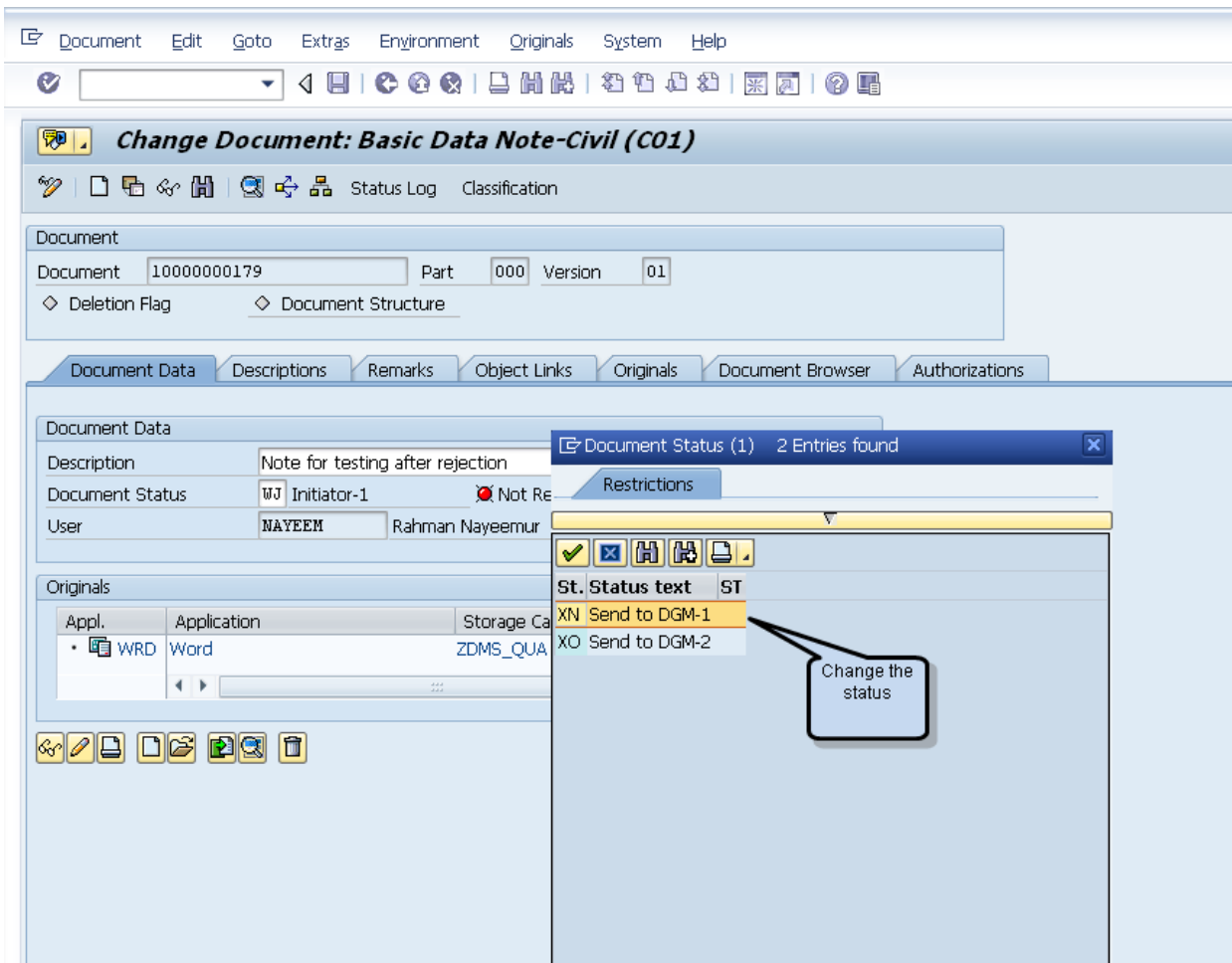


f) Click Change Icon to initiate approval process

Version "01" will be created.

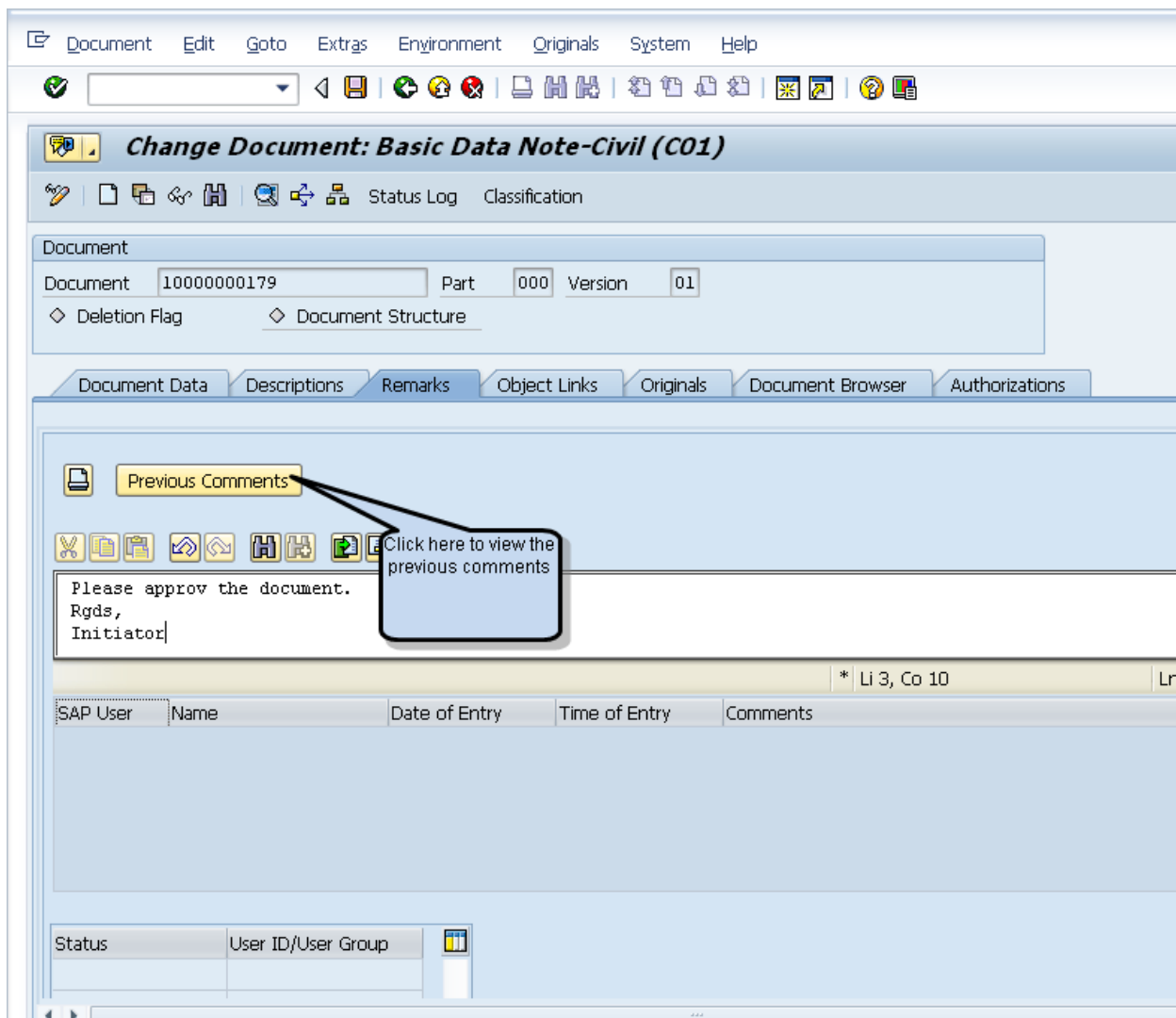


g) Change the status as shown.

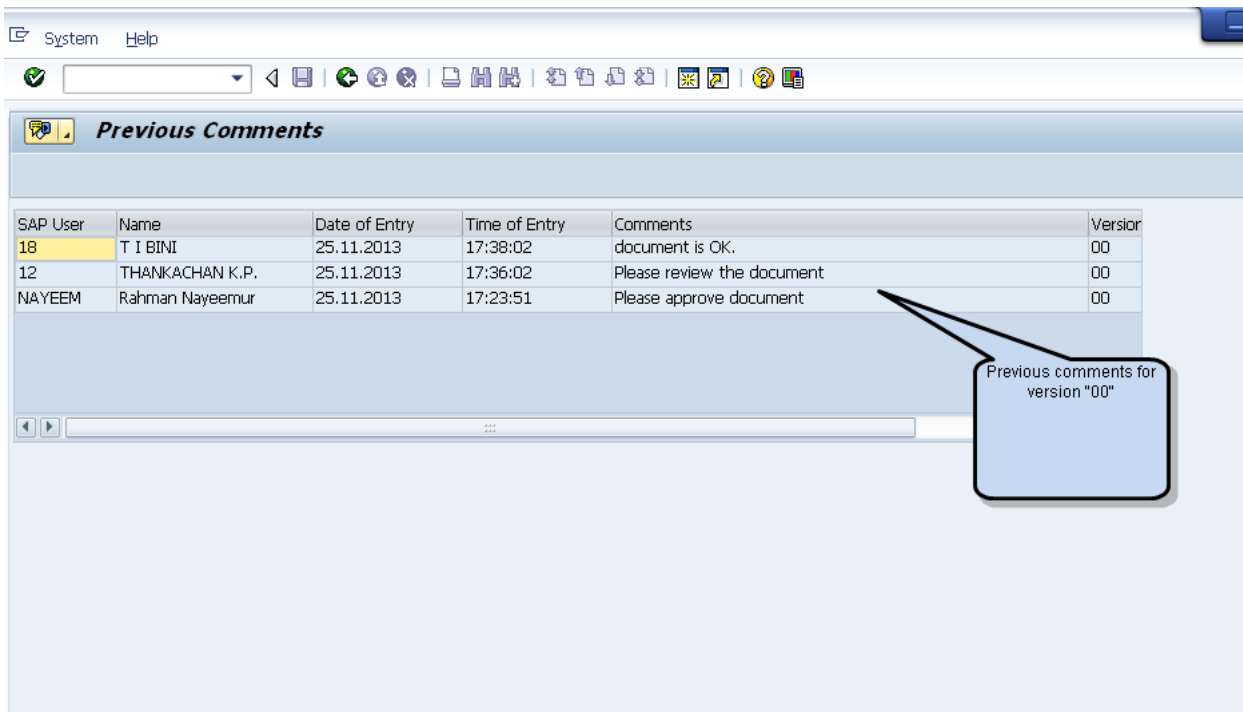


7. View the previous comments.

- Click "Previous remarks in remarks tab to view the rejected / Previous comments made for previous documents.

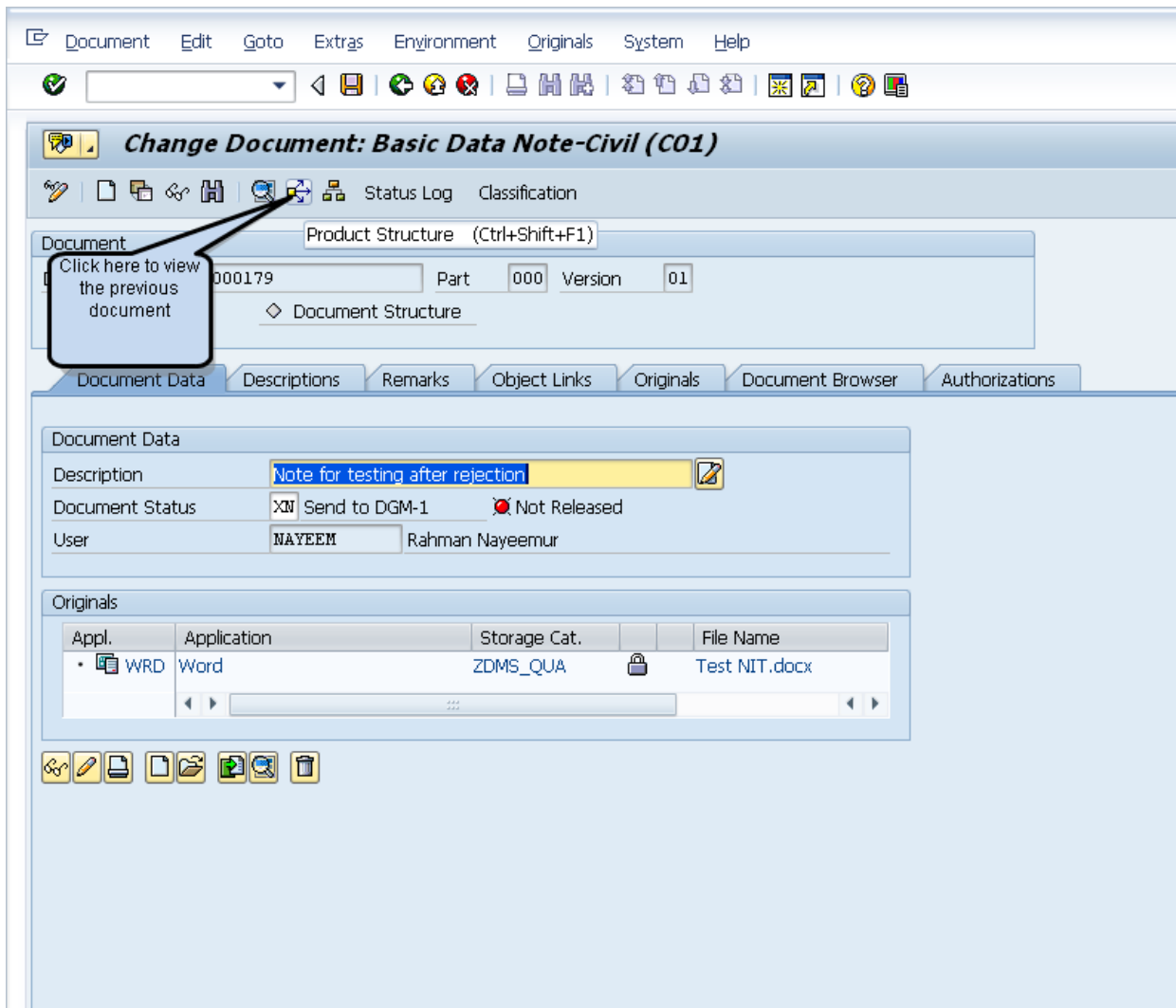


b) Comments will be shown as below.



8. View the previous document.

- Click the “product structure” to view the previous documents.



b) Right click the document and click display to view.



Product Structure: Validity date 26.11.2013



Product Structure	Short Text	Values	Wor...	Del.i...	Asse...	Orig...	Mat....
▼ C01 10000000179 000 01	Note for testing after rejection						
▼ Versions							
▼ C01 10000000179 000 00	Note for testing						
▶ Versions							
▶ Copied Documents							
▶ Object Links							
▶ C01 10000000179 000 01	Note for testing after rejection						
▶ Source Document							
▶ Object Links							

Right click and display to view the rejected document



Product Structure: Validity date 26.11.2013



Product Structure	Short Text	Values	Wor...	Del.i...	Asse...	Orig...	Mat....
▼ C01 10000000179 000 01	Note for testing after rejection						
▼ Versions							
▼ C01 10000000179 000 00	Note for testing						
▶ Versions							
▶ Copied Documents							
▶ Object Links							
▶ C01 10000000179 000 01	Note for testing after rejection						
▶ Source Document							
▶ Object Links							

- Find
- Change
- Display
- Display Original
- Edit Specifications
- Send
- Create Work Item
- Start Workflow
- Create in Object Folder
- Collapse Subtree
- Expand As New Tree
- Expand in New Window

Click display

c) Document will be shown as below.

Display Document: Basic Data Note-Civil (C01)

Document ID: 0000000179 | Part: 000 | Version: 00

Deletion Flag: ☐ | Document Structure: ☐

Document Data | Descriptions | Remarks | Object Links | Originals | Document Browser | Authorizations

Document Data

Description: Note for testing

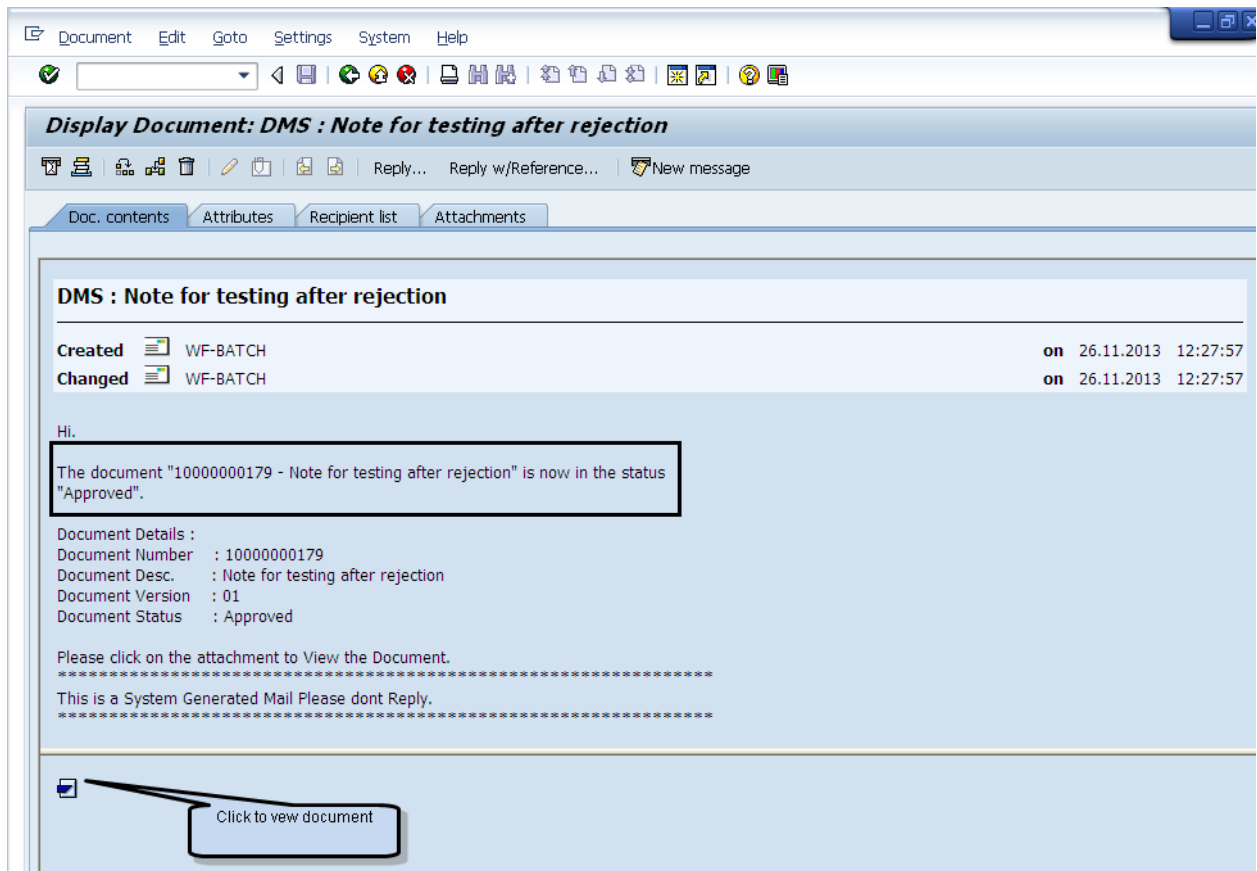
Document Status: XC Rejected | Not Released

User: WAYEEM | Rahman Nayeemur

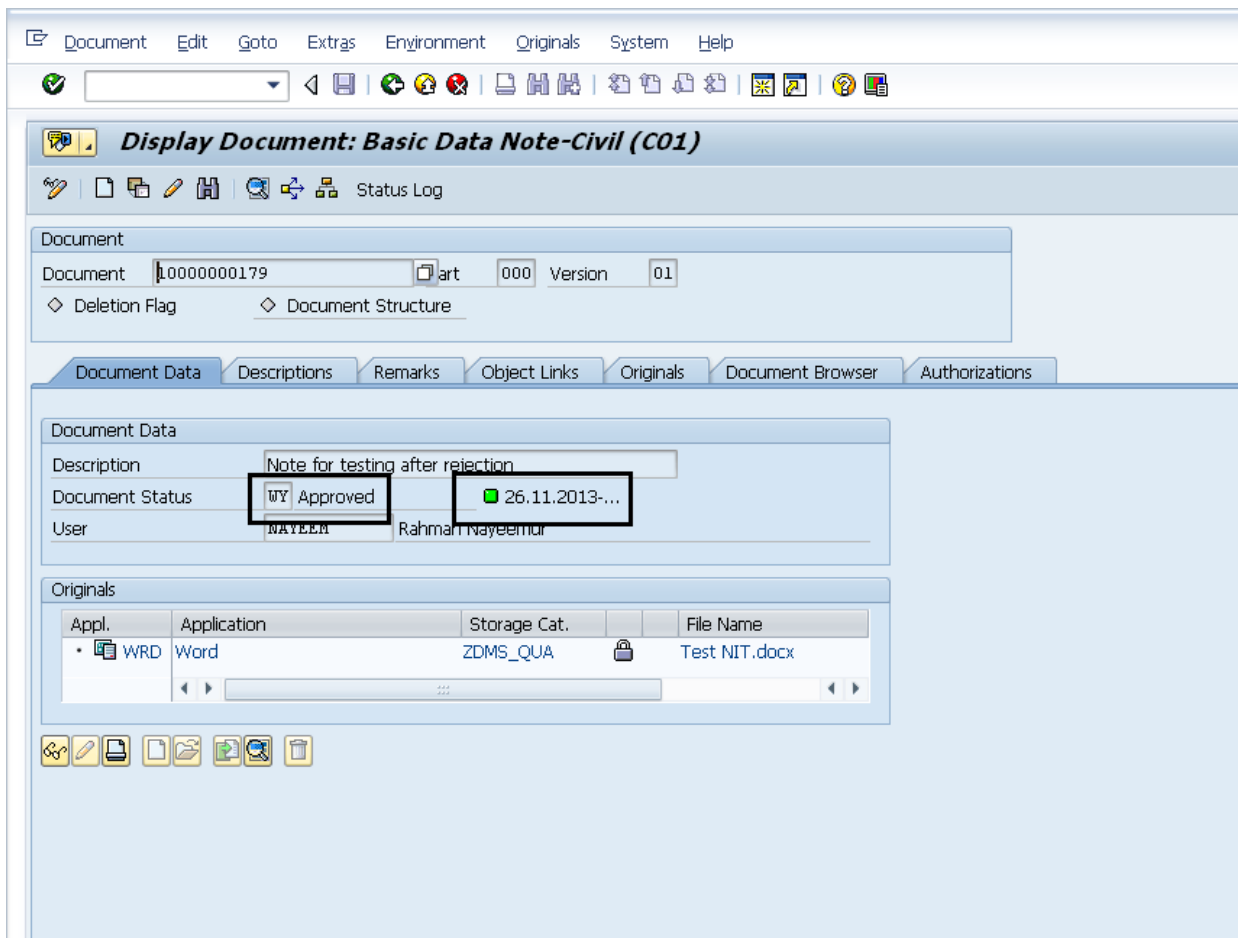
Originals

Appl.	Application	Storage Cat.	File Name
WRD	Word	ZDMS_QUA	Test NIT.docx

9. Document intimation to initiator after final approval.

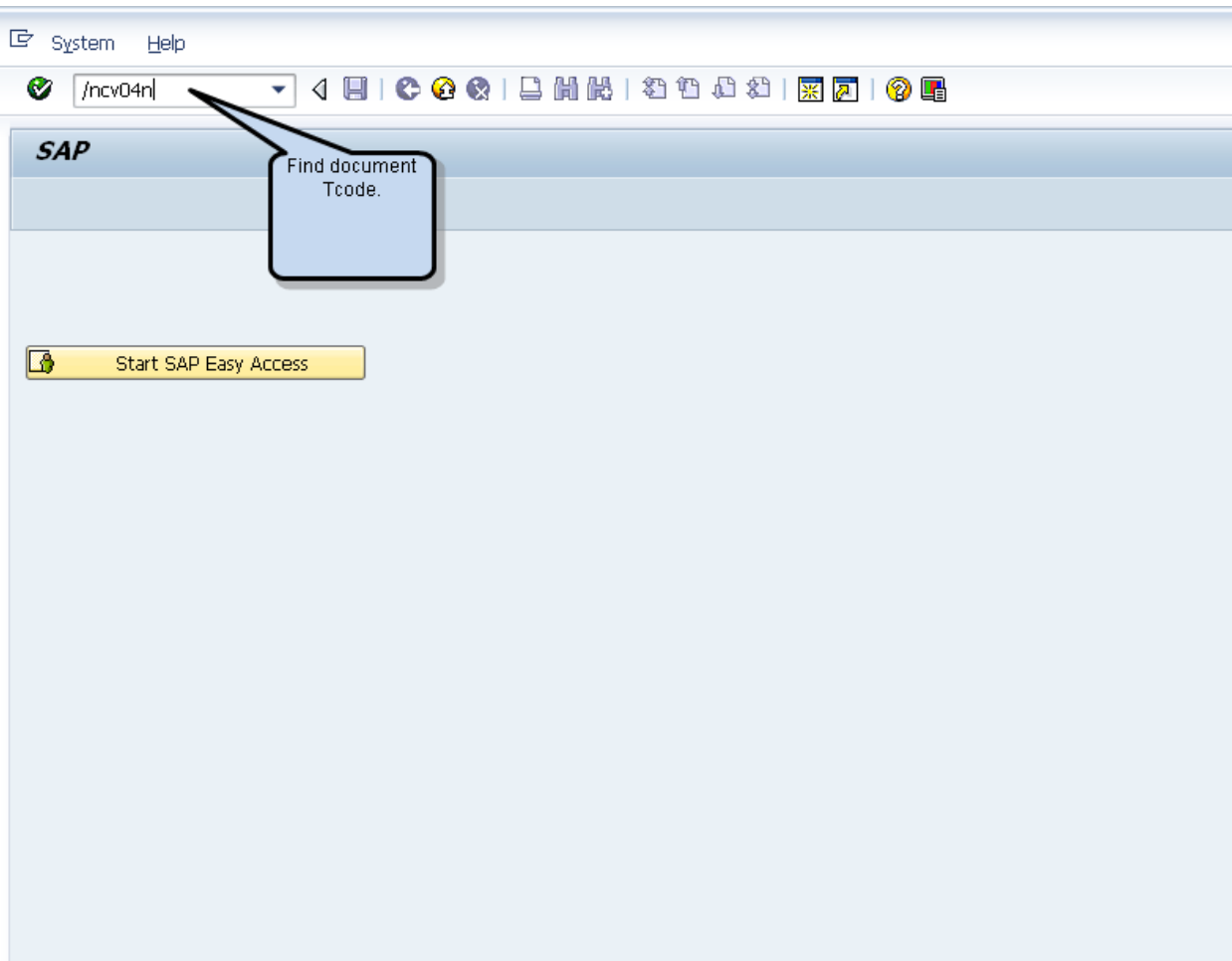


Document will be displayed as shown.



10. Find Document and Actual responsible person.

Via Menus	SAP Easy Access → Logistics → Plant Maintenance→ Management of Technical Objects→Functional Location→Measurement Document→Find
Via Transaction Code	CV04N



a) Enter the document type/ Created User / Document created. And execute.

b) Result for above entered parameter.

	C01	10000000173	00 000 NAYEEM	Document in folder 1	Initiator-2	
	C01	10000000174	00 000 NAYEEM	Document in folder 1	Initiator-2	
	C01	10000000175	00 000 NAYEEM	Document in folder 1	Send to DGM-2	
	C01	10000000177	00 000 NAYEEM	Document in folder 2	Initiator-2	
	C01	10000000178	00 000 NAYEEM	Document in folder 2	Send to ED Engg	
	C01	10000000179	00 000 NAYEEM	Note for testing	Rejected	
	C01	10000000179	01 000 NAYEEM	Note for testing after rejection	Approved	

c) Double click to view the actual responsible person.

The User ID Having “Admin” Authorization other than “DMSADMIN” ID is actual responsible person for the document.

Here User “NAYEEM” is actual responsible person for the document.

Display Document: Basic Data Note-Civil (C01)

Document: 10000000179 Part: 000 Version: 00

Deletion Flag: Document Structure

Document Data | Descriptions | Remarks | Object Links | Originals | Document Browser | **Authorizations**

☒ Display All Authorizations
☐ Display Local Authorizations

Display Doc. Authorization

Type of Auth.	Obj.	ID	Name	Activity	Description	Inherited	Document	Document Type	Document Part	Document version	Name
User		12	THANKACHAN K.P.	Read	Read	<input type="checkbox"/>					
User		16	Lenny Sebastian	Read	Read	<input type="checkbox"/>					
User		18	T I BINI	Read	Read	<input type="checkbox"/>					
User		8	A M Shabeer	Read	Read	<input type="checkbox"/>					
User		DMSADMIN	DMS Admin	Admin	Admin	<input type="checkbox"/>					
User		NAYEEM	Rahman Nayeemur	Admin	Admin	<input type="checkbox"/>					
User Group		C01	C01[.]	Read	Read	<input type="checkbox"/>					

Actual responsible person